

Phillips Board of Education Regular Board Meeting

Monday, April 15, 2019
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.	Oath of Office	Burkart	
VI.	Retiring Board Member Recognition	Morgan	
VII.	Administrative Reports and Committee Reports		
	A. Phillips Elementary School Principal Report	Scholz	
	1. Students of the Month		
	2. 4-Year Old Kindergarten Update		
	B. Phillips Middle/High School Principal Report	Hoogland	
	1. Technical Excellence Scholarship Award		
	2. Students of the Month		
	C. Superintendent Report	Morgan	
	1. Facilities Action Committee Update		
	2. High School Parking and Traffic Flow Planning for 2019-20		
	3. School Safety Remodel Project for 6-12 Office		
	4. Employee Handbook Review Timeline		
	D. Director of Pupil Services Report	Lemke	
	E. Financial Manager Report	Lehman	
	1. Expenditure and Revenue Report		PDF
	F. Student Liaison Report	Haberman	
	G. Policy Committee Report	Burkart	
	1. 1st Reading Policy #421 Rule I Admission to 4K, 5K, First Grade		4
	2. 1st Reading Policy #411 Equal Educational Opportunities		6
	3. 1st Reading PHS Athletic Code		7
	H. Business Services Committee Report	Burkart	
	I. Curriculum Committee Report	Morgan	
	J. Nutrition Committee Report	Burkart	
VIII.	Items for Discussion and Possible Action		
	A. CESA #12 Contract	Morgan	
	B. Set Board Organizational Meeting	Pesko	
	C. Approval of Grasshopper Mower Purchase	Morgan	
	D. Approval of Door Purchases for Shop and Kitchen	Morgan	
	E. Approval of Health Insurance Carrier Change/Renewal	Morgan/ Lehman	

IX.	<p>Consent Items</p> <p>A. Approval of Minutes from March 18, 2019 Board Meeting</p> <p>B. Approval of Personnel Report</p> <p>C. Approval of Bills</p>	Pesko	
X.	Items for Next Board Meeting	Pesko	8-10 11 PDF
XI.	<p>Motion to convene into executive session at the conclusion of open session pursuant to:</p> <p>A. WI Stat. Sec. 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.</p> <ul style="list-style-type: none"> • Confer with Legal Counsel 	Pesko	
XII.	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.	Pesko	
XIII.	Adjourn	Pesko	

Enrollment in Four-Year-Old Kindergarten, Kindergarten, and First Grade**FOUR-YEAR-OLD KINDERGARTEN**

To be eligible for enrollment in the four-year-old kindergarten program a child must be four-years-old on or before September 1st in the year the child proposes to enter school. ~~There shall be no early admittance to this program.~~

Early entrance procedures are as follows:

1. A personal meeting with the parents to determine their reasons for requesting entrance prior to the legal age.
2. An assessment of the child's potential to benefit from early admission and to successfully participate in the grade level, including considerations of emotional stability, social and mental maturity, and physical health.
3. Parents have the right to appeal the early entrance decision to the Superintendent.

KINDERGARTEN

To enter kindergarten a child must be five-years-old on or before September 1st in the year the child proposes to enter school. The parents/guardians of any child who will not be five-years-old on or before September 1st in the year the child proposes to enter kindergarten, may apply to have their child admitted to kindergarten at the opening of school for that year. The following procedure shall be followed:

1. Parents/guardians must request, in writing, that their child be considered for early entrance into kindergarten. This letter is to be sent to the Superintendent of Schools or his/her designee at least 90 days before the opening of school and shall include a statement of the reasons the application is being made. The 90-day requirement may be waived for persons new to the District; however, no early admissions shall be made after the third Friday in September.
2. The child will be required to participate in an Early Entrance Screening.
 - a. The screening will consider emotional, social, physical, cognitive, and readiness skills. Designated school staff will conduct the individual screening. Other school professionals will be consulted when appropriate. This evaluation will be at no cost to parents/guardians.
 - b. After the screening has been completed, a meeting will be held with the parents/guardians to consider the appropriateness of early entrance into kindergarten. The criteria used by the District in making its decision will be whether or not the child is in the superior range in areas of social, emotional, physical, and cognitive readiness.
 - c. Parents/guardians have the right to appeal the early entrance decision to the Superintendent.
3. If a student is approved for early entrance into kindergarten, school personnel and parents/guardians will monitor and review placement after six weeks to ensure the student is appropriately placed.

