

# Phillips Board of Education Regular Board Meeting

Monday, October 17, 2022 - 6:00 PM  
Phillips High School Performing Arts Center  
Board of Education Regular Board Meeting

*Join Zoom Meeting*

<https://us06web.zoom.us/j/82559184503?pwd=RlFtNjA1NTd4VINWN09BRD0xUUVxQT09>

*Meeting ID: 825 5918 4503*

*Passcode: 100046*

*One tap mobile*

*+13126266799,,82559184503#*

*+16465588656,,82559184503#*

*Dial by your location*

*+1 312 626 6799*

*+1 646 558 8656*

## **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 (6:00 pm)	Krog	
II.	Roll Call of Board Members	Krog	
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	Krog	
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.	Krog	
V.	Recognition of Donations to the District (May - September) (6:05 pm)	Krog	4
VI.	Administrative Reports, Committee Reports, and Conference/ Workshop Reports		
	A. Phillips Elementary School Principal Report (6:10 pm)	Scholz	
	1. 2022 Summer School Report (6:15 pm)		
	B. Phillips Middle/High School Principal Report (6:25 pm)	Wellman	
	C. Director of Pupil Services Report (6:30 pm)	Peterson	
	1. Special Education Teacher Mentor Contract		
	D. Superintendent Report (6:35 pm)	Morgan	
	1. Update on Compensation Study Committee and Timeline		
	2. Facilities Update "District Office" and Facilities Use Changes		
	E. Student Liaison Report (6:40 pm)	Bjork	
	F. Policy Committee Report (6:45 pm)	Secretary	
	G. Revenue Committee Report (6:50 pm)	Secretary	
	H. Facilities/Transportation Committee Report (6:55 pm)	Secretary	
	J. Business Services Committee Report (7:00 pm)	Secretary	
VII.	Items for Discussion and Possible Action		
	A. 2022-2023 Staffing Update (7:05 pm)	Morgan	
	B. Federal Grants Report (7:10 pm)	Scholz	
	C. Superintendent Retirement and Review of Options for Replacement Process (7:15 pm)	Morgan	5-24
	D. Set Date for Special Meeting to Set Tax Levy (7:20 pm)	Morgan	
	E. Approve Special education Teacher Mentor Contract Not to Exceed \$5,000.00 (7:25 pm)	Peterson	
	F. First Reading of Employee Ethics Language (7:30 pm)	Morgan	25
VIII.	Consent Items (7:35 pm)	Krog	
	A. Approval of Minutes from August 15, 2022 Board Meeting		26-28
	B. Approval of Personnel Report		29
	C. Approval of Bills		PDF
IX.	Scheduling Future Board Meetings (7:40 pm)	Krog	

X.	<p>Motion to convene into executive session at the conclusion of open session pursuant to Wis. Stats. §19.85(1)(f) for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, including students, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.</p> <ul style="list-style-type: none"> <li>• Student Concerns</li> <li>• Staff Concerns</li> </ul>	Krog	
XI.	<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>	Krog	
XII.	Adjourn	Krog	

## Donations from May 1, 2022 to October 1, 2022

### Cash Donations:

#### Gifts to District

Marshfield Clinic - Lifetools Grant	\$3,600.00
Logger United Booster Club:	
Academic Co-Curriculars	\$ 1,000.00
Logger Shed (Prevail Bank)	\$25,000.00
Logger Pump Donations:	
Medford Cooperative Monthly Donation	\$ 377.25
Medford Cooperative Monthly Donation	\$ 421.59
R-Store Quarterly Donation	\$1,484.12
AnnMarie Donations:	
PES iPads	\$3,500.00
PHS iPads	\$ 900.00
PHS Drone	\$1,100.00

### Material/Time Donations:

#### Gifts to Phillips Elementary

Demco donation of supplies to PES

Loggers United Booster Club - Homecoming Bandanas for Students

#### Gifts to Phillips Middle/High School

Miron Construction - school supplies & backpacks

Flambeau Hospital - school supplies

Loggers United Booster Club - Homecoming Bandanas for Students

### Donations to Kitchen:

School garden, Julie Olson, Sally Nez

Rebecca Macholl, tomatoes, peppers, zucchini

Michael Dahlie, Colin Patz, Dr. Peter and Kathi Dahlie, tomatoes and more to come

Steve Gastmann, apples for applesauce

# SUPERINTENDENT SEARCH CONSULTANTS

This list is provided for information only.

## Administrator Search Consultants

Ken Moe & Bob Plath  
16035 Raven Rock Road  
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Email: [rustyhelland@gmail.com](mailto:rustyhelland@gmail.com)

WASB Search Service  
122 West Washington Ave, Suite 400  
Madison, WI 57303  
Phone: (608) 257-2622  
Email: [info@wasb.org](mailto:info@wasb.org)  
Website: [www.wasb.org/search-services](http://www.wasb.org/search-services)



## **Cooperative Educational Service Agency #12**

618 Beaser Avenue, Ashland, WI 54806 \*Phone: 715-682-2363 \*Fax: 715-682-7244 \*Website: [www.cesa12.org](http://www.cesa12.org)

Dominick Madison, Agency Administrator - © 920-418-2809 [dominickm@cesa12.org](mailto:dominickm@cesa12.org)

### **CESA 12 Superintendent Search Service School District of Phillips**

Thank you for considering CESA 12 to provide your Superintendent Search. At CESA 12 we are passionate about the success of your schools and would be honored to work with you to select your next superintendent of schools.

