

# Phillips Board of Education Regular Board Meeting

Monday, February 19, 2018  
6:00 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.

Board Meeting Agenda		Facilitator	Page #
I.	Call to Order (Pledge of Allegiance)	Pesko	
II.	Roll Call of Board Members	Pesko	
III.	Review of Compliance of Open Meeting Law	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 and Committee Reports		
A.	Phillips Elementary School Principal Report	Scholz	
	1. Students of the Month		
B.	Phillips Middle/High School Principal Report	Hoogland	
	1. Monthly & Quarterly Student Awards		
	2. PHS Salutatorian for Class of 2018		
	3. PHS Valedictorian for Class of 2018		
	4. PHS Academic Excellence Scholarship		
	5. PHS Technical Excellence Scholarship		
C.	Director of Pupil Services Report	Lemke	
D.	Superintendent Report	Morgan	
	1. Staffing Plans for 2018-19		
	2. April 3rd REferendum Process Update		
E.	Student Liaison Report	Hickerson	
F.	Policy Committee Report	Member	
	1. Second Reading of #523.1 Employee Physical Examinations		4
	2. Second Reading of #462 Higher Education Technical Excellence Scholarship		5-6
G.	Business Services Committee Report	Marlenga	
VI.	Items for Discussion and Possible Action		
A.	2018 WASB Convention Report	Morgan	
B.	2018 Legislative Meeting in Medford March 5, 2018	Morgan	
VII.	Consent Items	Pesko	
A.	Approval of Minutes from January 8, 15, 25, and February 8, 2018 Board Meetings		7-11
B.	Approval of Personnel Report		12
C.	Approval of Bills		PDF
VIII.	Items for Next Board Meeting	Pesko	

IX.	<p>Motion to convene into executive session at the conclusion of 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"> <li>● Administrative Mid-Year Review</li> <li>● Administrative Contracts</li> </ul>	Pesko	
X.	<p>The Board may reconvene into open session pursuant to WI Stat. Sec. 19.85(1) if necessary, to act on motions made during the executive session.</p>	Pesko	
XI.	Adjourn	Pesko	

## **EMPLOYEE PHYSICAL EXAMINATIONS**

**523.1**

(Wisconsin Statutes 118.25)

1. All new personnel shall have a physical examination and tuberculosis screening questionnaire as a condition for entering employment. A test to determine the presence or absence of tuberculosis in a communicable form is required only if the need for such a test is indicated for the employee (eg. by the responses to the screening questionnaire).
2. Employees who are engaged in the transportation of school children must have physical examinations every two years.
3. All other personnel will be required to have a physical examination and tuberculosis screening questionnaire, with follow-up tests if necessary, once every ten years.
4. The cost of such examinations, including tuberculin tests, shall be paid out of School District funds.

*Approved: 07/10/84*

*Reviewed: 01/17/00*

*Reviewed: 02/19/18*

## **HIGHER EDUCATION TECHNICAL EXCELLENCE SCHOLARSHIP (TES)**

**462**

It is the responsibility of the school to name the 12<sup>th</sup> grade pupil in each high school who has the highest demonstrated level of proficiency in technical education subjects. 2015 Wisconsin ACT 91 requires the school district to designate scholars for the program to Higher Education Aids Board (HEAB) by February 25<sup>th</sup> 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 for at least six credits by September 30<sup>th</sup> 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 91 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.
    - o One point is given to a student for each credit-hour earned in high school in CTE courses.
    - o One point is given to a student for each year of activity in CTSO listed above.

- o 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 91, 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 91, Wisc. State Statute 115.28(59)

Adopted: January 19, 2015  
Revised: February 19, 2018

SCHOOL DISTRICT OF PHILLIPS  
Special Board Meeting Minutes  
Monday, January 08, 2018  
Phillips Middle School Learning Center

The meeting was called to order by Board President Pesko at 5:59 PM. Also present from the Board of Education were Burkart, Distin, Fox, Krog, Marlenga, Rose, and Willett. Also present were Superintendent Morgan; Principal Scholz; Principal Hoogland; Director of Pupil Services, Ms. Lemke; Financial Manager, Ms. Lehman; Director of Maintenance, Mr. Berens; and Student Liaison, Mr. Hickerson.