FIRST GRADE

To enter first grade a child must be six-years-old on or before September 1st in the year the child proposes to enter school and must have completed a five-year-old (full or part-time) kindergarten program with certain exceptions as outlined below [Wis. Stat. Sec. 118.33(6)(cm)]. Parents/guardians of any child who will not be six-years-old on or before September 1st in the year the child proposes to enter first grade, may apply to have the child admitted to first grade at the opening of school for that year.

Procedure for Exemption:

1. Parents/guardians, whose child did not attend a five-year-old kindergarten program and who wish to enroll their child in first grade, must submit a request to the District for an exemption from the state requirement that the child complete a kindergarten program prior to entering first grade.
2. Parents/guardians must complete a Phillips School District Kindergarten Exemption form. This form will be made available through the Phillips Elementary Principal. The form will contain the child's name, parent/guardian's name, address, date of birth, and reason or statement why child did not previously attend a full or part-time kindergarten program.
3. The District may exempt the requirement that the child complete kindergarten as a prerequisite to enrollment in first grade if either
 - a. before commencing or completing first grade the child moved into this state from a state, country, or territory where he/she was already exempted from the prerequisite requirement;
 - b. before commencing or completing first grade, the child moved into this state from another state, country, or territory in which completion of five-year-old kindergarten is not a prerequisite requirement; or
 - c. the child demonstrates academic and developmental readiness skills expected for successful participation in first grade. Evidence must exist that the child's educational welfare would best be served by placement in first grade.
4. The Superintendent of Schools' designee will review the completed exemption form and will make the decision to grant or deny the exemption.
5. A face-to-face meeting will be scheduled with the parent/guardian to share the decision and information.
6. In case of a denial, appropriate school personnel will conduct an evaluation. The building principal will be consulted and, once the evaluation is completed, a plan will be determined and shared with parents/guardians.

LEGAL REF: Wis. Stat. Sec. 118.33(6)(cm)

*Approved May 8, 1979
Revised January 19, 1998
Revised February 16, 2004
Revised June 17, 2013*

The School District of Phillips will deliver the best education possible for every child in the District, provided the student can benefit from attendance, and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular (including all technical and career education), extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

Complaints regarding the interpretation or application of this policy shall be referred to the Title IX Coordinator or designee and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building office in the District. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks, and other published materials distributed to the public describing school activities and opportunities.

LEGAL REF: *Sections 118.13 Wis. Stat.*
 PI 9 of the Wisconsin Administrative Code
 Title IX, Education Amendments of 1972
 Title VI, Civil Rights Act of 1964
 Section 504 of the Rehabilitation Act of 1973
 McKinney-Vento Homeless Assistance Act
 Title X, Sec. 722(g)

CROSS REF: *Discrimination Complaint Procedures*
 School Board Policy, Section X

Approved: 07/14/87
Revised: 01/19/98
Revised: 11/17/08
Revised: 12/16/13
Revised: _____

