

Phillips Board of Education Regular Board Meeting

Monday, July 19, 2021
6:00 p.m.

PUBLIC NOTICE: The health of District employees, School Board, and the community is our number one priority. Therefore, the District will be taking precautionary measures consistent with CDC recommendations. Please consider joining the meeting remotely through the video conference access as provided below:

You are invited to a Zoom webinar.

Please click the link below to join the webinar:

<https://zoom.us/j/94949379587?pwd=QUNCL1BKczRhcFdaanRZY1o3T3ovUT09>

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US: +13126266799,,94949379587# or +16465588656,,94949379587#

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Webinar ID: 949 4937 9587

Our Vision:

Preparing for Tomorrow

Our Mission:

To inspire and empower all students to reach their greatest potential.

Our Goals:

- Review and assess educational opportunities annually throughout the District that enables each student to achieve their greatest academic and social growth.
 - Develop annual objectives and plans that will promote safety and security.
- To create added awareness of the District by implementing or expanding communication strategies that involve family and community members throughout the District.

Board Meeting Agenda		Facilitator	Pg#
I.	Call to Order (Pledge of Allegiance)	Pesko	
II.	Roll Call of Board Members	Pesko	
III.	Public notice of this meeting was properly posted according to Wisconsin Statute 19.84(4). Notice was posted at all school-owned buildings, the School District of Phillips' website, and the Price County Review	Pesko	
IV.	Public Participation Forum – Where members of the public will be allowed to make brief presentations to the board on items of interest to the school district. No action will be taken on items presented.	Pesko	
V.	Administrative Reports, Committee Reports, and Conference/ Workshop Reports		
	A. Superintendent Report	Morgan	
	1. Bus Garage Update		
	2. School Forest Outdoor Classroom Facility Update		
	B. Student Liaison Report	Morrone	
	C. School Forest Committee Report	Secretary	
	D. Policy Committee Report	Baxter	
	1. First Reading #231 Superintendent Job Description		4-5
	2. First Reading #232 Business Manager Job Description		6-7
	3. First Reading #233 Building Principal 6-12 Campus Job Description		8-9
	4. First Reading #233 Building Principal PreK-5 Campus Job Description		10-12
	5. First Reading #234 Direct of Pupil Services Job Description		13-15
	6. First Reading #242 Transportation Manager Job Description		16-17
	7. First Reading #244 Food Service Manager Job Description		18-19
	8. First Reading #246 6-12 School Counselor Job Description		20-21
	E. Revenue Committee Report	Secretary	
	F. Transportation/Facilities Committee Report	Secretary	
	G. Business Services Committee Report	Secretary	22-23
	H. CESA Board of Control Meeting Report	Houdek	
VI.	Items for Discussion and Possible Action		
	A. Return to Learn Plan Options	Morgan	
	B. Monthly Owner Report from Miron Construction	Morgan/Admin	
	C. Adopt Academic Standards for 2021-2022	Morgan	
	D. Employee Handbook Review Process	Morgan	24-26
	E. Resolution for Early Start to School Year	Morgan	27
	F. Approval of CP Anode Installation at Bus Garage for \$11,154	Lehman	

VII.	<p>Consent Items</p> <ul style="list-style-type: none"> A. Approval of Minutes from June 21, 2021 Board Meetings B. Approval of Personnel Report C. Approval of Bills 	Pesko	28-30 31 PDF
VIII.	Scheduling Future Board Meetings	Pesko	
IX.	<p>Motion to convene into executive session at the conclusion of the open session pursuant to: WI Stat. Sec. 19.85(1)(c) for the purpose of considering employment, promotion, retirement, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.</p> <ul style="list-style-type: none"> • Employee Compensation Requests 	Pesko	
X.	<p>The Board may reconvene into open session pursuant to WI Stat. Sec. 19.85(1) if necessary to act on motions made during the executive session.</p>	Pesko	
XI.	Adjourn	Pesko	

**SCHOOL DISTRICT OF PHILLIPS
JOB DESCRIPTION**

Position Title	Date Revised	Board Policy
Superintendent	Draft	231

Immediate Supervisor: Board of Education

BASIC FUNCTIONS AND RESPONSIBILITIES

The Superintendent is employed by the Board of Education and acts as its executive officer in administering the Board of Education's policies for the operation of the school. The Superintendent shall strive to achieve District goals by providing educational direction and supervision to the professional staff and supervision to the support staff in accordance with the District mission statement and with State and Federal laws and regulations.

ESSENTIAL JOB FUNCTIONS

- Keep the Board informed of school operation by preparing monthly Board agendas, providing oral and written communication, scheduling management team committee meetings, and requesting special Board meetings that become necessary to keep the Board properly informed.
- Ensure that all aspects of District operation comply with State laws and regulations as well as Board contracts and policies.
- Serves as the District's instructional leader and fosters the success of all students by leading the creation, implementation, and review of instructional systems that promote high student achievement and professional development and growth for staff.
- Strive to increase the efficient use of District resources in the daily operations of the schools.
- Assign staff to achieve the maximum benefit toward the attainment of educational goals.
- Evaluate the progress of the professional and support staff toward the attainment of educational goals and District mission statement.
- Work to assure, where appropriate, that the decision-making process includes communicating, collaborating, and connecting effectively with the Board, administration staff, parents, students, and others in the community
- Strive toward the highest standards of personal conduct
- Perform other duties as assigned or directed by the Board.