Facility Planning

1. Dale Poynter, representative for SDS Architects reviewed the project proposals to-date. Some concepts included remodeling of structures, relocation of structures and combination proposals. Discussion of the pros and cons of each plan and how they would meet the innovative programs being developed to advance our students. Discussion of 25/50 year durability of each proposal.
2. Action plan: Mr. Morgan and the administration will review the plans tomorrow and make a final proposal to the Board based on District priorities and square footage needs expressed tonight.
3. A proposal will be submitted to the full Board on January 15<sup>th</sup>. The deadline for a resolution is January 22<sup>nd</sup>. If there isn't a consensus on the 15<sup>th</sup>, there would need to be a special meeting to finalize the proposal.

Motion to adjourn at 7:27 PM (Rose/Distin). Motion carried 8-0.

Respectfully submitted,

Tracie L. Burkart, Clerk  
Board of Education

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MONTHLY MEETING  
Monday, January 15, 2018

- I. The Phillips Board of Education meeting was called to order by President Pesko at 6:00 pm in the 6-12 Learning Center. The Pledge of Allegiance was recited.
- II. Present: Burkart, Distin, Fox, Krog, Marlenga, Pesko, Rose Willett and Student Liaison. Absent: Adolph. Administration present: Superintendent Morgan, Finance Manager Lehman, Principals Scholz and Hoogland, and Pupil Services Director Lemke. Others: Staff, students, and Price County Review.
- 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, The Price County Review, Price County Courthouse, and the City of Phillips office.
- IV. Public Participation
  - A. Joel Nyberg commented that student council meetings should be open to attendance by other students.
  - B. Rick Morgan read a letter to the District from Alexis Schillinger, a 2010 graduate, who recently began working as a physician assistant thanking the district for helping her to attain her goals.
- V. Administrative and Committee Reports
  - A. Phillips Elementary School Principal Report - A lot of time has been spent this month in planning and meetings regarding the building remodeling and construction.
  - B. Phillips Middle/High School Principal Report - All items will be discussed in Section VI.
- VI. Director of Pupil Services Report
  1. Caroline Corbett (PES counselor), Rebecca Macholl (6-12 counselor), and Roni Tobias (school psychologist) joined Vicki Lemke in presenting data from the 2016-17 State assessments and ACT. Data from each grade level was reviewed and trends were discussed where applicable.
  2. The 6-12 staff met and compiled a list of notices and wonders regarding the assessment data and created plans for making the assessment times more productive and meaningful. They also worked on plans for the district including more time dedicated to curriculum needs and meeting needs of advanced students and at-risk students.
- D. Superintendent Report
  1. Superintendent Morgan, along with Finance Manager Lehman and Board President Pesko will be attending the State Education Convention this week. Board members were encouraged to review the schedule and let one of the attendees know if they had any sessions they would like them to attend.
  2. The Leadership Communication Team (LCT) met this month to continue working on the additional compensation plan modifications for 2018-19. Point values for college credits will be reduced. The focus is to prepare a plan that will allow for employees to advance every two to three years. Language is being considered that would not allow an annual movement. The plan will be submitted for Board review next month.
- E. Finance Manager Report - Quarterly Financial Report showed year-to-date expenditures as of December 31, 2017 were \$3,427,304.06 (36.35% of budget)



and revenues were \$1,366,409.54 (15.89% of budget). The total cash available was \$1,009,803.67. No line of credit has been used this fiscal year.

- F. Student Liaison Report
  - 1. Students of the Month for PES were Emmet Knudson and Makaya Eckert.
  - 2. Students of the Month for PhMS were Kyle Soberg, Stacy Backstrom, Arianna Riley, and Mia Esterholm.
  - 3. The student council is working on the requests from Joel Nyberg.
- F. Policy Committee Report
  - 1. #462 Higher Education Technical Excellence Scholarship was reviewed for changes based on new state laws.
  - 2. #523.1 Employee Physical Examinations was reviewed for changes based on new state laws.
  - 3. Both policies are presented for first readings this month.
- G. Business Services Committee Report
  - 1. Reviewed for PES 1958 remodel. Recommended a plan for up to \$12.6 million.
  - 2. Discussed additional compensation plan recommendations for 2018-19.
  - 3. Marc Peterson informed the committee of a trip to Belize on March 24 through April 1. Seven students will be attending this trip. The group hopes to continue doing trips every-other year.
  - 4. Discussed the need to add an item to the agenda to approve \$22,000 for a replacement pool cover from Fund 80.
  - 5. Discussed leasing a van through the ASP grant with option to buy when the lease is completed.
  - 6. Discussed special education aide needs. A substitute will cover the remainder of the year.
  - 7. Bills were reviewed.