#### **Advantages of CESA 12 Superintendent Search Service**

- CESA 12 has a vested interest in the success of your district as a local member
- CESA 12 has superior knowledge of your district compared to other search provider(s)
- Costs are lower than other providers as part of your CESA 12 membership
- Two-Year Guaranteed Placement: If the selected candidate does not serve out the initial two years of the contract, CESA 12 will conduct the next search at no additional cost/charge to your district
- CESAs cooperatively created this superintendent search service
- Service has been used in dozens of districts throughout Wisconsin
  - In 2022, four districts in CESA 12 used this process
- Superior access to candidates through the state-wide CESA network of people currently serving in school districts
- Executive coaching provided during the first year for the new superintendent

#### **Service Cost: \$5,500**

- District covers additional posting costs (WSLC posting for 30 days included)
- District covers the costs of meals, snacks, and beverages provided at interview sessions





## **CESA 12 Superintendent Search Service for CESA 12 School Districts**

**Service Cost \$5,500**

### **Search Activities:**

1. CESA 12 Agency Administrator meets with the board of education to lay out timelines and set a range of salary and benefits
2. CESA 12 advertises the position
  - a. CESA 12 contacts potential candidates to contact utilizing the CESA statewide network
  - b. CESA 12 creates brochure to send out to potential candidates
3. CESA 12 posts the position
  - a. WSLC
  - b. WECAN
  - c. Websites (CESA & District)
4. CESA 12 surveys district staff and the community concerning expected traits of new superintendent, and conducts community meeting(s) if desired
5. CESA 12 sends out brochures to known administrators that may fit the framework of a desired candidate
6. Candidate Application Process
  - a. Electronic system at CESA 12
  - b. CESA 12 compiles and scores candidates on established framework of desired attributes
7. Selection of candidates for first round of interviews
  - a. The board of education receives a listing of applicants rated by CESA 12 using frameworks of desired candidates
  - b. The board of education reviews and ranks candidates during work sessions
  - c. The board of education determines candidates that will be interviewed
8. First Round of Interviews
  - a. CESA 12 and the board of education determine interview questions
  - b. CESA 12 sets up interviews with the board of education
  - c. CESA 12 checks references for all candidates
  - d. The board of education uses rubric to score candidates
  - e. The board of education determines finalists in a process facilitated by CESA 12



9. Final Interviews
  - a. CESA 12 and the board of education determine final interview questions
  - b. CESA 12 sets up final interviews with the board of education
  - c. The Board of Education determines interview committees and establishes committee(s) make-up with CESA 12 (i.e. 2 teachers, 2 parents, 2 support staff, etc.)
  - d. CESA 12 contacts the media with the names of the finalists
  - e. Board of Education uses rubric to score candidates
  - f. CESA 12 ranks all candidates using interview committees' scores
  - g. The board of education reviews all data provided from the beginning of the process concerning the finalist and ranks the finalists
  - h. The Board of Education selects the desired candidate in a process facilitated by CESA 12
10. Selection of Candidate
  - a. CESA 12 contacts the successful candidate
  - b. CESA 12 assists the board of education with contract negotiations
  - c. CESA 12 contacts the unsuccessful candidate(s)
11. Executive Coaching
  - a. A CESA 12 executive coach will be assigned to support the superintendent
  - b. The coach will meet with the new superintendent monthly for the first year
  - c. An assigned format is used to support specific topics and issues
  - d. All costs are part of the search fee
12. Two-Year Guarantee
  - a. If the candidate leaves before completing two years of service, CESA 12 will conduct the next search at no additional cost/charge to your district

# Phillips School District



## Superintendent Search Proposal

October 10, 2022

**HYA** | HAZARD  
YOUNG  
ATTEA  
ASSOCIATES

October 10, 2022

Phillips School District  
365 Highway 100  
Phillips, WI 54555

Dear Phillips School Board:

Thank you for the opportunity to present this overview of the services that we have planned for the Phillips School District in your search for a new Superintendent. Your foresight in allowing ample time for a 2023 hiring date and our ongoing success with numerous searches, allows us to serve your needs immediately and for the future. We are eager to share a customized search proposal with you, one that will allow us to plan and meet your desired timeline. Based on our current searches and our applicant's responses, we know that we are equipped to recruit the very best candidates for you. Your district reputation, community and location make your open position a desirable one.

Our interest in your District combined with our recent work prepares us to lead a search of the highest quality for you. We are eager to share our local touch and national reach with you. We look forward to learning more from you about your District and we look forward to sharing our experiences in recruiting a high-quality candidate pool.

HYA's process has expanded over the past years, continuing to provide quality service with options for customizing searches for individual districts. We believe that our efficient search process and our ability to utilize technology for community engagement and meetings will speak for itself. We recently completed multiple searches to the full satisfaction of the Board and the new superintendent and are proud to share them with you. We look forward to the same possibilities for the Phillips School District with predicted success.

If HYA is selected for this search, Scott Winch will be the HYA lead associate assigned to the Phillips search. Mr. Winch will be assisted by Dr. Mike Richie. Mr. Winch's familiarity with this region of the state and his network of colleagues in the area combined with Dr. Richie's experience and success in conducting searches will be a true strength for the HYA Team and the Phillips School District in finding Phillips's next Superintendent.

We hope you will consider our proposal as the best option to meet your needs. We look forward to a presentation in the near future and the opportunity to work with you in securing your new superintendent. We wish you success moving forward. Please do not hesitate to contact me with any further questions regarding our search procedures or this proposal.

Sincerely,



Scott Winch / [scottwinch@hyasearch.com](mailto:scottwinch@hyasearch.com) / 715-927-2485

Mike Richie / [mikerichie@hyasearch.com](mailto:mikerichie@hyasearch.com) / 715-891-1816

## Executive Summary

**Search Process-** The HYA Search process includes 4 phases: *Engage, Recruit, Select, and Transition*. The search begins with a planning meeting with the Board to organize the search and the calendar for completion, and approve the position description for posting. The search relies heavily on input from stakeholders via interviews, focus groups, and surveys to inform the creation of the Phillips School District Leadership Profile Report. The Profile Report describes the strengths and challenges of the Phillips School District as well as descriptions of the desirable characteristics of the new superintendent. The profile is presented to the Board and once approved, placed on the district webpage and the HYA website. The profile becomes a recruitment and screening tool.