SUPERVISION RECEIVED: By Board of Education

SUPERVISION EXERCISED: Administrative Staff

QUALIFICATIONS, TRAINING, AND EXPERIENCE

- Candidates should be prepared to engage in deep professional thinking and learning in a student-centered community.
- Strong sense of personal and professional ethics.
- Excellent and practical communication skills.
- Proven Leader
- Hold a DPI district administrator/superintendent license (03)

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Revised 1/11/1994

Revised 4/20/1998

Revised _____

**SCHOOL DISTRICT OF PHILLIPS
JOB DESCRIPTION**

Position Title	Date Revised	Board Policy
Business Manager	Draft	232

Immediate Supervisor: Superintendent

BASIC FUNCTIONS AND RESPONSIBILITIES

The Business Manager shall serve as the chief financial officer of the district under the direction of the District Administrator. The Business manager shall be responsible for the district's operational, financial functions, purchasing programs and other duties as may be assigned by the District Administrator.

ESSENTIAL JOB FUNCTIONS

- Ensure that the accounting procedures within the school system meet all federal, state, and local requirements.
- In collaboration with the district administrator, develop, implement, and oversee the annual school district budget. Presents the budget for review and adoption by the Board of Education.
- Researches all sources of revenue for the school district and assists administrators in preparing grant applications to secure new sources of revenue.
- Supervises and maintains financial record keeping for all state and federal grant programs; processes claims for reimbursement as necessary.
- Oversight of grants and legislative activity. (Policy committee addition)
- Develop all district financial reporting, including but not limited to monthly board financial reports and all annual financial reports required by the State of Wisconsin.
- Monitors revenue and expenditure levels.
- Responsible for coordinating and overseeing the annual audit process.
- Serves as a member of the Board of Education Business Services Committee, and the Facilities/Transportation committee.
- Oversee the collection of all revenues, monitor the cash flow of all district accounts, and invest excess funds in accordance with Board policy and state statutes to maximize district funds or utilize temporary borrowing procedures as required.
- Oversee payroll, accounts payable, purchasing, and inventory. Supervise accounting staff and all functions.
- Responsible for managing the employee benefit administration, vendor relationships, plan design, and employee benefits orientation.
- HR functions
- Supervises and monitors the procurement card program.
- Ensure that student activity accounts operate in accordance with board policy and proper accounting procedures.
- Oversees the food service department, including processing, required state, federal, and DPI related forms and establishes and maintains an audit process for food service claims.
- Maintain a risk management program of the district including recommending and securing proper levels of insurance coverage, maintenance of policies, inventory and appraisal documents.

- Performs all other duties pertinent to the Business Office as directed by the Superintendent.

SUPERVISION RECEIVED: By Superintendent

SUPERVISION EXERCISED: AP/Payroll Clerk

QUALIFICATIONS, TRAINING, AND EXPERIENCE

- Candidates should be prepared to engage in deep professional thinking and learning in a student-centered community.
- Strong sense of personal and professional ethics.
- Excellent and practical communication skills.
- Proven Leader.
- Expert in fiscal management.
- Proficient in the use of Skyward or other financial software.
- Expected to collaborate with the administrative team, instructional staff, school board, and community members to answer questions and provide information regarding the state of finance in the school district.
- Hold a bachelor's degree in accounting, finance, or business administration.
- Have or be qualified to have a School Business Manager administrator license.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Revised 1/11/1994

Revised 4/20/1998

Revised _____

**SCHOOL DISTRICT OF PHILLIPS
JOB DESCRIPTION**

Position Title	Date Revised	Board Policy
Building Principal - 6-12 Campus	Draft	233

Immediate Supervisor: Superintendent

BASIC FUNCTIONS AND RESPONSIBILITIES

The Principal oversees the daily activities and operations within a school building, including providing leadership to ensure high standards of instructional service and ensuring that school facilities remain safe for students and faculty.

ESSENTIAL JOB FUNCTIONS

This position is responsible for promoting the success of all students by:

- Creating structures and strategies that promote and lead towards excellence in equity, anti-racism, and cultural competence for staff, students, and families.
- Creating learning opportunities focused on an inclusive school environment.
- Providing focused instructional leadership to facilitate a collaborative problem solving environment for students and staff.
- Providing coaching for the improvement of the staff and their practices.
- Oversee faculty and staff performance evaluations and conduct investigations that may lead to disciplinary action(s).
- Ensuring teachers and staff are aware of and utilizing the most current practices of learning and makes the discussion of these a regular aspect of the school's culture.
- Collaboratively leading the school community in a school improvement plan that provides high accountability by establishing goals and metrics to measure progress to positively impact student achievement for all students.
- Recruits, selects, develops, evaluates, and assigns staff members to continuously improve the school environment and student results outcomes in alignment with the school's goals.
- Modeling professionalism and anti-racist, ethical behavior in all interactions with staff, students, families, and community members.
- Maximizing time focused on student learning, uses feedback to improve school performance and student achievement, and demonstrates initiative and persistence to achieve school goals and improve performance.
- Involving teachers in the design and implementation of important educational decisions and rules.
- Willingly and actively challenging the status quo as an innovative disruptor.
- Fostering a shared belief that all students can learn at a high level.
- Advocating for the school to all stakeholders.
- Providing teachers with the materials and professional development necessary for the successful execution of their jobs aligned with the school district strategic plan.
- Establishing a set of standard operating principles and procedures.
- Working with stakeholders to develop a positive climate and culture where all students can thrive and feel connected to.