## VI. Items for Discussion and Possible Action

- A. Grant Writer Dale Houdek reported that a second FabLab grant has been submitted. The OADA grant had a slow start due to waiting to confirm that the monies would be available. A coordinator with a strong background in OADA community work was hired. The TEACH grant is for infrastructure in technology and we are eligible for 30% of our expenditures up to \$31,000.00. This grant is due February 7th.
- B. Motion (Krog/Burkart) to approve the 2018-2019 school year calendar as presented. Motion carried 8-0.
- C. Motion (Krog/Distin) to approve the suspension of the WIAA boys tennis program the spring of 2018 due to lack of participation. Motion carried 8-0.
- D. Motion (Distin/Krog) to approve the termination of WIAA boys soccer program beginning with the Fall of 2018 due to lack of participants and low participation in the youth program. Motion carried 8-0.
- E. Motion (Burkart/Marlenga) to approve no limit on open enrollment spaces for regular or special education for the 2018-19 open enrollment window. Motion carried 8-0.
- F. Motion (Distin/Marlenga) to approve initial resolution authorizing general obligation bonds in an amount not to exceed \$12,600,000.00. Motion carried 8-0 with roll call vote.
- G. Motion (Burkart/Marlenga) to approve resolution providing for a referendum election on the question of the approval of an initial resolution authorizing the issuance of general obligation bonds in an amount not to exceed \$12,600,000.00. Motion carried 7-1 with roll call vote. (Willett voting No)

- VII. Consent Items - Motion (Willett/Krog) to approve consent items. Motion carried 8-0.
  - A. Approved minutes from December 18, 2017 board meeting.
  - B. Approved personnel report hiring Pam Knihtila as long-term substitute to complete the 2017-18 school year vocal music position and hiring Erik Johnson as full-time special education following completion of licensing requirements.
  - C. Approved purchase of replacement pool cover for \$22,000.00 from Fund 80.
  - D. Approved bills from December 2017 (#343463-343589 and wires) for a total of \$469,158.19.
- VIII. The next regular board meeting will be held on February 19, 2018 at 6:00 p.m. Items to include are second reading of policies, report from State convention meeting.
- IX. Motion (Willett/Distin) to adjourn at 7:37 pm. Motion carried 8-0.

Respectfully submitted,

Tracie Burkart, Clerk  
Board of Education

SCHOOL DISTRICT OF PHILLIPS  
Special Board Meeting Minutes  
Thursday, January 25, 2018  
Phillips High School Conference Room

The meeting was called to order by Board President Pesko at 12:03 PM. Also present from the Board of Education were Adolf, Burkart, Distin, Fox, and Marlenga. Also present were Superintendent Morgan; Principal Scholz; Principal Hoogland; Director of Pupil Services, Ms. Lemke; and Special Education Instructor, Mr. Johnson.

Motion (Fox/Krog) to convene into closed session pursuant to Wisconsin Statutes Section 19.85(1)(f) for the purpose of conducting an expulsion hearing for two high school students, with deliberations thereafter also to be in closed session pursuant to Wisconsin Statutes Section 19.85(1)(a). Motion carried 6-0.

Motion (Adolf/Marlenga) to reconvene into open session. Motion carried 6-0.

Motion (Adolf/Marlenga) to adopt the recommendations with modifications presented by Mr. Hoogland. Motion carried 6-0.

Motion (Marlenga/Fox) to adjourn. Motion carried 6-0. Adjourned at 12:56 PM.

The meeting was called back to order by Board President Pesko at 1:00 PM. Same attendance as noted above for first session.

Motion (Distin/Fox) to convene into closed session pursuant to Wisconsin Statutes Section 19.85(1)(f) for the purpose of conducting an expulsion hearing for two high school students, with deliberations thereafter also to be in closed session pursuant to Wisconsin Statutes Section 19.85(1)(a). Motion carried 6-0.