**Recruitment and Solicitation-** Recruitment begins immediately by placing the job posting and position description on the HYA , state and district web-sites, and social media platforms. It is important to note that HYA's web-site lists ALL superintendent positions regardless of the firm contracted for the search. This brings tremendous traffic to the site from across the nation. Additional national advertising is also available and will be discussed at the planning meeting. Recruitment takes place throughout the search as associates make personal contacts with desirable candidates and by utilizing the HYA network across 50 states. HYA also maintains a strong relationship with professional associations supporting minority professionals and candidates of color. A candidate database from previous searches is also used by associates to recruit recent job candidates.

**Selection of Qualified Candidates-** Materials to be included in the application are determined by the Board in the planning meeting. Associates receive and review all applications. Every applicant participates in a screening interview with the HYA associates. The associates screen candidates to determine the best fit for the Phillips School District position based on the information and criteria called for in the Leadership Profile. Once all screening interviews are completed, associates will create a slate of usually up to 6 best fit candidates. The slate will be presented to the Board at which time the Board determines candidates for their first-round interviews. The complete application file for all slated candidates is provided and discussed. Application files for all other applicants are also available. Candidates not chosen for the slate will also be discussed and may also be added at the board's request. The associates assist the Phillips School District with arrangements for first and final round interviews, can provide sample interview questions, and can solicit compensation package information for the board if desired. Associates also assist with planning and will host community forums for finalists.

**Post-appointment services-** The HYA associates may host a transition meeting with the board and new hire if requested. Additional services post-hiring are also available from HYA.

**Communication-** Written and verbal communication is provided throughout the search process through the Board Portal. Board members will have access to the Portal 24/7 and will be able to review all of the candidates application materials. Deliverables are described in the proposal. Associates prefer to communicate with one designated board member to prevent open meeting violations. All information can be shared with the full board following the District communication protocols. Additionally, associates work closely with the administrative assistant for communication and arranging details for



community sessions. The work-load for the district staff is minimal.

**Challenges to a Successful Search-** First and foremost, a trusting relationship between the Board and the HYA associates is essential for a successful search. This has never been a problem in past searches and associates are mindful of the professionalism required throughout the search and when representing the Board to the community. Additionally, the associates are unwavering in their belief that this is the Board's search and will do everything possible to create and conduct a search according to the Board's specifications.

Our current local and national climate has also brought challenges for communities, Superintendents and Boards which can have an impact on searches. The Covid pandemic, community values and beliefs which create turmoil, and a growing shortage of superintendent candidates can impact searches. Associates are well aware of contemporary educational issues yet approach each search in ways to gain an understanding of the specific community being served. No challenge is insurmountable.

**Assurance of Required Service-** HYA's reputation and references speak for the quality of work provided and satisfaction of past searches. The associates on this search have strong professional reputations and contacts throughout the Midwest and also at the national level. Experience in recent Midwest searches ensures connections with a network of potential applicants for this position.

Total Search Cost	
HYA Base Fee:	\$12,500 - includes HYA Survey
Travel: Mileage reimbursed at IRS rate (160 miles round trip)	\$100 per trip
Optional Services Available Pending what/if Board Selects	
Advertising: If you only advertise in WI your cost will not exceed \$395. National advertising will cost more. Advertising on the HYA website is included in the base price.	\$395
Comprehensive Third Party Background Check: (optional Board chooses) Background checks/Executive Due Diligence Services, are typically conducted on the finalist, as selected by the Board. The cost ranges from a third-party professional firm are \$1100 - \$1950 per candidate.	\$1,100 - \$1,950
Fee is due in two installments: <ul style="list-style-type: none"> <li>• 50% will be invoiced upon execution of the contract/agreement</li> <li>• 50% will be invoiced upon presentation of the slate</li> </ul>	

Hazard, Young, Attea and Associates, (HYA) proposes to assist the Phillips School District in a national search for talented and highly qualified candidates for the position of Superintendent of Schools of the Phillips School District (hereinafter referred to as District). This document serves to clearly follow and outline the specific services, deliverables and costs proposed.

**OVERVIEW OF FIRM:**

- HYA was established in 1987 and was reincorporated in 2019
- HYA has been assisting School Boards with more than 1,500 executive searches for over 35 years
- HYA has a professionally staffed office employed at our home office as well as 100 + Associates throughout the country
- Corporate Headquarters: 1475 E. Woodfield Road 14th Floor Schaumburg, IL 60173
- HYA is an S CORP – Subchapter S Corporation
- HYA is a national firm

Established in 1987, Hazard, Young, Attea & Associates (HYA) is one of the oldest and largest search firms having assisted more than 1,500 school boards select exceptionally talented leadership in school systems across the nation, large and small, urban and rural. HYA's reputation and experience make it one of the preeminent school search firms in the nation and a standard, which others often emulate. HYA Associates are located across the country to conveniently serve clients and are thus uniquely qualified to bring local - as well as national - perspectives, knowledge, experience, and connections to each search.

Hazard, Young, Attea & Associates works with boards in an effort to assist them in making the best possible leadership decisions, assisting with searches nationwide. We serve rural, urban, and suburban school districts. The student enrollment in these districts range from less than 500 students to upwards of 450,000 and 94% of the superintendents we place stay in their position for more than three years. In fact, we have had superintendents serve more than 20 years in the district in which we placed them. Our wide reach enables us to create a high-quality pool of candidates locally as well as nationally.

We find that the large quantity of searches puts our firm at a competitive advantage. The search volume places our firm and its Associates in more frequent contact with potential candidates, many of whom may not be actively seeking employment but are then known to the Associates and can thus be recruited when or if an appropriate position arises. Presently, our firm is represented by 100+ Associates from throughout the United States who assist with the firm's mission to provide aggressive, thorough and quality assistance to school boards in need of identifying and recruiting highly qualified executives for superintendencies and other administrative positions.