- Maintaining current knowledge base about best practices in curriculum, instruction, and assessment.
- Establishing strong lines of communication with and among teachers, staff, students, and parents.
- Adapting leadership behavior to the needs of the current situation and is comfortable with dissent.
- Inspiring and leading new and challenging innovations.
- Ensure the safety and security of all students, staff, visitors, and public and property.
- Lead the budget development process aligning the learning priorities to financial needs while managing the funds flexibly and responsibly.
- Oversee routine facilities maintenance.
- Oversee management of school records and resources as necessary.
- Ensure compliance of local, state, and federal laws and regulations.
- Actively participating in the design and implementation of curriculum, instruction, and assessment practices.
- Effectively communicating with teachers, parents/guardians and students using multiple avenues.

RESPONSIBILITIES SPECIFIC TO 6-12 CAMPUS PRINCIPAL

- Supervises and works with the athletic director to maintain quality athletic program.
- Supervises extra-curricular advisors to assure quality programs are maintained in non-athletic groups.

SUPERVISION RECEIVED: By superintendent

SUPERVISION EXERCISED: Teachers and building support staff

QUALIFICATIONS, TRAINING, AND EXPERIENCE

1. Possess and maintain a current Wisconsin Department of Public Instruction (DPI) license for Principal (51)
2. Must possess and maintain or be eligible to obtain a current Wisconsin Department of Public Instruction license to teach.
3. Valid drivers license

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Revised 1/11/1994
 Revised 4/20/1998
 Revised _____

**SCHOOL DISTRICT OF PHILLIPS
JOB DESCRIPTION**

Position Title	Date Revised	Board Policy
Building Principal - PreK-5 Campus	Draft	233

Immediate Supervisor: Superintendent

BASIC FUNCTIONS AND RESPONSIBILITIES

The Principal oversees the daily activities and operations within a school building, including providing leadership to ensure high standards of instructional service and ensuring that school facilities remain safe for students and faculty.

ESSENTIAL JOB FUNCTIONS

This position is responsible for promoting the success of all students by:

- Creating structures and strategies that promote and lead towards excellence in equity, anti-racism, and cultural competence for staff, students, and families.
- Creating learning opportunities focused on an inclusive school environment.
- Providing focused instructional leadership to facilitate a collaborative problem solving environment for students and staff.
- Providing coaching for the improvement of the staff and their practices.
- Oversee faculty and staff performance evaluations and conduct investigations that may lead to disciplinary action(s).
- Ensuring teachers and staff are aware of and utilizing the most current practices of learning and makes the discussion of these a regular aspect of the school's culture.
- Collaboratively leading the school community in a school improvement plan that provides high accountability by establishing goals and metrics to measure progress to positively impact student achievement for all students.
- Recruits, selects, develops, evaluates, and assigns staff members to continuously improve the school environment and student results outcomes in alignment with the school's goals.
- Modeling professionalism and anti-racist, ethical behavior in all interactions with staff, students, families, and community members.
- Maximizing time focused on student learning, uses feedback to improve school performance and student achievement, and demonstrates initiative and persistence to achieve school goals and improve performance.
- Involving teachers in the design and implementation of important educational decisions and rules.
- Willingly and actively challenging the status quo as an innovative disruptor.
- Fostering a shared belief that all students can learn at a high level.
- Advocating for the school to all stakeholders.
- Providing teachers with the materials and professional development necessary for the successful execution of their jobs aligned with the school district strategic plan.
- Establishing a set of standard operating principles and procedures.
- Working with stakeholders to develop a positive climate and culture where all students can thrive and feel connected to.

- Maintaining current knowledge base about best practices in curriculum, instruction, and assessment.
- Establishing strong lines of communication with and among teachers, staff, students, and parents.
- Adapting leadership behavior to the needs of the current situation and is comfortable with dissent.
- Inspiring and leading new and challenging innovations.
- Ensure the safety and security of all students, staff, visitors, and public and property.
- Lead the budget development process aligning the learning priorities to financial needs while managing the funds flexibly and responsibly.
- Oversee routine facilities maintenance.
- Oversee management of school records and resources as necessary.
- Ensure compliance of local, state, and federal laws and regulations.
- Actively participating in the design and implementation of curriculum, instruction, and assessment practices.
- Effectively communicating with teachers, parents/guardians and students using multiple avenues.

RESPONSIBILITIES SPECIFIC TO ELEMENTARY PRINCIPAL

- District Coordinator of Title Federal Grants I, II, III, IV.
 - **Needs assessment and program plan design**, to ensure services are designed to meet identified needs and help ensure that resource allocation is aligned with equity goals
 - **Family engagement**, to allow family perspectives to inform programming efforts and to promote coordination of school and family efforts to support students
 - **Appropriately licensed teachers**, to help ensure children from low-income families have equitable access to high-quality instruction
 - **Equitable participation by private school students**, to ensure that eligible students in private schools benefit from Title I services, even though private schools cannot receive Title I funds directly
 - **Coordination with early childhood care providers**, to support transitions to Kindergarten
 - **Budget development**, supplement not supplant requirements, determining allowable costs, carryover, compatibility reports, end of the year reports,
 - **Methodology requirements and exemptions**
- Administrator of the 21st CLCC Federal Grant.

SUPERVISION RECEIVED: By superintendent

SUPERVISION EXERCISED: Teachers and building support staff

QUALIFICATIONS, TRAINING, AND EXPERIENCE

1. Possess and maintain a current Wisconsin Department of Public Instruction (DPI) license for Principal (51)
2. Must possess and maintain or be eligible to obtain a current Wisconsin Department of Public Instruction license to teach.
3. Valid drivers license

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Revised 1/11/1994

Revised 4/20/1998

Revised _____

**SCHOOL DISTRICT OF PHILLIPS
JOB DESCRIPTION**

Position Title	Date Revised	Board Policy
Director of Pupil Services	Draft	234

Immediate Supervisor: Superintendent

BASIC FUNCTIONS AND RESPONSIBILITIES

The Director of Pupil Services is to provide leadership to the special education and pupil services staff for the district to ensure a high standard of instructional and support services for students.