Athletic / Scholastic Eligibility

1. No student may have an "F" grade in any subject during a grade reporting period
 - a. Grade reporting period - final grades at the end of:
 - i. 1st Quarter
 - ii. 2nd Quarter
 - iii. 3rd Quarter
 - iv. 4th Quarter
 - b. Any student who receives an "F" for any grading period will be ineligible for 15 school days during which time the grades will be reviewed
 - i. The student will be placed on "Academic Suspension"
 - ii. If the student has no "F" grades after 15 school days, the student will regain full athletic eligibility on the 16th school day
 - iii. If the student has an "F" grade in any subject at the end of 15 school days, the student will remain on "Academic Suspension" until the student's grade is raised to passing
 1. Documentation from all teachers will be required
2. No student may have an "F" grade in any subject when mid-term progress reports are generated. (midpoint of each quarter)
 - a. If any student has one or more "F" grades in any subject at that time:
 - i. The student will be placed on "Academic Probation" for 5 school days
 1. If the "F" grades are raised to passing after 5 days, the student will be removed from "Academic Probation"
 2. If the "F" grades are not raised to passing after 5 days, the student will be placed on "Academic Suspension" until the grades are raised to passing
 - a. Documentation from all teachers will be required
3. **Academic Probation**
 - a. Student is eligible to practice with the team
 - b. Student is eligible to compete with the team and travel to away contests
4. **Academic Suspension**
 - a. Student is allowed to practice with the team (with the coaches permission)
 - b. Student is expected to attend all home games and sit with the team
 - c. Student will not be allowed to travel with the team or get out of any class time
 - d. Student will not be allowed to participate in any contests

MINUTES OF PHILLIPS Board of Education REGULAR MONTHLY MEETING
Monday, March 18, 2019

- 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, Halmstad, Krog, Pesko, Rose, Willett and Student Liaison. Absent: Adolph. Administration present: Superintendent Morgan, Finance Manager Lehman, Principals Hoogland and Scholz. Others: Staff, students community members, 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, and the Price County Review.
- IV. Public Participation - None
- V. Administrative and Committee Reports
 - A. Elementary Principal Report
 1. Students of the month for December were Cecelia Lorenz (Grade 2) and Preston Staples (Grade 4).
 2. A 4K parent information meeting was held on March 7th. Eighteen families attended and had the opportunity to hear about the daily structure and two-day or four-day options for 4K students. The office is continuing to contact parents of students who have not yet registered.
 3. Principal Scholz reviewed the mid-year Achievement Gap Reduction report. All grades are working on annual goals and are on track to meet those goals.
 4. Joe Grapa is working on a bid for a timber harvest in the new section of school forest. It is expected that the work will be done in the fall.
 5. Ten staff members from the elementary school attended a leadership seminar with Tim Kight on March 5th at Forest Springs. This was an excellent opportunity for our staff.
 - B. Middle/High School Principal Report
 1. Students of the month at PhMS were Caitlin Pesko (6), Leigha St. Clair (7), and Kylie Soberg and Kye Tingo (Grade 8)
 2. The music students returned last night from their New York trip.
 3. Track and softball season started earlier this month. Baseball and girls soccer begin practice tomorrow. Middle school wrestling is coming to a close. Four students qualified for the state swimming meet.
 4. Quiz bowl participated in the Gogebic meet and forensics is competing at Hayward tonight.
 5. We will be piloting the 1:1 program with one class at the middle school fourth quarter.
 6. March inservice day focused on scheduling for next year.
 7. The high school has rearranged their schedule to increase class time and reduced Logger Time to help with cancelled classes. This will continue in a modified form in 4th quarter.
 - D. Superintendent Report
 1. The facility action committee held their first meeting on February 27th. There were 17 participants. The next meeting will be March 20th.
 2. Due to the six days of school cancellation, April 22nd will be a full day of school for students and staff. At this point, teaching staff will be required to

work two additional days at the end of the school year. The 4th quarter start date was extended to April 4th.