HYA's associates bring extensive executive search experience and broad educational backgrounds to its practice. Through continuing involvement in school and university work, HYA associates are aware of current educational issues and have strong relationships with educational leaders and opinion-makers in administrative leadership and management.

HYA has been committed to engaging a diverse cadre of associates and candidates since it was established in 1987. One of our Emeritus Associates was the founder of NABSE (National Alliance of Black School Educators) and current HYA Associates are members. Many of our associates have served and/or currently serve as members of and Board of Directors of ALAS (Association of Latino Administrators and Supervisors) and other associations across the country. HYA is proud of the diversity

of candidates hired with its assistance, including individuals – both male and female – of varied racial, ethnic, cultural, and religious backgrounds. We are happy to provide you with diversity stats of our slated candidates if desired.

Every HYA search has executive oversight by the HYA President and a project manager to ensure all details are carefully managed. HYA has professionally staffed offices, a technological infrastructure, and a staff of full-time employees. Our tech team serves as a resource to school districts for linking the online community survey and other search materials to their website. These resources make HYA capable of responding to requests in a very timely fashion.

Communication and organization are critical to successful searches. HYA uses web-based delivery systems that give our clients anytime, anywhere access to all documents regarding the search. Whether through a tablet, smart phone, laptop or desktop computer, the Board and the search Associates have confidential access to all information associated with the search in an organized, transparent, and timely manner.

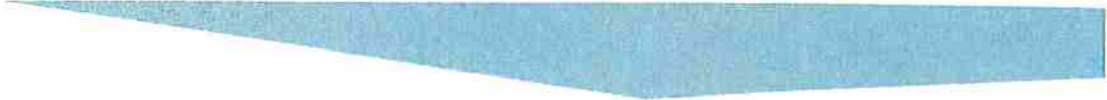
*Scott Winch will serve as the HYA Lead Associate on this search. Mr. Winch is new to the HYA Search Team but has spent his entire educational career in Northcentral Wisconsin and has a strong network of colleagues in this part of the state and his familiarity with this part of the state will be an asset to a successful search. Dr. Mike Richie will be assisting Mr. Winch with this search. Dr. Richie has led numerous HYA searches and is often requested by school districts to lead their search. Mr. Winch's familiarity with the area combined with Dr. Richie's experience and guidance will be a true strength for the HYA Team!*

HYA Superintendent Search Team for the Phillips School District Search		
HYA Associate	Cell Phone and Email	HYA Associates Bio
Scott Winch	715-927-2485 <a href="mailto:scottwinch@hvasearch.com">scottwinch@hvasearch.com</a>	<a href="#">Winch HYA Bio</a>
Dr. Mike Richie	715-891-1816 <a href="mailto:mikerichie@hvasearch.com">mikerichie@hvasearch.com</a>	<a href="#">Richie HYA Bio</a>

Executive oversight for the search is provided by the HYA president, Dr. Max McGee. He can be reached at 224-234-6129 and [maxmcgee@hvasearch.com](mailto:maxmcgee@hvasearch.com).

Daneyelle Martell, serves as project manager and can be reached at 847-744-5632 and [daneyellemartell@hvasearch.com](mailto:daneyellemartell@hvasearch.com).





**Associate Scott Winch:** Scott Winch is an educational consultant/leader who has committed to serving over 30 years in public education. He is known by his staff and colleagues to be a collaborative leader and for having a positive impact on improving education. His enthusiasm to support student and school success brings creative solutions to district challenges. Winch has served as a teacher, coach, principal and as a superintendent for the past 20 years in small and medium sized school districts.

Scott is a strong believer in community involvement and was highly active in his district's community, serving as Vice President of the Lions Club and as an active member of the Chamber of Commerce. Scott also believes in building community and business partnerships which has led to numerous donations to upgrade the facilities as well as passing two separate building referendums to expand and improve the facilities.

Scott led his staff in raising test scores, improving school report cards and also believes that a successful district strives to hire and retain quality teachers and administrators and provide them with the guidance, professional development, and support they need to be successful in their profession.

**Senior Associate Dr. Mike Richie:** Mike Richie is an educational consultant/leader who has committed to serving over 38 years in public education. He is known by his staff and colleagues to be a visionary leader and having a positive impact on and improving education. Richie has served as superintendent in small, medium and large school districts and has extensive experience as a coach, teacher, and principal.

Richie led his staff in raising test scores, building community and business partnerships, increasing open enrollment numbers, passing seven referendums and drastically improving communications, public relations and social media efforts in his districts. Richie believes in strategic goals to foster the momentum with which the organization's members can be self-motivated and productive. He is an innovative leader who excels at finding ways to assist school leaders in increasing their effectiveness, efficiency, and excellence.

In 2012 Dr. Richie was named Superintendent of the Year by the National Association of School Superintendents (NASS) for his outstanding achievement as a school district superintendent and commitment to collaboration and mutual support in the profession. Richie currently serves on the Executive Committee of the National Association of School Superintendents.

Richie enjoys coaching and mentoring superintendents that are new to the profession. He is also an adjunct professor at Viterbo University teaching classes in leadership, school law, politics and community relations preparing future leaders for their principal and superintendent certifications.

Richie has visited China twice giving presentations in numerous Chinese cities on American Education. These experiences make Richie an ideal consultant to assist school districts in executive searches and coaching superintendents.

Richie is a Senior Associate with HYA and has led numerous HYA searches to the highest degree of professionalism and customer satisfaction.