ESSENTIAL JOB FUNCTIONS

This position is responsible for promoting the success of all students by:

- Creating structures and strategies that promote and lead towards excellence in equity, anti-racism, and cultural competence for staff, students, and families.
- Creating learning opportunities focused on an inclusive school environment.
- Providing focused instructional leadership to facilitate a collaborative problem solving environment for students and staff.
- Providing coaching for the improvement of the staff and their practices.
- Oversee faculty and staff performance evaluations and conduct investigations that may lead to disciplinary action(s).
- Ensuring special education teachers and staff are aware of and utilizing the most current practices of learning and makes the discussion of these a regular aspect of the school's culture.
- Collaboratively leading the school community in a school improvement plan that provides high accountability by establishing goals and metrics to measure progress to positively impact student achievement for all students.
- Recruits, selects, develops, evaluates, and assigns staff members to continuously improve the school environment and student results outcomes in alignment with the school's goals.
- Modeling professionalism and anti-racist, ethical behavior in all interactions with staff, students, families, and community members.
- Maximizing time focused on student learning, uses feedback to improve school performance and student achievement, and demonstrates initiative and persistence to achieve school goals and improve performance.
- Involving special education teachers in the design and implementation of important educational decisions and rules.
- Willingly and actively challenging the status quo as an innovative disruptor.
- Fostering a shared belief that all students can learn at a high level.
- Advocating for the school to all stakeholders.
- Providing special education teachers and staff with the materials and professional development necessary for the successful execution of their jobs aligned with the school district strategic plan.
- Establishing a set of standard operating principles and procedures.
- Working with stakeholders to develop a positive climate and culture where all students can thrive and feel connected to.

- Maintaining current knowledge base about best practices in curriculum, instruction, and assessment.
- Establishing strong lines of communication with and among special education teachers, staff, students, and parents.
- Adapting leadership behavior to the needs of the current situation and is comfortable with dissent.
- Inspiring and leading new and challenging innovations.
- Ensure the safety and security of all students, staff, visitors, and public and property.
- Lead the budget development process aligning the learning priorities to financial needs while managing the funds flexibly and responsibly.
- Oversee management of school records and resources as necessary.
- Ensure compliance of local, state, and federal laws and regulations.
- Actively participating in the design and implementation of curriculum, instruction, and assessment practices.
- Effectively communicating with special education teachers, paraprofessionals, parents/guardians and students using multiple avenues.
- Ensures compliance with Statewide assessment procedures and processes.

RESPONSIBILITIES SPECIFIC TO DIRECTOR OF PUPIL SERVICES

- Serves as the LEA at student evaluation and annual IEP meetings and ensures that all special education processes are followed according to DPI requirements.
- Oversees 504 evaluations and annual review process.
- Serves as RtI Coordinator for the district
- Services as the District Assessment Coordinator
- Serves as the District's Title IX Equity Coordinator
- Serves as the District's English Language Learner (ELL) Coordinator
- Serves as the District's gifted and talented contact

SUPERVISION RECEIVED: By superintendent

SUPERVISION EXERCISED: Teachers and building support staff

QUALIFICATIONS, TRAINING, AND EXPERIENCE

1. Possess and maintain a current Wisconsin Department of Public Instruction (DPI) license for Director of Special Education and Pupil Services (80)
2. Must possess and maintain or be eligible to obtain a current Wisconsin Department of Public Instruction license to teach.
3. Valid drivers license

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Revised 1/11/1994

Revised 4/20/1998

Revised _____

**School District of Phillips
Job Description**

Position Title	Date Revised	Board Policy
Transportation Manager	3/18/2021	242

Immediate Supervisor: Superintendent

BASIC FUNCTIONS AND RESPONSIBILITIES

Under the direction of the superintendent, the lead driver is responsible for directing the daily operations of the transportation department to assure safe and efficient pupil transportation in support of the district's instructional and activity programs for students.

ESSENTIAL JOB FUNCTIONS:

- Provide day-to-day leadership to the transportation employees
- Monitor daily operations to assure that work is performed efficiently and in accordance with appropriate regulations, policies, procedures and guidelines.
- Light maintenance of district fleet and determination of work needing to be done by service providers
- Establish and maintain positive customer relationships with parents, schools, and students
- Securing new buses or vans and other equipment necessary for safe student transportation
- Maintain inventory of parts and supplies and submits requisitions to district office for supplies needed.
- Maintain driver records, DOT physical cards, special education transportation logs, and drug test appointments
- Provide district office with monthly student ridership list for annual transportation report
- Fill in as a bus driver in emergency situations
- Annual evaluation of employees (????? - lead driver or superintendent)
- Manage payroll and absence reporting paperwork
- Participate in hiring process and training new personnel
- Summer work project scheduling
- Prepare district fleet for annual inspections

QUALIFICATIONS, TRAINING AND EXPERIENCE:

- Must possess strong supervisory and human relation skills
- Meet all of the State of Wisconsin DMV requirements regarding licensing of school bus drivers.
- Have an understanding of scheduling personnel, bus routes, and equipment use
- Associate degree in Supervisory Management or related technical area
- Possess the ability to work harmoniously with people.
- Possess the personal characteristics necessary for successful association with children of various age levels.
- Be willing to accept and follow all reasonable work requests made by supervisors and/or administrators.
- Possess the qualities of reliability, honesty, and promptness in performing duties.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Adopted: _____

**SCHOOL DISTRICT OF PHILLIPS
JOB DESCRIPTION**

Position Title	Date Revised	Policy Book
Food Service Director	3/15/2019	244

Immediate Supervisor: Superintendent

BASIC FUNCTIONS AND RESPONSIBILITIES

Provide oversight of the District's food service program in staffing, operations, and in the quality of food provided to District students.