- E. Student Liaison Report - None
 - G. Business services committee met on March 14th and discussed the 4K program, meeting instructional hours with days off for weather, information was presented from the Project Lifesaver meeting held last month, ways to think outside the box to solve building needs, the cost of furnace and roof needs at PES, LP tank inspections, and review of bills.
 - H. The curriculum committee will meet on April 2nd.
- VI. Items for Discussion and Possible Action
- A. Motion (Krog/Burkart) to Approved providing full-time (4 days) 4K programming option beginning with the 2019-20 school year. Motion carried 8-0.
 - B. We have received the CESA #12 contract for next year. There is a 3% increase in costs. We will share the total package at next month's meeting for approval.
 - C. Tracie Burkart, Marty Krog, and Hailey Halmstad will distribute diplomas at graduation.
 - D. Motion (Distin/Burkart) to approve an invested member contract with Rural Virtual Academy for 2019-2020. Motion carried 8-0.
- VII. Consent Items - Motion (Willett/Distin) to approve consent items. Motion carried 8-0.
- A. Approved minutes from February 18, 2019 Board meetings.
 - B. Approve second reading of #661.3 Bad Check Policy.
 - C. Approved personnel report accepting retirements from Tim Brown, technology education teacher (32 years); Patricia Kaliska, kindergarten teacher (29 years), Kathleen Severson, bus route driver (40.5 years) and Clarence (Ed) Riley, bus route driver (36 years) and resignations from Patrick Croy, paraprofessional (8 years) and Leanne Benson, PES cook (1.5 years).
 - C. Approved bills from February 2019 (#345400-345553 and wires) for a total of \$839,177.99.
- VIII. The next regular board meeting will be held on April 15, 2019 at 6:00 p.m. Items to include are 4K program update, reports from curriculum committee and facility action committee, and Technical Excellence Scholarship Award,
- IX. Motion (Willett/Adolph) to convene into executive session at the conclusion of the open session pursuant to:
- A. 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.
 - Administrative Contracts
 - B. WI Stat. Sec. 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
 - Confer with Legal Counsel
- X. 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. Motion carried with roll call vote 8-0 at 6:40 pm p.m.
- XI. Motion (Krog/Distin) to reconvene into open session. Motion carried 8-0 at 8:38 p.m.
- XII. Action Items

- A. Motion (Distin/Halmstad) to approve Superintendent Morgan's recommendations for finalizing administrative contracts for 2019-2020 school year. Motion carried 8-0.
- B. Motion (Burkart/Krog) for Superintendent Morgan to follow school board directive in regards to retirement requests. Motion carried 8-0.

XIII. Motion (Rose/Krog) to adjourn. Motion carried 8-0 at 8:40 p.m.

Respectfully submitted,

Tracie Burkart, Clerk
Board of Education

**Personnel Report
March 16, 2019 - April 12, 2019**

New Hires/Transfers

Name/Position	Position Description	New Salary	Previous Employee Salary	Effective Date
Glenn Ericksen JV Softball Coach	New position	\$1,625.07	N/A	Spring Season
Spring coaches Contracts: Justin Lindgren (Returning)	Co-Head Track Coach	\$1,568.91		
Sarah Socha	Co-Head Track Coach	\$1,568.91		
Dana Janssen	Asst. Track Coach	\$1,122.62		
Mark Fuhr	Girls Soccer Coach	\$2,436.61		
Patrick Croy Groundskeeper	Seasonal position	\$12.73	Same	TBD

Recruitment

Position	Position Status	Location	Posting Date
FBLA Advisor	Replace Jean Flower	Phillips High School	08-31-2015
World Language Teacher	Replace Steven Ivancich and online program	Phillips High School	01-16-2019
Paraprofessional	Replace Patrick Croy	Phillips Elementary	03-01-2019
Bus Route Driver (3)	Replace Ed Riley, Kathy Severson, Theresa Johanik	Bus Garage	03-01-2019
Speech/Language Pathologist	Staffing Plan	Districtwide	03-06-2019
4K Elementary Teacher	New program	Phillips Elementary	03-19-2019
Cook I	Replace Leanne Benson	Phillips Elementary	04-02-2019

Resignations/Retirements

Name	Position	Resignation/Retirement	Effective Date	Years of Service	Location
Jean Flower	6-12 Business Ed Teacher	Retirement	6/5/2019	13	PhMS/PHS
Theresa Johanik	Bus Route Driver	Resignation	6/5/2019	33	Bus Garage
Vivienne Neerdaels	Contracted Occupational Therapist	Resignation	6/5/19	14	Districtwide