References - recent searches were successfully led by Mike Richie				
District Name	Year	Enrollment	Scope	HYA Contract Fee
Pittsville	2021-22	563	Full Search With HYA Survey	\$12,500 One Associate
Rosholt	2021-22	505	Search They tried on their own, did not get good applicants, then hired HYA for a fast track search. They did the HYA Survey and no focus groups	\$12,500 Two Associates
Stratford	2021-22	811	Full Search With HYA Survey	\$9800 One associate
Johnson Creek	2021-22	619	Full Search No HYA Survey	\$12,000 Two Associates
Tomahawk	2021-22	1198	Full Search No HYA Survey	\$12,000 Two Associates

Reference Contact information			
District Name	Reference Name	Phone	Email
Tomahawk, WI	Kay Kissinger-Wolf Board President	715-367-8284	kissingerwolfk@tomahawk.k12.wi.us
Johnson Creek, WI	Richard Wrensch Board President	920-988-4878	wrenschr@johnsoncreekschools.org
Stratford, WI	Chris Dickinson Board President	715-323-8457	cdickinson@grapps.stratford.k12.wi.us
Pittsville, WI	Mandy Hoogesteger Board President	715-213-9277	hoogeman@pittsville.k12.wi.us
Rosholt, WI	Karla Schoofs Board President	715-572-1591	karlasta5@gmail.com

The superintendent searches listed above were all conducted by the associates applying for this search. Please note that an associate's role in conducting a search is to screen all applicants, prepare a slate of the candidates best matched for the needs of the District, and assist with the interview process.

Associates do not specifically recommend a candidate; we support the board throughout the process and respect that the hire is exclusively theirs.

**SEARCH PROCESS:**

HYA shall provide the following services and deliverables. Costs are broken down by each phase:

Costs are broken down by each phase:	
Engage Phase	40% of costs
Recruit Phase	30% of costs
Select Phase	20% of costs
Transition Phase	10% of costs



**Engage Phase**

- Conduct a Planning Meeting with the Board and provide a summary of said meeting, which will detail the timeline and steps of the search process.
- Provide up to 10 sessions for focus groups, and/or town hall meetings to gather input from constituent groups as decided by the Board. Sessions will be conducted in-person and/or ZOOM, additional sessions are available and billable.
- In addition to the above input sessions the HYA base fee includes an on-line research-based community engagement survey. The HYA Community Engagement Survey is a research-based instrument that is specifically designed for the search process and has a specific analysis, scoring logic and reporting framework that does not allow for customization. The survey identifies the goals, needs, and priorities of the school system to help better match a candidate’s skills with the needs of the District and gives valuable information to the new leader on day one of employment to set goals and priorities. The survey was developed based on research on effective leadership and a white paper is available on this topic.
- Present a *Leadership Profile Report* to the Board, and propose *Desired Characteristics* based on the data from the Engage Phase – which included survey, interviews with the Board, district and community representatives, and focus groups.





### ***Recruit Phase***

- Prepare and place advertisements as selected and authorized by the board.
- Recruit and contact candidates utilizing local and national networks.
- Correspond with candidates regarding the search process, timeline, *Leadership Profile Report* and *Desired Characteristics*.
- Screen all candidates;
- Conduct initial reference checks;
- Identify best qualified candidates;
- Prepare resumes of selected slate of candidates for Board consideration.



### ***Select Phase***

- Present a slate of candidates, the number of candidates to be determined by the Board with a recommendation from HYA;
- Co-coordinate interviews for the Board with selected semi-finalists and finalists;
- Host community forums for finalists as determined by the Board
- Facilitate Board discussion to narrow candidate pool after each round of interviews; (The Board's decision to hire or not hire a particular candidate is at the sole discretion of the Board; and the Board takes responsibility for that decision.)
- Coordinate and provide third party, independent investigative background check(s) of candidates as selected and paid for by the Board;




### ***Transition Phase***

- Communicate with all unsuccessful candidates at the close of the search and the appointment of the new Superintendent.
- Hold a debriefing meeting with the new Superintendent and Board regarding information learned throughout the search process;
- Offer other transition services to be considered by the Board and if desired, paid for by the Board. These services include Executive Coaching, Board Governance Training, Superintendent Evaluation and Strategic Planning.

#### ***SCOPE OF ACTIVITIES:***

***Engage school system stakeholders:*** HYA is committed to stakeholder engagement throughout the search. Initial individual and focus group interviews are scheduled in order to learn about the strengths and challenges of the District as well as the desired characteristics of the new superintendent. Concurrently, an on-line survey solicits input from 6 disaggregate groups as determined by the Board. Data from the interviews and the survey inform the creation of the district profile, which becomes a public document once accepted by the board. After the screening of candidates and initial confidential first-round interview, stakeholders again participate in focus groups and public sessions to interact with



and offer feedback to the board on the final candidates. The Board is ultimately responsible for the hiring of the new superintendent; however, stakeholder engagement is strong throughout the process.

***Develop job description:*** The associates will draft a position description with District input and will share the draft at the initial planning meeting. Once approved, the description will be used for advertising the position on the HYA, District, State and social media sites. Additional advertising packages are available for additional cost to the District.

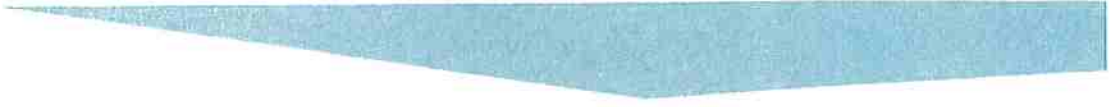
***Prepare and distribute materials to advertise, recruit and maximize the number of qualified candidates:*** The position announcement and description will be posted publicly on local and national sites and associates will also use the same description to recruit candidates through networks and personal contacts. The district profile, once approved by the board, becomes a public document on the HYA and District websites for prospective candidate review.

