

Phillips Board of Education Regular Board Meeting

Monday, August 16, 2021
5:00 p.m. - Construction Tour
6:00 p.m. - Board Meeting

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.

When: Aug 16, 2021 06:00 PM Central Time (US and Canada)

Topic: School District of Phillips Board of Education Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/99903403180?pwd=K3NQUlppZ3NGL3hnUjVoOUxGbC9LQT09>

Passcode: 688304

Or One tap mobile :

US: +16465588656,,99903403180# or +13017158592,,99903403180#

Or Telephone:

+1 646 558 8656 or +1 301 715 8592

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. Phillips Elementary School Principal Report	Scholz	
	1. Report on 4K Enrollment		
	B. Phillips Middle/High School Principal Report	Hoogland	
	C. Director of Special Education Report	Lemke	
	1. Seclusion and Restraint Report from 2020-2021		4
	D. Superintendent Report	Morgan	
	1. Bus Garage Remodel Update		
	2. School Start Date August 31, 2021		
	3. Staff Moving Schedule Related to Construction Project		
	E. Student Liaison Report	Morrone	
	F. Policy Committee Report	Baxter	
	1. Second Reading #231 Superintendent Job Description		5-6
	2. Second Reading #232 Business Manager Job Description		7-8
	3. Second Reading #233 Building Principal 6-12 Campus Job Description		9-10
	4. Second Reading #233 Building Principal PreK-5 Campus Job Description		11-13
	5. Second Reading #234 Direct of Pupil Services Job Description		14-16
	6. Second Reading #242 Transportation Manager Job Description		17-18
	7. Second Reading #244 Food Service Manager Job Description		19-20
	8. Second Reading #246 6-12 School Counselor Job Description		21-22
	G. Revenue Committee Report	Baxter	
	H. Transportation/Facilities Committee Report	Secretary	
	I. Business Services Committee Report	Baxter	
	J. CESA Board of Control Meeting Report	Houdek	

VI.	<p>Items for Discussion and Possible Action</p> <p>A. Return to Learn Plan Options</p> <p>B. Monthly Owner Report from Miron Construction</p> <p>C. Approval of Second Readings of Policies as Presented</p> <p>D. Employee Handbook Review Process</p> <p>E. 4K Program Expansion for 2021-2022</p> <p>F. Board Reorganization (VP Vacancy)</p> <p>G. Approval of Alternate #1 of Construction Project</p> <p>H. Approval to Allow Employees to Diversify Their HRA Funds During Active Employment After One Year of Service</p> <p>I. Designate District Depositories</p> <p>J. Approve District Public Notices</p> <p>K. Salary Compensation Increase</p> <p>L. Dean of Students Position Update</p> <p>M. Public Relations Position Update</p>	<p>Morgan/Admin</p> <p>Pesko</p> <p>Baxter</p> <p>Morgan</p> <p>Scholz</p> <p>Pesko</p> <p>Morgan</p> <p>Lehman</p> <p>Morgan</p> <p>Morgan</p> <p>Morgan</p> <p>Morgan</p>	<p>23-25</p> <p>26</p> <p>27-28</p>
VII.	<p>Consent Items</p> <p>A. Approval of Minutes from July 19, 2021 Board Meetings</p> <p>B. Approval of Personnel Report</p> <p>C. Approval of Bills</p>	<p>Pesko</p>	<p>29-31</p> <p>32</p> <p>PDF</p>
VIII.	<p>Scheduling Future Board Meetings</p>	<p>Pesko</p>	
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"> • Business Manager Contract Offer 	<p>Pesko</p>	
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>	<p>Pesko</p>	
XI.	<p>Adjourn</p>	<p>Pesko</p>	

**Seclusion and Restraint report
Phillips School District
2020-21
Submitted 8/11/21**

1. Number of incidents of seclusion and physical restraint used in the Phillips School district?
 - a. Phillips Elementary- Seclusion: 1 Physical restraint: 1
 - b. Phillips Middle-0
 - c. Phillips High- 0

2. Total number of pupils involved in the incidents- 2
-number of children with disabilities who were involved in the incidents- 2

**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 Educations 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 8/16/2021

**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.
- 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 8/16/2021

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 8/16/2021

**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 8/16/2021

**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 Rtl 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 8/16/2021

**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: 8/16/2021

**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 suchy activities as university course work, seminars, attendance at conferences, and membership in professional organizations.