Motion (Adolf/Distin) to reconvene into open session. Motion carried 6-0.

Motion (Adolf/Marlenga) to adopt the recommendations with modifications presented by Mr. Hoogland. Motion carried 6-0.

Motion (Adolf/Fox) to adjourn. Motion carried 6-0. Adjourned at 2:02 PM.

Respectfully submitted,

Tracie L. Burkart, Clerk  
Board of Education

**Personnel Report  
January 13 - February 16, 2018**

**New Hires/Transfers**

Name/Position	Position Description	New Salary	Previous Employee Salary	Effective Date

**Recruitment**

Position	Position Status	Location	Posting Date
FBLA Advisor	Replace Jean Flower	Phillips High School	08-31-2015
Vocal Music Teacher K-12	Replace Rebecca Trimmer	Districtwide	02-09-2018
LTE Aide, 3.5 hrs/day	Due to increased student needs	PhMS/PHS	11-14-2017
Social Studies/English Teacher	Staffing Plan 2018-19	PHS	02-09-2018
Aquatic Director	Replace Annie Knudson	Community Pool	02-13-2018

**Resignations/Retirements**

Name	Position	Resignation/Retirement	Effective Date	Years of Service	Location
Annie Knudson	Aquatic Director	Resignation	3/1/2018	11	Community Pool

EDT	OBJ	FUNC	PRJ	OBJ	2017-18 Revised Budget	2016-17 Revised Budget	2017-18 Monthly Activity	2016-17 Monthly Activity	2017-18 FYTD Activity	2016-17 FYTD %	2017-18 FYTD %
10E	11	UNDIFFERENTIATED CURRICULUM		1,765,507.00	1,664,547.23	154,046.61	121,633.81	848,569.47	48.06	46.91	
10E	12	REGULAR CURRICULUM		1,804,061.00	1,611,639.19	138,855.92	137,256.77	863,010.11	47.84	51.44	
10E	13	VOCATIONAL CURRICULUM		344,455.00	333,044.29	26,450.16	32,745.85	179,020.96	51.97	49.05	
10E	14	PHYSICAL CURRICULUM		167,250.00	150,867.00	12,418.38	11,161.93	83,217.04	49.76	52.48	
10E	16	CO-CURRICULAR ACTIVITIES		146,233.00	142,173.00	16,205.39	12,152.56	65,266.70	44.63	42.65	
10E	17	OTHER SPECIAL NEEDS		15,258.00	21,144.00	1,931.36	801.45	7,366.30	48.28	42.56	
10E	21	PUPIL SERVICES		170,439.00	136,084.00	12,086.80	8,798.08	70,400.45	41.31	41.88	
10E	22	INSTRUCTIONAL STAFF SERVICES		212,984.00	234,019.29	18,895.83	9,976.36	131,635.35	61.81	34.53	
10E	23	GENERAL ADMINISTRATION		265,543.00	270,055.00	15,595.03	16,430.47	144,490.57	54.41	56.93	
10E	24	SCHOOL BUILDING ADMINISTRATION		569,101.00	522,277.84	38,278.64	36,992.01	304,462.97	53.50	52.58	
10E	25	BUSINESS ADMINISTRATION		1,963,221.00	1,877,817.00	168,857.09	138,627.05	958,848.83	48.84	48.62	
10E	26	CENTRAL SERVICES		337,767.00	341,111.00	14,597.29	13,607.01	136,961.36	40.55	61.43	
10E	27	INSURANCE & JUDGMENTS		143,555.00	128,754.00	365.00	27,137.19	120,182.99	83.72	86.26	
10E	28	DEBT SERVICES		13,053.72	4,351.24	2,752.05		15,935.87	122.08		
10E	29	OTHER SUPPORT SERVICES		153,738.00	129,249.68	56,449.70	40,449.70	151,015.11	98.23	97.96	
10E	41	TRANSFERS TO ANOTHER FUND		807,411.00	804,750.40						
10E	43	PURCHASED INSTRUCTIONAL SERV		552,191.00	552,191.00	7,686.25	12,882.15	32,391.48	5.87	7.13	
10E	49	OTHER NON-PROGRAM TRANSACTIONS		2,040.00	2,040.00						
Grand Expense Totals					9,433,807.72	8,926,115.16	685,471.50	620,652.39	4,112,775.56	43.60	43.55