***Receive and screen applications, coordinate the interview process, arrange any site visits and make recommendations on candidates to the Board:*** The associates will receive applications as soon as the position is posted on the HYA web site. Application materials usually include a current resume, cover letter of interest and introduction, names of references and answers to board questions if desired. When the District Leadership Profile is complete and approved by the Board, the associates will screen all applicants through individual interviews. A slate of best match candidates will be presented to the Board with supporting material on each candidate. The Board will determine the number of candidates to interview and associates will assist with preparation for the initial interviews. Associates typically do not participate in the interviews but may be available if the Board requests their participation. The interview process remains confidential until five or fewer candidates are named as finalists. At that time, the finalist names become public and HYA associates will assist the board with final interviews. Information on all candidates is available to the board throughout the search process.

***Conduct background verification on candidates, extensive criminal history background check, social media investigation (including, but not limited to Google, Yahoo, Bing, Facebook, Instagram, Twitter, and Blogs), candidates work history:*** Throughout the screening process, associates will conduct informal background checks with social media searches and reference checks. Once candidates become finalists, the Board may contract with our third-party independent vendor for extensive background checks which includes personal, social media, financial, legal, and professional information. A report is provided to the Board at the completion of the background check.

***Maintain strict confidentiality throughout the process:*** Confidentiality is guaranteed by HYA associates throughout the search process. The Board may also require individual Board members to sign the HYA confidentiality agreement which communicates the expectations of confidentiality.

***Prepare and provide reports and recommendations to the BOE as recommended by your selection process:*** Formal reports include the Survey Report and the Leadership Profile. Throughout the process, timely updates on the search progress are provided for the Board. Candidate application materials are shared with the Board when the slate of candidates is presented and throughout the interview process. A summary of slated candidates is presented to the board along with a summary of candidates not slated for consideration.



***Deliverables expected:***

- Recruitment timeline
- Superintendent candidate profile and selection criteria
- Advertising campaign and recruitment materials
- Recruitment of candidates
- Screening candidates/interviewing candidates
- Conducting initial candidate reference checks
- Detailed written report recommending candidates for further consideration
- Conducting background checks
- Assisting the Board of Education with reference checks for finalist(s)
- Soliciting representative community input with top finalists
- Search process guarantee
- Certification of confidentiality

Expected deliverables fall within the provisions of the HYA search and have been addressed throughout this proposal. Additional information and confirmation will be discussed during the initial planning meeting.

***Identification of Additional Miscellaneous Tasks:*** HYA associates are prepared and available to assist the Board throughout the entire process, which may include participation in the interview process. Associates respect that the hiring of a superintendent is the sole responsibility of the Board and usually will not suggest or participate in the actual hiring of a candidate. Associates are available to assist with place of employment site visits of the final candidates as determined by the board.

Staff involvement would not be expected to be extensive beyond providing contact information and scheduling interviews and focus groups for identified constituents, identifying facilities to be used during the process, placing the link on the District website for surveying stakeholders, inviting public participation, scheduling and notifying stakeholder groups of the online survey, and acting as a liaison during the search process. The search team most typically works with and communicates regularly with the District's administrative assistant in the superintendent's office. If the District has a communications person, they are also an asset during the search process.

***USE OF DISTRICT STAFF:***

Staff involvement would not be expected to be extensive beyond providing contact information and scheduling interviews and focus groups for identified constituents, identifying facilities to be used during the process, placing the link on the District website for surveying stakeholders, inviting public participation, scheduling and notifying stakeholder groups of the online survey, and acting as a liaison during the search process. The search team most typically works with and communicates regularly with the District's administrative assistant in the superintendent's office. If the District has a communications person, they are also an asset during the search process.

The HYA team will communicate with the Phillips School District Board through a designated board contact and through a Board Portal. All information will be shared with the full Board and regular updates will be shared throughout the search process in the Board Portal. **The full board will have access to all application materials, resumes, search information, Board updates and timelines through the Board portal.**



**IDENTIFICATION OF PRIMARY CONTACT:**

The HYA staff will be fully engaged throughout the search, however the use of a primary contact can ensure efficiency. School Board members will receive the cell phone number, as well as the email address, of the lead associate and the HYA office staff will also be available to the School Board from 8:00 a.m. to 5:00 p.m. Monday through Friday.

**Please contact:** Scott Winch, HYA Lead Associate

Email: [scottwinch@hyasearch.com](mailto:scottwinch@hyasearch.com)

Cell: 715-927-2485

Total Search Cost	
HYA Base Fee:	\$12,500 - includes HYA Survey
Travel: Mileage reimbursed at IRS rate (160 miles round trip)	\$100 per trip
Optional Services Available Pending what/if Board Selects	
Advertising: If you only advertise in WI your cost will not exceed \$395. National advertising will cost more. Advertising on the HYA website is included in the base price.	\$395
Comprehensive Third Party Background Check: (optional Board chooses) Background checks/Executive Due Diligence Services, are typically conducted on the finalist, as selected by the Board. The cost ranges from a third-party professional firm are \$1100 - \$1950 per candidate.	\$1,100 - \$1,950
Fee is due in two instalments: <ul style="list-style-type: none"><li>• 50% will be invoiced upon execution of the contract/agreement</li><li>• 50% will be invoiced upon presentation of the slate</li></ul>	

**GUARANTEE OF PERFORMANCE:**


**Fixed Price:**

Throughout the search process the Associates will be available to counsel with the Board about the search. The consultants will assist the Board until the Board determines it has found the appropriate candidate for the position.

**Non-Solicitation of Selected Candidate:**

The Superintendent appointed with HYA's assistance will not be presented to another Board as a candidate if it would result in the Superintendent leaving the District within three (5) years of employment unless the Board provides written authorization to HYA that they may do so.





***Client-Satisfaction:***

If the Superintendent departs from the position during the first year under any circumstances – professional or personal - or within two (2) years if a majority of the Board is still in place and departure is due to dissatisfaction and not personal or familial reasons, HYA will recruit new candidates for the Board at no additional cost with the exception of travel, advertising and due diligence expenses. A full 94% of all superintendents we have placed in the last ten years have completed at least the full term of their first contract (usually three years)

***Price Match:***

HYA will consider matching the price of any competitive bid as long as the bid is for a comparable level of services and support (both time and process).

