

Phillips Board of Education Regular Board Meeting

Monday, December 15, 2014
5:00 PM

Phillips Middle School IMC
365 Highway 100
Phillips, Wisconsin

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.

School District of Phillips Regular Board Meeting Agenda		Facilitator	Page #
I.	Call to Order (Pledge of Allegiance)	Baratka	
II.	Roll Call of Board Members	Baratka	
III.	Review of Compliance of Open Meeting Law	Baratka	
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.	Baratka	
V.	Administrative Reports and Committee Reports	Hoogland	
	A. Principal Report – PhMS/PHS		
	1. Students of the Month		
	2. Scheduling Update		
	3. World Language Plan	Scholz	
	B. Principal Report – PES		
	1. Students of the Month	Lemke	
	C. Director of Pupil Services Report		
	1. Special Education Report		
	1. Special Education Advisory Committee - December 2	Morgan	
	D. Superintendent Report		
	1. Report on SLATE Conference		
	2. Request for Information from State Educational Conference	Theder	PDF
	E. 2013-2014 Audit Report	Rodewald	
	F. Policy Committee - December 10		3-4
	1. First Reading of Policy 662 Technical Excellence Scholarship		5
	2. First Reading of Policy 761 Free or Reduced Price Meal Eligibility		6-7
	3. First Reading of Policy 761.1 National School Lunch Program - Verification	Rodewald	
	F. Business Services Committee - December 11		
VI.	Items for Discussion and Possible Action	Ameresco	
	A. Ameresco Project Update	Morgan	
	B. Annual Board Development Survey Tool		
VII.	Consent Items	Baratka	
	A. Approval of Minutes from November 17, 2014		8-9
	B. Approval of Personnel Report		10
	C. Approval of Bills		PDF
VIII.	Items for Next Board Meeting	Baratka	
IX.	Adjourn	Baratka	

It is the responsibility of the school to name the 12th grade pupil in each high school who has the highest demonstrated level of proficiency in technical education subjects. 2015 Wisconsin ACT 60 requires the school district to designate scholars for the program to Higher Education Aids Board (HEAB) by February 25th of each year. Additionally, the student with the highest grade point average must meet all graduation requirements established by the State of Wisconsin and scholarship policies established by the School District of Phillips Board of Education. The value of the scholarship is up to \$2,250 per year, to be applied towards tuition. Half of the scholarship is funded by the state, while the other half is matched by the institution. Eligibility of the scholarship does not exceed six semesters.

Selection Procedure

1. A student must be enrolled on a full-time basis by September 30th of the academic year following the academic year in which he or she was designated as a scholar, at a participating Wisconsin Technical College in Wisconsin.
2. No student may receive both a TES and an Academic Education Scholarship
3. In order to be eligible, a student must exhibit interest in and planning for a technical career.
 - Prior to September 1, 2017, school counselor or principal must affirm this.
 - After September 2017, a student must have an academic and career plan leading to post-secondary technical education.
4. In order to be eligible, a student must complete at least one of the following eight eligibility items.
 - a) Be a Career and Technical Education (CTE) Concentrator
 - b) Participated in Youth Apprenticeship Program
 - c) Participated in a Technical High School Diploma program
 - d) Participated in a Career and Technical Training pathway
 - e) Participated in Skills Standards Program
 - f) Completed (or be on tract to complete) and industry recognized certification program
 - g) Participated in a Career and Technical Student Organization (CTSO) in Wisconsin: FBLA, FCCLA, FFA, or Skills USA
 - h) Complete a technical training program
5. Act 60 requires that nomination for TES scholarships be made by school districts for the student who has the highest level of proficiency in technical education subjects based on the ranking system prepared by HEAB.
 - HEAB ranking system consists of ranking eligible students according to a point system reflective of course work and technical education experience.
 - One point is given to a student for each credit-hour earned in high school in CTE courses.
 - One point is given to a student for each year of activity in CTSO listed above.
 - For purpose of assigning a ranking among eligible candidate, credit hours in process at the time of nomination should be counted toward the number of credits earned.

Tie Breaking Method

In the case of a tie for the senior with the highest number of points under this system, the following tiebreakers will be used in this order:

- Grade point average in CTE courses, as defined above
- Grade point average in all courses; or
- If above does not produce a recipient, the Superintendent will supervise a coin toss or drawing to determine the recipient.

Alternate Designation

As per the 2015 Wisconsin Act 60, the School District of Phillips is required to designate alternate technical excellence scholars. The following criteria for the designation will be used:

1. In the event of a tie with the highest grade point average, the application of the tie breaking procedure indicated above in the "Tie Breaking Method," will be applied to determine the alternate(s).
2. In situations where there is not a tie for the highest level of proficiency in technical education subjects and the tie-breaking procedure is not used, the board will designate any remaining seniors with the next highest level of proficiency in technical education subjects. Alternate scholars will be certified in order of priority.