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.

Approved: May 1996

Revised: 06/15/98

Revised: 8/16/2021

**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, monitoring students on behavioral contracts, and 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 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 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: 6/18/2021

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 first suggested:

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.

Language revised as of Policy Meeting

Staff cannot on paid academic time involve self expression of personal, political, religious, or cultural views to influence any student.

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/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 PTO payout.
3. One hundred percent (100%) of unused PTO, may count towards paid leave payout.
4. PTO 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 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, 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

TOPIC SUMMARY SHEET

MEETING DATE: August 19, 2021

TOPIC: Designate District Depositories

BACKGROUND: Each year the Board is required to designate district depositories.

BUDGET/FISCAL IMPACT: Formalizes the banking relationships

POLICY IMPACT: Fulfills the statutory requirements

AGENDA CATEGORY:

- Policy/Issues
- Monitoring Data
- Consent Agenda
- Other

PROPOSED MOTION: Approve Forward Bank, Local Government Investment Pool, and Prevail Bank and American Deposit Management Company as designated depositories for the School District of Phillips.

RATIONALE: Allows the District to maintain banking relationships.

CONTACT: Molly Lehman **PHONE:** 715-339-2419, ext. 2007 **E-MAIL:** molehman@phillips.k12.wi.us

**SCHOOL DISTRICT OF PHILLIPS BOARD OF EDUCATION
TOPIC SUMMARY SHEET**

MEETING DATE: August 19, 2021

TOPIC: Mandatory Publications

BACKGROUND: Each year the Board is required to provide public notices for the following items:

- Notice of Academic Standards (NL)
- Notice of School Accountability Report/Assessments (NL, WP)
- Notice of Educational Options (in newspaper in January, NL, WP)
- Public Notification of Nondiscrimination Policy (Including Career & Technical Education) (NL, HB)
- Title IX (Newsletter, policy in development)
- Student Religious Accommodations (part of Non-Discrimination Policy)
- Notice of Educational Rights of Homeless Children & Youth (NL)
- Notice of Student Directory Information (NL, STHP, HB, WP)
- Human Growth & Development Instruction (STHP)
- Notice of Special Education Referral and Evaluation Procedures (NL, WP, annual IEP notices)
- Special Needs Scholarship Program (Annually through Special Ed Dept)
- Title I Programs (NL)
- Notice to Parents Regarding Limited English Proficient Students (NL, WP)
- Education for Employment/Academic & Career Planning (WP, P/T Conferences, Facebook)
- Student Attendance/Habitual Truancy (HB)
- Program or Curriculum Modifications (TBD)
- Use or Possession of Electronic Communication Devices (HB)
- Student Bullying (HB)
- Student Locker Searches (HB)
- Early College Credit Program (HB)
- Notice of Student Records (NL, WP)
- Recruiter Access to Students and Records (part of Student Directory Information Notice)
- Meningococcal Disease Information (STHP)
- Concussion and Head Injury Information (Athletic HB)
- Notice to Staff of Suicide Prevention Resources (Staff inservice)
- Child Nutrition Program & Free/Reduced Price Meal Information (NL, STHP, WP, Media)
- Meal Charge Policy (STHP/WP)
- Asbestos Notifications (NL, WP)
- Mandatory Reporting of Child Neglect & Abuse (Staff Inservice)

These notices are provided in a variety of different ways: District Newsletter (NL), Website Pages (WP), Handbooks (HB), Student Take-Home Packet (STHP)