***INSURANCE:***

**ARBITRATION & LITIGATION**

HYA is not currently, nor ever has been, involved in litigation or arbitration with any of its clients in our 30+ years in business. There have been a few searches in which the search ended prior to a new Superintendent being hired for two reasons. In a few situations, the search process was completed, and a finalist was chosen, but prior to the signing of the contract, either the finalist chose not to take the position, or the Board chose not to hire them. In a couple of cases, the Board chose to end the search for non-search related reasons.

***SUBCONTRACTING:***

HYA does not use subcontractors aside from an independent, third party investigative firm to conduct due diligence background checks.

***BANKRUPTCY:***

Hazard, Young, Attea & Associates has never filed for reorganization or bankruptcy.

TENTATIVE SCHEDULE FOR PHILLIPS SCHOOL DISTRICT SUPERINTENDENT SEARCH

TENTATIVE TIMELINE	ACTIVITY
End of November, 2022	The HYA Team will meet with the Board to plan the search and determine the process, finalize timeline, etc.
Mid December 2022/ Early January 2023	Post Position on HYA site and other sources / Accepting applications and recruiting Network with other HYA Associates / Advertising and marketing
Early December, 2022	Individual interviews with Board members (phone)
Early January, 2023	Stakeholder interviews/focus groups/forums
Ongoing as HYA receives applications	HYA screening interviews/vetting
End of December, 2022	Open HYA digital survey to all stakeholders
Mid January, 2023	Close HYA digital survey
Early February, 2023	Presentation of District Leadership Profile Report
Mid February, 2023	Presentation of slate to Board and interview workshop
Late February, 2023	Board first round interviews / Board meets to identify semi-finalists
Early March, 2023	Finalists Day in the District
Mid March, 2023	Board conducts final interview(s) and HYA third party background check
Late March, 2023	Superintendent's hiring approved and announced
July 1, 2023	Superintendent contract formally begins

## Proposed Language for Employee Ethics Policy

An effective educational institute requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the School Board expects all employees to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally - confidential information as they may secure;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- H. adhere to the policies of the Board;
- I. refrain from using position or public property, or permitting another to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

MINUTES OF PHILLIPS BOARD OF EDUCATION MEETING  
Monday, September 19, 2022

- I. The Phillips Board of Education regular meeting was called to order by President Pesko at 5:00 p.m. in the PHS Performing Arts Center. The Pledge of Allegiance was recited.
- II. Present: Baxter, Bilgrien, Denzine, Fox(5:00 - 5:35 pm), Halmstad, Krog, Pesko, Rose, Van De Voort and Student Liaison Bjork.
- III. Administration present: Superintendent Morgan, Principals Scholz and Wellman, and Pupil Services Director Peterson. Others: Staff and community members. The meeting was available via Zoom for online attendance.
- IV. 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.
- V. Public Participation
  - A. Shirley Smith reported problems with locating minutes on the District website while looking for CESA meeting reports.
  - B. Treyton Denzine spoke for high school students interested in beginning a golf team.
  - C. George Ley is interested in coaching the golf team and gave his credentials.
  - D. Mike McCardle advocated for additional compensation.
  - E. Romain Quinn, state senate candidate for the 25th District introduced himself and spoke about his interest in education in rural communities.
  - F. Cristina Errickson, new high school science teacher, introduced herself to the Board.
- VI. Administrative and Committee Reports
  - A. Dan Virnig reported on recent Logger United Booster Club activities and said they have raised \$140,000 since their start in 2017. He announced that meetings are held on the 4th Wednesday of each month and all are welcome to attend.
  - B. Dave Scholz, Elementary Principal
    1. Pictures of DEMCO donations were provided to the Board prior to the meeting.
    2. Peter Theis from the State Department spoke to the Phillips Elementary students. A clip from the presentation was provided to the Board.
    3. Playground equipment is in place and will be available for use soon.
    4. Parent pickup after school has been a challenge. With input from staff and parents, adjustments have been made to increase the efficiency.
  - B. Kevin Wellman, 6-12 Principal
    1. Pickup and drop off for the 6-12 building has gone well.
    2. The K-12 assembly went very well, students and staff enjoyed the time. Speakers for the school year are being scheduled.
    3. Eric Winter received a generous donation from Devon Curler of Matco Tools.
    4. Thanks to the office staff for making the transition go smoothly.
  - C. Kate Peterson, Pupil Services Director
    1. Special education is having a great start to the school year. The staff have been very supportive.
    2. There were more transfers into the special education program than transfers out this year. We continue to recruit for paraprofessionals to work with students.
  - D. Rick Morgan, Superintendent
    1. The facilities committee will be working on a five-ten year plan for larger maintenance projects (eg. roofs, lighting, etc.)