Requirements

1. The student is responsible to complete an academic and career plan leading to a career in technical education.
2. The student is responsible to apply to a Wisconsin Technical School at his or her own expense.

The building principal is responsible for communicating these requirements to all students annually via the student handbook or other appropriate means.

Legal Refs: 2015 Wisconsin Act 60, Wisc. State Statute 115.28(59)

Adopted:

Students in the School District of Phillips shall have an opportunity to participate in National School Lunch Programs (NSLP). These programs shall be administered by the Superintendent or his/her designee, in accordance with established state and federal guidelines, including current USDA discrimination statements.

Breakfast and lunch will be offered to all children, grades PreK – 12 in all schools in the District. The Board of Education will establish meal prices for students and staff. Reduced price meals will be established using federal guidelines. Accurate records of receipts, expenditures, number of lunches served to children and adults, lunches served free of charge, amount of milk served, and other pertinent records shall be maintained according to Department of Public Instruction (DPI) regulations.

Free and Reduced Meals

The District shall offer free and reduced food services to students who qualify based on the NSLP standards published yearly. Applications are distributed to every student and completed applications are submitted to the District office. The administrative assistant is the designee in determining eligibility. The finance manager is the verifying officer. A file of applications and/or authorizations shall be maintained in the school district administrative office.

Free and reduced price meal criteria shall be uniformly applied in all schools in the District. There shall be no discrimination against students eligible to receive free and reduced meals. Names shall not be published, posted or announced in any manner, nor shall there be overt identification of any such students. The Civil Rights Compliance self-evaluation will be completed by October 31st of each year. A verification of applications will be conducted based on applications submitted by October 1st of each year per instructions from DPI.

If a student's parent/guardian is dissatisfied with the decision of the determining officer, he/she may appeal the decision in accordance with established procedures.

Notice of availability of free and reduced meals will be published annually and made available to community agencies working with children annually.

Cross Reference: 411 Equal Educational Opportunities
Eligibility Manual for Schools: Determining and Verifying Eligibility printed by Food and Nutrition Service, USDA.

Legal References: WI. State Stat. 115.34, 115.345, 118.13, 120.10(16), 120.13(6) & (10) and 120.44
Wisconsin Administrative Code PI 9.03(1), 91-248, 94-105

Approved:

1. Each school year, after October 31, the administrative secretary shall produce a list of students who have approved applications for free or reduced lunches according to federal regulations.
2. Recipient families whose eligibility will be verified will be selected free of discrimination due to race, sex, color, national origin, religion, and/or disability.
3. The number of approved applications will be totaled. Applications will be selected for verification by using one of the following:
 - a. Standard Method: Verifying 3% or 3,000 of approved applications, whichever is less, selected from error prone applications on file (those applications within \$100/month of eligibility) as of October 1. Required if the District had more than 20% non-response rate the previous year.
 - b. Alternate One: Verify 3% or 3,000, whichever is less, of all randomly selected approved applications on file as of October 1.
 - c. Alternate Two: Verify the lesser of 1% or 1,000 approved applications as of October 1 selected from error-prone applications PLUS the lesser of one-half of one percent or 500 applications approved as of October 1 that provided a case number in lieu of income.
4. Applications are randomly selected and verified by the verifying officer (finance manager).
5. Selected households will be notified via a letter sent to them; they will also receive a sheet of verification documentation information to aid them, and, if applicable instructions on how to provide proof of benefits under any Assistance Programs, a deadline date to provide the verifying information, and who to contact for questions and assistance, including a no-cost telephone number.
6. If a selected household refuses to cooperate with the request for documentation to expedite verification of income, eligibility will be terminated. The termination notice will include the details regarding an appeal.
7. Households given notice of termination have ten (10) days to appeal the termination to the Superintendent of schools. During those ten (10) days, the free/reduced meals will continue to be provided to the children.
8. Each year the Superintendent of schools will complete a record file showing the following information:
 - a. A summary of the verification efforts.
 - b. The total number of applications on file on October 1.
 - c. The percentage or number of applications verified.
9. Records will be kept for three years, following the close of the fiscal year. The district administrative assistant will maintain, in addition to the items listed in number eight above, the following information:
 - a. How applications were selected.
 - b. How applications were verified.

- c. The dates notices were sent.
 - d. Notes on any contact made.
 - e. The results of verification.
 - f. The reasons for any denial or change of eligibility.
 - g. The signature of the verifying official confirming that verification records are accurate.
10. A family's rights of privacy will be respected and maintained during the verification process.
11. Procedures for verification are included in the most recent edition of Eligibility Manual for Schools: Determining and Verifying Eligibility printed by Food and Nutrition Service, USDA.