BUDGET/FISCAL IMPACT: Publication of Fall Newsletter to Parents

POLICY IMPACT: None

<p>AGENDA CATEGORY:</p> <ul style="list-style-type: none"><input type="checkbox"/> Policy/Issues<input type="checkbox"/> Monitoring Data<input type="checkbox"/> Consent Agenda<input checked="" type="checkbox"/> Other	<p>PROPOSED MOTION: Approve the publication of all required notices by the District in appropriate forms.</p>
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RATIONALE: Meets state and federal guidelines

CONTACT: Rick Morgan **PHONE:** 715-339-2419, Ext. 2001 **E-MAIL:** rmorgan@phillips.k12.wi.us

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MEETING
Monday, July 19, 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, Baxter, Fox, Halmstad, Houdek, Pesko, Willett, and Student Liaison. Absent: Krog, Lind, and Rose. Administration present: Superintendent Morgan, Business Manager Lehman, Director of Pupil, Services Lemke. Others: Price County Review and attendees on Zoom Webinar.
- 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: None
- V. Administrative and Committee Reports
 - A. Rick Morgan - Superintendent Report
 1. The bus garage remodel project is going well. Sheet rock will be installed when the contractor has a rain day from another project.
 2. The school forest facilities committee met and narrowed down ideas for the outdoor classroom building. The plans are being given to HSR to have schematics made for fundraising and continued discussion.
 - B. Student Liaison Morrone reported on the girls state softball tournament and the track relay team participation in the state meet. There are 20-30 regular participants in the summer BBA program. Fall sports begin on August 9th and August 16th.
 - C. The school forest committee report was given earlier in the meeting.
 - D. Policy committee met on July 14, 2021
 1. Job descriptions were reviewed and forwarded for first reading.
 2. The Employee Handbook Revision requests were reviewed and are included in the board packet for discussion.
 - E. Revenue committee met on July 15 and discussed the purpose of the committee, needs of the school, and potential partners. A representative from Forward Bank and other potential partners will be invited to the next meeting.
 - F. Facilities and transportation committee met on July 15 and discussed:
 1. An update was given on the bleacher project, pumps are being worked on at the middle school, the balcony painting is completed, and the CP anode installation will be scheduled.
 2. Discussed older bus with gas tank leak, looking at federal funding for wifi on buses, buses are receiving needed maintenance, and the DOT inspection is scheduled for September 27th.
 - F. Business services committee met on July 15 and discussed:
 1. PEA negotiations are ongoing.
 2. Monday's closed session will address employee compensation requests. The additional compensation committee met and are reviewing area comparables, data, and compensation models.
 3. The parking lot construction is on schedule as well as the middle school remodel project. The new construction is on schedule for January 1

occupancy. The Board will tour the construction projects at 5pm prior to the August board meeting.

4. Staffing vacancies and offers were discussed.
 5. The resolution to waive September 1 start date and begin school on August 31 is on the regular agenda for approval.
 6. The board agenda was reviewed and bills will be reviewed prior to the meeting.
- G. CESA #12 Board of Control will meet on the 21st. No report this month.

VI.. Items for Discussion and Possible Action

- A. The Return to Learn agenda item will remain on the agenda. No changes from Option A are being recommended at this time.
- B. President Pesko reviewed the Miron Owner report for this month.. This report will continue monthly and Board members will receive a copy of the report.
- C. Motion (Baxter/Houdek) to approve Wisconsin Academic Standards for the 2021-2022 school year. Motion carried 6-0.
- D. Motion (Halmstad/Pesko) to table approval of Employee Handbook until next month. Motion carried 6-0 with roll call vote.
- E. Motion to approve a resolution to commence the school term prior to September 1 and to begin on August 31, 2021 for construction scheduling flexibility to ensure completion of the project for the 2022-2023 school year. Motion carried 6-0.
- F. Motion (Willett/Fox) to approve installation of CP Anode at the gus garage for \$11,154.00.

VII. Motion (Willett/Halmstad) to approve consent items. Motion carried 6-0. Houdek requested that the Board consider a different method of approval of consent items.