ESSENTIAL JOB FUNCTIONS

Staff

1. Directs the recruiting, screening, interviewing, and recommending of qualified candidates for positions on the food service staff.
2. Assists in the orientation of new personnel and substitutes
3. Assists in facilitating a comprehensive program of inservice and on-the-job training for staff under his/her supervision.
4. Supervises and evaluates staff as to their job performance.
5. Assigns and adjusts the workload of staff to meet District needs.
6. Recommends staff additions and/or deletions as necessary to district administrator
7. Makes recommendations on the transfer, promotion, discipline and release of food service employees.
8. Approves time sheets and absence forms on a bi-weekly basis.
9. Arranges for substitutes when lunch personnel are ill or otherwise absent
10. Directs and assigns duties to all school lunch personnel.

Operations

1. Follows rules and regulations established by the United States Department of Agriculture (USDA), Department of Health, and the Department of Public Instruction (DPI) concerning the school lunch program.
2. Assists in preparation of food service department budget.
3. Coordinates the order of food service supplies and assists in acquiring equipment.
4. Plans and establishes the school district menus.
5. Helps with food preparation and clean up.
6. Informs the public through the local press of planned lunch menus on a weekly basis.
7. Plans and supervises preparation of any special meals required for District sponsored events.
8. Determines the size of serving to meet necessary requirements in regard to age of those being served.
9. Prepares food according to a planned menu and tests uniform recipes and determines if the finished product is the best quality both in flavor and appearance before it is served.
10. Inspects school lunch facilities and operations at the various schools to insure that standards of cleanliness, health and safety are maintained.
11. Participates in a program of cooperative purchasing through the Central Wisconsin Small School Coop (CWSSC) to the extent determined to be in the best interest of the District.
12. Checks food and supply shipment deliveries for quality and quantity, verifies purchase prices and invoicing before approving invoices for payment.
13. Coordinates the selection and ordering of commodities.

14. Maintains District inventories of food stuffs, equipment and supplies.
15. Keeps inventory purchase and menu records and assists in filing reports and claims as required by the District and State.
16. Insures that an accurate accounting of meals served is maintained in accordance with applicable USDA regulations.
17. Coordinates the distribution of food to participating schools.
18. Coordinates all aspects of the summer feeding program.
19. Cooperates with DPI in audit processes when the District is assigned an audit.
20. Completes other duties as may be assigned.

SUPERVISION RECEIVED: Superintendent

SUPERVISION EXERCISED: Cooks I and II

QUALIFICATIONS, TRAINING, AND EXPERIENCE

1. Demonstrates a thorough knowledge of the operations of all food service equipment.
2. Demonstrates knowledge and expertise in large group meal planning and preparation.
3. Possesses ability to keep records, write reports, maintain inventories of supplies, materials and equipment.
4. Possesses and demonstrates proper hygiene and purchasing techniques in school food service operations
5. Attends Sanitation and Safety Class at NTC in Phillips every five years. The District will pay for tuition.
6. Completes continuing education courses as required.

ESSENTIAL APTITUDES, SKILLS, KNOWLEDGE AND PERSONAL CHARACTERISTICS

1. Demonstrates interpersonal relations of fairness, good judgment, factfulness, and works for the respect, cooperation, interest, and enthusiasm of pupils, staff, and public.
2. Demonstrates ingenuity through unique utilization of staff and facilities.
3. Communicates information clearly and regularly to appropriate groups and individuals.
4. Develops long and short-range plans within areas of responsibility.
5. Establishes and maintains a quality learning environment through his/her supervisory style
6. Strives to advance professionally through such activities as university course work, seminars, attendance at conferences, and membership in professional organizations.

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Approved: May 1996

Revised: 06/15/98

Revised: _____

**SCHOOL DISTRICT OF PHILLIPS
JOB DESCRIPTION**

Position Title	Date Created	Board Policy
6 -12 School Counselor	12-16-2019	246

Immediate Supervisor: Director of Pupil Services

BASIC FUNCTIONS AND RESPONSIBILITIES

The school counselor provides a program of services under the supervision of the Director of Pupil Services. The school counselor will assist in the orientation and placement services for students, provide counseling in the areas of academic, personal/social, and careers. Will work with grade level teams with respect to student intervention, ~~daily~~ monitoring students on behavioral contracts, and ~~help with test-taking skills~~ support students in test preparation. The counselor also acts as a liaison with school/community organizations.

ESSENTIAL JOB FUNCTIONS

- 1) Review incoming student records and assists in placement and orientation of new students.
- 2) Assist with behavioral interventions and special education referrals
- 3) Coordinates State assessments for 9-12 students as well as providing data to the Board of Education when results are public (ASVAB, PSAT, and AP tests).
- 4) Member of the District crisis management team
- 5) Work with individual students and groups ~~of service to address issues of friendship, school achievement, family, mental health, and community.~~ related to academic and personal/social concerns and post secondary plans.
- 6) The counselor will actively work with community agencies in dealing with child abuse and neglect, alcohol and other drug abuses, attendance, and program modification ??.
- 7) Works with finance manager on Carl Perkins grant)
- 8) Will ~~coordinate and implement the ACP (Academic and Career Planning) program~~ lead the committee for the Academic and Career Planning initiative and work with staff and community to implement the determined program.