Approved: No Date

Revised: 02/16/98

Revised: _____

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING
Monday, November 17, 2014

- I. The Phillips Board of Education meeting was called to order by President Baratka at 6:00 pm in the 6-12 Learning Center. The pledge of allegiance was recited.
- II. Present: Adolph, Baratka, Krog, Rodewald, Pesko, Marlenga, Rose, and Willett. Absent: Distin. Administration present: Morgan, Theder, Hoogland, Scholz and Lemke. Others: Staff, students, and community.
- III. President Baratka 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 BEE.
- IV. 2014 Friend of Education Award was presented to Michelle Yanich for all her volunteer efforts at the Phillips Elementary School.
- V. Public Participation - No Comments.
- VI. Administrative and Committee Reports
 - A. Principal Report – PhMS/PH
 1. Students of the month for PhMS are Anna Harbison (6), Weston Foytik (7) and Katrina Peck (8)
 2. PHS scheduling committee has been established to work on an improved schedule for 2015-16. Representatives from all departments are included. A presentation will be made in December with approval scheduled for January 2015.
 - B. Principal Report - PES
 1. Students of the month for PES are Katie Zajechowski (2) and Delton Heizler (5).
 2. The after-school program has started and is going very well.
 - C. Pupil Services Report – Vicki Lemke
 1. STAR testing has been completed for first quarter. A report will be made after the second quarter testing is completed.
 2. Kindergarten is using the PALs program and will have a STAR baseline test done at the end of the school year.
 3. STAR, PALS, and PBIS information is being put into the data boards.
 4. Special education advisory committee met last month. The goal for this year is disability awareness both for the school staff and for the community. The committee will meet again in December with a focus on emotional/behavioral disability.
 - D. Superintendent Report - Rick Morgan
 1. The leadership communications committee had their first meeting in October. The main goal of the committee this year will be compensation. The meeting in November will consist of team reports on compensation models. The committee anticipates having a recommendation to the Board in February 2015.
 2. Superintendent Morgan, Finance Manager Theder, and WASB representative Distin will be attending the 2015 State Education Convention in Milwaukee in January. Board members were encouraged to review the online schedule.

- E. Policy Committee met on November 12, 2014. Policy 631 Post Issuance Compliance is being forwarded for first and second readings. Policies 830.1 Community Use of Building/Facilities (including Exhibit 1 and 2), 662.1 Student Activity Monies, 442.1 Foreign Exchange Students, and 683 Asset Inventories are being forwarded to the board for second reading.
 - H. Business Services committee met on November 12, 2014. Items discussed included the need for a resolution authorizing the WASBO P-card program, adding the post-issuance policy to the agenda, and discussion with bus drivers on compensation.
- VI. Items for Discussion and Possible Action
- A. Ameresco representative gave the monthly report on the projects. The lighting project is scheduled to begin this week; the burner replacement project is 50% complete with installation of the new burner scheduled for this week and expected completion by December; the automation controls project is 5% complete and will begin in December and will take several months to complete, and the roof replacement project is 60% complete. Construction on the roof over the kitchen and auditorium areas will resume next spring after school is done.
 - B. Superintendent Morgan thanked everyone for the participation in the football program discussions. Motion (Marlenga/Rodewald) to approve PHS varsity football returning to as an 11-man team to the Marawood Conference for 2015-16. Motion carried 8-0.
 - C. Motion (Rodewald/Adolph) to approve resolution to approve WASBO P-Card Program. Motion carried 8-0.
- VII. Motion (Pesko/Krog) to approve following consent items. Motion carried 8-0.
- A. Approve minutes from October 20, 2014 regular board meeting.
 - B. Approved personnel report - resignation of Mike Morrow as bus route driver.
 - C. Approval of Policies are presented:
 - 1. First & Second Reading of Policy 631 Post-Issuance Compliance Policy
 - 2. Second Reading of Policy 830 Community Use of Buildings and Facilities with Exhibits 1 and 2
 - 3. Second Reading of Policy 662.1 Student Activity Fund Management
 - 4. Second Reading of Policy 422.1 Foreign Exchange Students
 - 5. Second Reading of Policy 683 Asset Inventories
 - D. Approval of bills from October 2014 (#337701 - 337898 and wires) for \$654,123.40)
- VIII. The next regular board meeting will be held on December 15, 2014 at 5:00 p.m.
- IX. Motion (Adolph/Willett) to adjourn meeting. Motion carried 8-0. Adjourned at 6:55 p.m.

Respectfully submitted,

Wendy Rodewald, Clerk
Board of Education

**Personnel Report - Amended
November 17, 2014 - December 12, 2014**

New Hires/Transfers

Name	Location Position Description	New Salary	Previous Employee Salary	Effective Date

Recruitment

Position	Position Status	Location	Posting Date
Bus Route Driver	Replace Karen Meives	Bus Garage	
Bus Route Driver	Replace Mike Morrow	Bus Garage	

Resignations/Retirements

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location