- A. Approved minutes from June 21, 2021 Board meeting.
- B. Approve personnel report
 1. Approved hiring Pamela Kevilus as Cook II and Jennifer Quinnell as 6-12 special education teacher.
 1. Approved transfer of Megan Peterson to early childhood special education teacher and Tara Strassburger to elementary special education teacher.
 2. Approved extension of annual coaching contracts to Steven Precour, head varsity football; Jason Lazar, JV football; Kurt Weber, MS head football; Tristin Holden, MS asst football; and Mark Fuhr, girls tennis..
- C. Approved bills from June 2021 (#348706-348871 and wires) for a total of \$783,941.03

IX. The next regular board meeting will be held on August 16, 2021. Board tour will begin at 5pm with the regular meeting at 6pm. Potential items for discussion include dean of students position, 4K increase in time, public relations position, and increased salary for staff.

X. Motion (Houdek/Halmstad) 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. Motion carried 6-0 with roll call vote.

- Employee Compensation Requests

- XI. 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.
- XII. Motion (Fox/Willett) to reconvene into open session. Motion carried 6-0 with roll call vote.
- XIII. Motion (Halmstad/Baxter) for the district administrator to take the proposed action concerning the employee compensation requests. Motion carried 6-0 with roll call vote.
- XIV. Motion (Willett/Fox) to adjourn. Motion carried 6-0. Meeting adjourned at 8:07 p.m.

Respectfully submitted,

Anne Baxter, Clerk
Board of Education

**Personnel Report - Amended
July 16, 2021 - August 13, 2021**

New Hires/Transfers

Name/Position	Status	Hiring Salary	Previous Salary	Effective Date
Lynnae Helgeson move to regular education aide	Replace Nancy Clinton	N/A	N/A	8-16-2021
Barb Foytik move to regular education aide	3rd 4K Classroom	N/A	N/A	8-16-21
Jessica Otto Regular Education Aide	ESSER Grant Funds	\$13.75	N/A	8-16-2021
Kayla Kegley Special Education Aide	ESSER Grant Funds	\$13.75	N/A	8-16-2021
Fay Stewart Special Education Aide	ESSER Grant Funds	\$13.75	N/A	8-16-2021
Mary Mephram Regular Education Aide	ESSER Grant Funds	\$13.75	N/A	8-16-2021
Kaitlyn Ellingen Special Education Aide	Replacing Barb Foytik	\$13.75	N/A	8-16-2021
Ashley Lannon Regular Education Aide	ESSER Grant Funds	\$13.75	N/A	8-16-2021
Kelly Bamke Special Education Aide	Replace Lynnae Helgeson	\$13.75	N/A	8-16-2021
Brent Edwards, MS Girls Head Basketball Coach	Replace Tara Strassburger	\$1,577.21	N/A	Winter Season
Blake Edwards, MS Boys Head Basketball Coach	Replace Brent Edwards	\$1,577.21	N/A	Winter Season
Courtney Krawzyk MS Co-Head Volleyball	Replace Mel Eggebrecht	\$922.88	N/A	Fall Season
Jerri Hibbard MS Co-Head Volleyball	Replace Maggie Obadahl	\$922.88	N/A	Fall Season
Gabe Lind, Asst Varsity Football Coach	Replace Hjalmer Johnson	\$2,183.23	N/A	Fall Season

Recruitment

Position	Position Status	Location	Posting Date
Middle School Yearbook Advisor	Replace Floyd Mootz	PhMS	
Special Education Teacher	Replace Tara Strassburger	PES	6/4/21
PES Cook II	Replace Pam Kevilus	PES	08/09/21

Resignations/Retirements

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location
Tara Strassburger	Special Education Teacher	Resignation	7-22-2021	8	6-12 Campus
Tara Strassburger	MS Head Girls Basketball Coach	Resignation	7-22-2021	5	PhMS
Pam Kevilus	PES Cook II	Resignation	8-05-2021	0	PES