SUPERVISION RECEIVED: Director of Pupil Services

SUPERVISION EXERCISED: Implementation and oversight of CREW structure. Strategically plan CREW meetings to address and assess goals and objectives of the building administration.

QUALIFICATIONS, TRAINING, AND EXPERIENCE

- 1) Wisconsin DPI license in guidance and counseling
- 2) Knowledgeable about statewide and district assessments
- 3) Knowledge of RtI-Response to Intervention, PBIS- Positive Behavior Intervention Systems, The American School Counseling National Model
- 4) Able to provide individual, small group and classroom guidance
- 5) Ability to work with families and students with diverse backgrounds and experiences to improve school performance.

ESSENTIAL APTITUDES, SKILLS, KNOWLEDGE AND PERSONAL CHARACTERISTICS

1. A person with counseling experience in the areas of State testing, the IDEA process, behavior strategies and learning styles.
2. A person with counseling experience who understands the wants, needs, motivations, and aspirations of all students.
3. A specialist who can provide leadership and can communicate well with a teaching staff comprised of veteran and novice professionals.
4. A leader who has experience in staff development, transitions, and student assessment.
5. A person who exhibits personal integrity and professionalism.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Adopted: 12/16/2019

Revised: _____

Preliminary Costing 2021-2022 School District of Phillips

		2020-2021 Base Year	2021-2022 Board Offer 1.50%	2021-2022 Board Offer 3.00%
Salaries Non-Affiliated		<u>\$2,001,249</u>	<u>\$2,078,618.52</u>	<u>\$2,140,069.88</u>
Difference			\$77,369.57	\$61,451.36
Health Insurance	80.00%	\$595,745	\$575,039	\$575,039
HRA Deductible		\$176,127	\$161,185	\$161,185
Dental	80.00%	\$45,467	\$44,101	\$44,101
Vision Insurance		\$0	\$0	\$0
Long Term Care Insurance		\$0	\$0	\$0
Life Insurance	0.29%	\$4,391	\$4,605	\$4,605
LTD Insurance	0.27%	\$5,244	\$4,769	\$4,769
Social Security	7.65%	\$153,315	\$162,316	\$163,911
Retirement WRS	6.85%	\$132,035	\$140,110	\$141,494
Other Retirement		\$5,500	\$5,500	\$5,500
Total Benefit		<u>\$1,117,824</u>	<u>\$1,097,625</u>	<u>\$1,100,604</u>
Total Package		<u>\$3,119,073</u>	<u>\$3,176,244</u>	<u>\$3,240,674</u>
Difference			\$57,171	\$64,430

Preliminary Costing 2021-2022 School District of Phillips

		2020-21 Base Wages	2021-22 1.50% Base Wage Increase	2021-22 3.00% Base Wage Increase
Salaries Teachers		\$3,163,201.78	\$3,209,118.23	\$3,255,012.80
	Difference		\$45,916.45	\$45,894.57
Health Insurance	80.00%	\$698,829	\$715,344	\$715,344
HRA Deductible		\$185,900	\$190,125	\$190,125
Dental	80.00%	\$56,272	\$56,272	\$56,272
Vision Insurance		\$0	\$0	\$0
Long Term Care Insurance		\$0	\$0	\$0
Life Insurance	0.29%	\$6,668	\$6,994	\$7,130
LTD Insurance	0.27%	\$8,065	\$8,458	\$8,626
Social Security	7.65%	\$241,954	\$244,171	\$249,008
Retirement WRS	6.65%	\$207,045	\$212,253	\$216,458
Health Retirement Account - Current Employees		\$21,970	\$21,970	\$21,970
	Total Benefit	\$1,426,704	\$1,455,588	\$1,464,934
	Total Package	\$4,589,905	\$4,664,706	\$4,719,947
	Difference		\$74,800	\$55,241

HANDBOOK REVISION PROPOSALS FOR 2021-2022

2.1.7 STAFF ETHICS

A staff ethics policy is important for promoting a positive relationship with students, administration, and other staff, and is of paramount importance in student achievement. An acceptable code of ethics is essential since students learn by example.

All District employees are expected to accept responsibility for their conduct and to understand that their conduct may be regarded as representative of the District. Employees are required to abide by a standard of conduct that models good citizenship, integrity, high ethical standards and self-discipline. District employees are seen as role models of these behaviors for students, other staff, parents, and the community. It is expected that District employees promote such behavior that will maintain the respect of students, parents, and the community.

Violations

The superintendent or his/her designee will normally have a conference with a staff member who is alleged as being in violation of the staff ethics policy. Violations will be handled in accordance with the appropriate law, policy, procedure, or handbook provision. Discipline, if determined to be appropriate, will take into consideration the seriousness of the occurrence(s), the context of the occurrence(s), and the performance record of the staff member.

This policy will be disseminated to all employees annually at the first staff in-service of the year.

Ref. Board Policy 522.4, Staff Ethics

Language submitted for Review

District employees may not censor or prohibit students from expressing their ideas merely because they wish to avoid a controversy or argument on a particular subject. The First Amendment generally protects students' rights to express their religious and political opinions in public school orally, in writing, through their dress or using expressive conduct intended to convey a message.

District employees cannot let their personal beliefs interfere with their obligation to deliver the schools curriculum and they may not hijack the curriculum or use their position as an opportunity to indoctrinate students to their personal beliefs.

Add to section 3.3 Separation from Employment

Termination: Employment may be terminated upon a majority vote of the full membership of the Board of Education. In such cases, the Board shall abide by its applicable policies and such terms as may be set forth in an individual contract.