Number of Accounts: 1056

Funds Available to the District as of January, 2018:

\*\*\*\*\* End of report \*\*\*\*\*  
 First National Bank (General Checking) 2,137,886.73  
 Local Gov't Investment Pool 609.43  
 First National Bank (Savings) 4,315.06  
**Total 2,142,811.22**

Flex Spending (Checking) 11,159.50

Current Line of Credit Balance (\$1,500,000 max) 1,500,000

Total Borrowed (through 01/31/18): 0.00

FDTLOC SRC FUNC	PRJ LOC SRC	2017-18 Revised Budget	2016-17 January 2017-1 Monthly Activi	2016-17 January 2016-1 Monthly Activi	2017-18 FYTD Activity	2016-17 FYTD Activity	2017-18 FYTD %	2016-17 FYTD %
10R--- 211 50000-	---	4,239,337.00	4,581,333.00	1,339,695.90	1,622,700.99	1,339,695.90	38.28	29.24
10R--- 213 50000-	---	2,269.00	2,488.00		748.75	644.26	33.00	25.89
10R--- 249 50000-	---	9,465.00	9,465.00		2,228.54	3,054.87	23.55	32.28
10R--- 264 50000-	---	1,416.00	1,416.00					
10R--- 271 50000-	---	12,650.00	15,000.00	2,277.00	8,547.00	9,362.14	67.57	62.41
10R--- 279 50000-	---	13,000.00	12,960.00		7,220.40	7,978.90	55.54	61.57
10R--- 280 50000-	---	7,600.00	7,464.00	586.82	4,094.89	3,977.51	53.88	53.29
10R--- 291 50000-	---				3,000.00			
10R--- 292 50000-	---	18,100.00	15,500.00		12,328.00	14,691.00	68.11	94.78
10R--- 293 50000-	---	15,000.00	14,000.00	353.46	7,681.51	7,825.90	51.21	55.90
10R--- 345 50000-	---	231,692.00	233,806.00					
10R--- 515 50000-	---	2,100.00	1,500.00		601.45		28.64	
10R--- 517 50000-	---	4,385.00	4,900.00					
10R--- 612 50000-	---	61,226.00	65,000.00	70,055.00	70,055.00	56,579.00	114.42	87.04
10R--- 621 50000-	---	23,755.00	31,018.00					
10R--- 621 50000-	---	2,918,331.00	2,718,191.00					
10R--- 630 50000-	---	23,892.00	13,861.00	5,520.00	1,147,462.00	1,068,727.00	39.32	39.32
10R--- 650 50000-	---	199,181.00	210,652.52		5,520.00	2,500.00	23.10	18.04
10R--- 660 50000-	---	1,810.00	2,113.00		69,850.00	68,632.00	35.07	32.58
10R--- 691 50000-	---	7,071.00	6,969.00					
10R--- 695 50000-	---	352,800.00	197,750.00					
10R--- 699 50000-	---	1,000.00						
10R--- 730 50000-	---	179,397.00	202,430.00	17,208.14	17,208.14		9.59	
10R--- 751 50000-	---	171,394.00	207,494.00		21,986.90		12.83	
10R--- 780 50000-	---	42,500.00	42,500.00					
10R--- 861 50000-	---		3,000.00	3,440.98	12,265.27			
10R--- 878 50000-	---		39,161.16					
10R--- 964 50000-	---	22,432.00			22,432.00		100.00	
10R--- 971 50000-	---	25,000.00	66,267.58	57,576.28	17,811.27	75,164.18	71.25	113.43
10R--- 990 50000-	---	10,000.00	10,000.00	5,000.00	39,809.82	13,816.44	398.10	138.16
10R--- 999 50000-	---	200.00	200.00			7.55		3.78
10-----	---	8,597,003.00	8,716,439.26	1,727,142.39	1,459,979.39	2,672,656.65	35.98	30.66
Grand Revenue Totals		8,597,003.00	8,716,439.26	1,727,142.39	1,459,979.39	2,672,656.65	35.98	30.66

Number of Accounts: 40