2. Mr. Morgan will be soliciting members to be on the new Board compensation committee.
- E. Student Liaison Alec Bjork updated the Board on the number of athletes and record of the fall sports teams and co-curricular groups. If approved, the new Esport team could have a preseason match against Greenville.
- F. Policy committee meeting met on September 14, 2022:
1. Reviewed Policy #830 Community Use of Building and Facilities and are reviewing examples from another school. Recommended revising this policy.
  2. Discussed the possibility of using chromebooks for meetings with BoardDocs or a similar company. The electronic devices item will be removed from the agenda.
  3. Discussion to combine current ethics language into one policy without materially changing the verbiage. Rick Morgan will draft a new policy for October meeting.
  4. Administration will provide changes to Policy #453.4 Administering Medications to Students.
- G. Revenue committee met on September 15, 2022:
1. Dan Virnig from Loggers United Booster Club gave an update on the group's fundraising and expenditure activities. Support for live streaming sporting events is being explored.
  2. Update was given on the Performing Arts Center. The glass for the entrance is delayed, but the rest of the items are completed. A time-lapse video of the project will be played at the dedication.
  3. The greenhouse/aquaponics project is in the planning stages, along with the school forest project.
  4. Communication via an updated website was discussed to share successes and achievements of alumni.
- H. Facilities and transportation committee met on September 15, 2022 and discussed the long-term projects and budgeting. A walking tour of the facilities and parking lot were held. Transportation supervisor provided committee members a written report for the month.
- I. Business services committee met on September 15:
1. Construction update - Miron will have financials for the October meeting. Facilities dedication will be held on Monday, September 19th after the Board meeting.
  2. Reviewed staffing update and current vacancies.
  3. A request was made again for middle school baseball and softball. There are teams to the south and an interest inventory will be sent out over ParentSquare.
  4. Additional coaches for soccer and tennis will not be recruited at this time, but a backup emergency plan will be put in place utilizing parent volunteers.
  5. Leftover playground equipment that can be moved to Forward Park will be moved by the park creators.
  6. The updated 2022-2023 budget was presented and will be published for the October annual meeting. Several new grants have been received for use in student support, some specifically for math and reading.
  7. The nutrition/wellness committee will meet in October. Terra Gastmann will chair the committee. Kitchen staff is working well, and utilizing farm to table for fresh food items.
  8. Other items included a republican candidate request to speak at public comments, compensation committee to begin meeting in October, and student request for a golf team.
  9. Regular agenda was reviewed and bills will be reviewed before Monday's board meeting.

VII. Items for Discussion and Possible Action

- A. All academic teaching positions are filled. There is a need for more paraprofessionals both in special and regular education.

- B. Motion (Baxter/Halmstad) to approve snow-day policy for 2022-2023. The first day will be considered a non-school day. Any further days will use the virtual platform or packets for instruction. Motion carried 8-0 with roll call vote.
  - C. The proposed budget for the October 3rd Annual meeting was provided to the Board members.
  - D. The agenda for the October 3rd annual meeting was provided to the Board members.
  - E. The federal grants report was moved to the October meeting.
  - F. With Mr. Morgan's retirement, the Board has several options to consider for a replacement process. The Board could handle all aspects of the recruitment themselves, or use the services of our CESA or a neighboring CESA, or hire a professional firm to handle the recruitment. This will be a discussion item on the October business services agenda.
  - G. Motion (Krog/Van De Voort) to approve the addition of Esport as a school- sponsored extracurricular option for students. Budget for coaches and equipment was approved. Motion carried 8-0.
- VIII. Consent Items - Motion (Krog/Rose) to approve the following consent items. Motion carried 8-0.
- A. Minutes from August 15, 2022 Board Meeting.
  - B. Personnel report
    - 1. Hiring of Cliff Anderson as Custodian II for 6-12 campus, Lynnae Helgeson as PES After School Program Coordinator and long-term substitute teacher (3 days/wk), Bob Dural at 50% 6-12 campus teacher/mentor, Megan Schluter as PhMS paraprofessional; Erika Willett as PES paraprofessional; Emily Nerison as middle school assistant cross country coach; and faculty extra/co curricular coach/advisor staff as presented..
    - 2. Accepted resignations from Michelle Riebe, PhMS paraprofessional (4 years); Lauren Lenz, PES paraprofessional (1 year); Gina Logan, PES paraprofessional (1 day); Marc Peterson, PHS student council advisor (12 years).
  - C. Approve bills from August (#350405-350457 and wires) for a total of \$780,586.04.
- IX. The next regular board meeting will be held on October 17, 2022 at 6:00 pm in the Phillips High School Performing Arts Center. The Annual Meeting will be held on October 3, 2022 at 6:00 pm in the Performing Arts Center.
- X. Motion (Baxter/Denzine) to adjourn. Motion carried 8-0 at 6:05 p.m.

Respectfully submitted,

Anne Baxter, Clerk  
Board of Education

**Personnel Report - Amended  
September 17, 2022 - October 14, 2022**

**New Hires/Transfers**

<b>Name/Position</b>	<b>Status</b>	<b>Hiring Salary</b>	<b>Previous Salary</b>	<b>Effective Date</b>
Garith Pipkorn Art Club Advisor	Missed last month's extracurricular list	\$510.00	N/A	2022- 2023
Wrestling Coaches Tim Brown - Co-coach Joe Grapa - Co-coach	Renew contracts	\$2,537.10 \$2,537.10	N/A	Winter Season
Amelia Dettmering Paraprofessional (RegEd)	ESSER Grant	\$13.75	\$13.75	10/10/22
Olivia Dettmering Paraprofessional (RegEd)	ESSER Grant	\$13.75	\$13.75	10/10/22
Amanda Obadal Paraprofessional (SPED)	Replace resignation	\$13.75	\$13.75	10/17/22

**Recruitment**

<b>Position</b>	<b>Position Status</b>	<b>Location</b>	<b>Posting Date</b>
Information Technology Specialist	Replace Trevor Raskie	District	6/26/22
PHS Student Council Advisor	Replace Marc Peterson	PHS	9/20/22
PhMS Middle School Boys Basketball Coach	Replace TJ Podmolik	PhMS	9/26/22
Cook II	Replace Christine McMillan	6-12	10/10/22

**Resignations/Retirements**

<b>Name</b>	<b>Position</b>	<b>Resignation/ Retirement</b>	<b>Effective Date</b>	<b>Years of Service</b>	<b>Location</b>
Christine McMillan	Elementary Cook 2	Resignation	9/30/2022	1	PES
TJ Podmolik	MS Boys Basketball Asst Coach	Resignation	9/20/2022	4	PhMS
Mark Fuhr	Varsity Girls Soccer Coach	Resignation	10/07/2022	5	PHS
Bob Dural	Head Baseball Coach	Resignation	10/10/2022	23	PHS
Brent Edwards	Asst Baseball Coach	Resignation	10/10/2022	16	PHS