Resignation: A professional staff member may resign in accordance with the terms of his/her individual contract.

An administrator may resign by filing a written resignation with the District Administrator.

A support staff member may resign by filing a written resignation with the District Administrator.

The District Administrator may act for the Board in the acceptance of a resignation.

Employees who terminate their employment with at least ten (10) working days written notice will not be allowed to use any earned vacation, personal time or discretionary holiday pay once received by the District Administrator. If an employee has overused the holiday, sick, or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from his or her last paycheck. The District's obligation to pay its share of the employee's insurance benefits will terminate at the end of the month in which the employee works his/her last day.

Add Liquidated damages policies in this area section 3.3.1

4.10.1 SEVERANCE/PAID TIME OFF (PTO) LEAVE PAYOUT

Employees will be paid for accumulated paid leave days upon resignation or retirement according to the following conditions:

1. To receive severance/~~paid leave~~ PTO payout upon resignation, a 30 day notice prior to the effective date of the resignation must be made to the administration in writing by the employee, unless agreed to by both parties.
2. Employees who are terminated for cause are not eligible for ~~paid leave~~ PTO payout.
3. One hundred percent (100%) of unused PTO ~~paid leave~~, may count towards paid leave payout.
4. PTO ~~paid leave~~ payout may be collected only if the employee leaves after a minimum of ten (10) years of continuous service with the District as a regular full-time or regular part-time employee.
5. Each PTO ~~paid leave~~ payout day accumulated will be paid out at a rate of 25% of daily rate for support staff.
6. In case of the death of an employee who has accumulated PTO ~~paid leave~~, the benefit would be paid to their surviving spouse or estate.

6.1 Paid Vacation

All nine (9) month employees: None.

All full-time twelve (12) month employees as follows:

- Less than two (2) years of service: Five (5) days vacation awarded on the first day of hire
(One (1) day vacation for each two (2) months worked, not to exceed five (5) working days.)
- Two (2) to ten (10) years service: Two (2) weeks vacation.
- Ten (10) to fourteen (14) years service: Three (3) weeks vacation.
- Beyond fifteen (15) years of service: Four (4) weeks vacation.

No vacation carry forward will be allowed.

Vacations shall be taken in the year in which vacation is earned, between July 1st and June 30th except upon prior arrangement with the supervisor.

Ref. Board Policy 542.4 Paid Vacations

School Board Resolution on School Start Date 2021-22

WHEREAS, the State of Wisconsin has statutorily mandated that public school boards may not commence the start of their school term prior to September 1 of each school year pursuant to section 118.045, Wis. Statutes; and

WHEREAS, a school board may commence its school term prior to September 1 only for “extraordinary reasons” and only if it submits a written request to the Department of Public Instruction asking for a one time exemption detailing the “extraordinary reasons” for the earlier start date request; and

WHEREAS, the School District of Phillips Board of Education is requesting this exemption for the 2021-2022 school calendar for the specific reason of school construction scheduling flexibility in order to ensure completion of the construction project in a timely manner for the 2022-2023 school year.

THEREFORE, BE IT RESOLVED that the School District of Phillips Board of Education, by a ___ - ___ vote, requests said waiver of the September 1 start date pursuant to section 118.045, Wis. Statutes and requests to commence the 2021-2022 school year term on August 31, 2021 for the reasons set forth above.

Dated the 19th day of July, 2021

_____, Board President

_____, Board Clerk

_____, Superintendent

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MEETING
Monday, June 21, 2021

- I. The Phillips Board of Education regular Board meeting was called to order by President Pesko at 6:00 p.m. in the Phillips High School Auditorium.
- II. Present: Baxter, Fox, Halmstad, Houdek, Krog, Pesko, Rose, and Student Liaison. Absent: Lind, Willett. Administration present: Superintendent Morgan, Principal Scholz, and Director of Pupil Services Lemke. Others: Staff, students, and community members in person or on Zoom.
- III. President Pesko stated that public notice of the meeting was properly posted according to Wisconsin Statute 19.84(4). Notice was posted at all school-owned buildings, the School District of Phillips' website, and the Price County Review.
- IV. Public Participation - District paraprofessionals advocated for increased salary for longevity.
- V. Administrative and Committee Reports
 - A. Vicki Lemke - Pupil Services Director
 1. Vicki Lemke introduced the pupil services team. An overview of the assessment process and Crew work was given.
 2. Caroline Corbett, school counselor, shared about individual and group counseling methods, in-classroom curriculum work, Zoom meetings with parents/students, Crew work, and Take Ten Room access.
 3. Roni Tobias, school psychologist, shared about working with the 6-12 Logger Pride committee, Tier 1, student/staff recognitions, community crew, suicide prevention classes, student grade checks and follow up, and formal testing for special education referrals.
 4. Rebecca Macholl, 6-12 school counselor, shared about individual and academic counseling, use of Zoom and technology to stay in touch with students/parents, post-educational counseling, following up with at-risk students, apprenticeship programs with community business, food pantry, individual junior and senior meetings, work in individual classes to present guidance materials and meeting with 8th grade students.
 5. Becky Steinbach, AODA and mental health grant coordinator shared about opportunities for in-school and community counseling, the development of peer-led groups in the future, and training for suicide and self-harm. Trauma care and social emotional learning have been focused on this year. Take Ten room for 6-12 students - student initiated or staff initiated - was accessed by about 15% of students this year.
 5. Vicki Lemke concluded with plans for the upcoming year.
 6. Dave Scholz gave a report on the achievement gap reduction plan for 2020-2021. The 18-1 method was utilized with instructional coaching being very important this year due to a number of new staff at the elementary school. The goal was to reach 80% at or above benchmark for this year. Kindergarten started the fall with 40% and reached 69%, Grade one went from 18% to 67%, Grade two went from 58% to 85%, and Grade three went from 52% to 81%. The report included a list of challenges to instruction due to COVID19 this year. Twenty-seven students are involved in remedial summer school and will continue one day a week through the summer.
 - B. Rick Morgan - Superintendent Report
 1. Summer school was covered earlier.
 2. Twenty percent of ESSR-3 funds are required to be used for remedial support. Additional support will be looked at districtwide to help students.

3. The additional compensation committee will begin meeting again to address compensation issues that have been expressed.
- C. Student Liaison Morrone updated the board on the spring sports tournament schedules.
- D. Policy committee met on June 16 and discussed:
 1. Job descriptions and evaluations from Series 200. The committee is waiting until all have been returned for discussion and review.
 2. The Employee Handbook Revision requests were reviewed and are included in the board packet. New items will be included in July.
- E. Facilities and transportation committee met on May 13 and discussed:
 1. TJ Podmolik updated the committee on the ball field work and track/field items that are being looked at and reported that the drainage issue has been addressed.
 2. The new bus should arrive next week, and bus repairs are being addressed.
 3. The dust collector was sold for \$5,500.
- F. Business services committee met on June 13 and discussed:
 1. PEA negotiations for 2021-2022 base salary have begun and recommendation for 1.5% increase across the board for all employees.
 2. A compression group compensation needs will be addressed. Discussion will continue at the additional compensation committee meetings in the future.
 3. The construction project is on schedule. Only issues so far have been sewer/water hookup and a large rock.
 4. Staffing openings were discussed for kitchen, and elementary special education teacher.
 5. Summer school enrollment was up and there have been no covid issues. Teachers will be working with students throughout the summer in small groups.
 6. Projects to consider for future planning include: storage at Logger Camp and greenhouse attached to PHS to house aquaponics equipment.
 7. Items from the facilities maintenance committee were reviewed, there were no waivers needed this month, and the regular board meeting agenda was reviewed.
 8. Other items discussed included starting the revenue committee meetings and fitness center remodel update.
 9. Kevin Rose will review bills prior to the meeting.
- G. CESA #12 Board of Control met in June. With the reorganizational meeting Paula Houdek will now be a voting member of the Board for a term. Items discussed at the regular meeting included shortage of staff applicants.

VI.. Items for Discussion and Possible Action

- A. There are no DPI waivers needed at this time.
- B. President Pesko reviewed the Miron Owner report for the month of May. This report will continue monthly and Board members will receive a copy of the report.
- C. Employee handbook revisions will be brought to the July meeting for review.
- D. Motion (Krog/Houdek) to approve 1.5% increase for non-affiliated staff. Motion carried 6-1 (Fox) with roll call vote.
- E. Motion (Krog/Rose) to approve annual renewal of \$1,000,000.00 line of credit through Forward Bank. Motion carried 6-0 (Pesko-abstain) with roll call vote..

VII. Motion (Fox/Rose) to approve consent items. Motion carried 7-0 with roll call vote.

- A. Approved minutes from May 17, 2021 Board meeting.
- B. Approve personnel report hiring Aubrey Pierson as elementary teacher, Jessica Curler as long-term substitute for first semester and elementary teacher starting second semester, and hiring Kristin Hickerson as summer school co-coordinator with Tyler Ring. Also, accepted resignation requests from Nancy Clinton as 4K paraprofessional (11 years),

Jamie Lund as early childhood teacher (3 years), and Lynn Olson as 50% Title I teacher (5 years).

C. Approved bills from May 2021 (#348594-348593 and wires) for a total of \$554,068.55.

IX. The next regular board meeting will be held on July 19, 2021.

X. Motion (Fox/Rose) to adjourn the meeting at 8:00 pm. Motion carried with roll call vote.

Respectfully submitted,

Anne Baxter, Clerk
Board of Education

Personnel Report - Amended

June 17, 2021 - July 15, 2021

New Hires/Transfers

Name/Position	Status	Hiring Salary	Previous Salary	Effective Date
Pamela Kevilus PES Cook II	Replace Teresa Martin	\$12.50/hr	\$12.30	8/30/2021
Fall Season Non-Faculty Coaches Steve Precour Jason Lazar Kurt Weber Tristin Holden Mark Fuhr	Extend Annual contracts for: Football Head Coach Football Junior Varsity MS Head Football MS Asst Football Girls Tennis	\$3,275.39 1,941.26 \$1,577.21 \$1,092.17 \$2,547.28	N/A	Fall Sports Season
Megan Peterson Early Childhood Tchr	Change in teaching responsibility	N/A	N/A	8/16/21
Tara Strassburger Elementary Spec Ed Tchr	Change in teaching responsibility	N/A	N/A	8/16/21
Jennifer Quinnell 6-12 Special Ed Tchr	Replace Jamie Lund	\$58,200	\$43,651.09	8/16/21

Recruitment

Position	Position Status	Location	Posting Date
Paraprofessionals	Staffing plan for academic support and replacements	PES & 6-12 Campus	6/4/2021
Middle School Volleyball Head Coach	Replace Mel Eggebrecht	PhMS	7/7/2021
Middle School Volleyball Assistant Coach	Replace Maggie Obadal	PhMS	7/7/2021
Varsity Assistant Football Coach	Replace Hjalmer Johnson	PHS	7/7/2021
Middle School Yearbook Advisor	Replace Floyd Mootz	PhMS	

Resignations/Retirements

Name	Position	Resignation/Retirement	Effective Date	Years of Service	Location