

Phillips Board of Education Regular Board Meeting

Monday, October 19, 2020
6:00 p.m.

PUBLIC NOTICE: The health of District employees, School Board, and the community is our number one priority. Therefore, the District will be taking precautionary measures consistent with CDC recommendations. Please consider joining the meeting remotely through the video conference access as provided below:

You are invited to a Zoom webinar.

Zoom Webinar

<https://zoom.us/j/91300538602?pwd=VEFZNTNQKzJjUXdDOUVHYjIjNYjplLZz09>

Passcode: 2419

Or iPhone one-tap :

US: +16465588656,,91300538602# or +13017158592,,91300538602#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or
+1 253 215 8782 or +1 346 248 7799

Webinar ID: 913 0053 8602

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.	Public notice of this meeting was properly posted according to Wisconsin Statute 19.84(4). Notice was posted at all school-owned buildings, the School District of Phillips' website, and the Price County Review	Pesko	
IV.	Public Participation Forum – Where members of the public will be allowed to make brief presentations to the board on items of interest to the school district. No action will be taken on items presented.	Pesko	
V.	Recognition of Donors for October 2019 - September 2020	Pesko	
VI.	Administrative Reports, Committee Reports, and Conference/ Workshop Reports		
	A. Elementary Principal Report	Scholz	
	1. Students of the Month		
	2. 2020 Summer School Report	Ring	
	B. PhMS/PHS Principal Report	Hoogland	
	1. Students of the Month		
	C. Director of Pupil Services Report	Lemke	
	D. Superintendent Report	Morgan	
	1. Marawood Conference Sports Update		
	2. COVID-19 Dashboard		
	E. Finance Manager Report	Lehman	
	1. Quarterly Financial Report		PDF
	F. Student Liaison Report	Schluter	
	G. Policy Committee Report	Baxter	
	1. Policy of 411.2/511.2 Sexual Harassment Policy (Title IX) - Student/Employee		4-6
	H. Transportation/Facilities Committee Report	Secretary	
	I. Business Services Committee Report	Burkart	
	J. CESA Board of Control Meeting Report	Houdek	
VII.	Items for Discussion and Possible Action		
	A. Return to Learn Plan Options	Admin Team	
	B. DPI Waivers Due to COVID-19 Changes	Morgan	
	C. Items Recommended from the Core Team on the Referendum Design Planning	Admin Team	
	D. 2020-2021 Non-Affiliated Salary	Morgan	
	E. Schedule Special Meeting to Approve Budget and MilRate	Morgan	
	F. Approval of Cameras for Transportation from REI for \$16,410.00	Morgan	

VIII.	Consent Items A. Approval of Minutes from September 21, 2020 Board Meeting B. Approval of Personnel Report C. Approval of Second REading of REvised Title IX Policy D. Approval of Bills	Pesko	7-9 10 PDF
IX.	Schedule Future Board Meetings	Pesko	
X	Adjourn	Pesko	

SEXUAL HARASSMENT POLICY (Title IX) – STUDENT/EMPLOYEE
(New document with portions of 411.1 included)

411.2/511.2

The School District of Phillips shall strive to maintain and ensure a learning and working environment free of any form of sexual harassment toward or between students and employees.

Definitions

- Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:
 - A school employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo harassment); or
 - Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity (hostile environment); or
 - Sexual assault (as defined in the Clery Act), dating violence, domestic violence or stalking as defined in the Violence Against Women Act (VAWA).
- Complainant - an individual who is alleged to be the victim of conduct that could constitute sexual harassment
- Respondent - an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- Formal Complaint - a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.
- Document Filed by a Complainant - a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.
- Supportive Measures - individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. These services are available without fee or charge to both the complainant and respondent, and confidentiality will be maintained to the extent practicable.
- Education Program or Activities - locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

Title IX Coordinator Requirements

The School District of Phillips designates (_____positions_____) to coordinate the school's efforts to comply with Title IX responsibilities and hold the title of Title IX Coordinator.

Applicants for employment, students, parents, or legal guardians of students, employees, and all unions must be notified of the name and title, office address, email address, and telephone number of the employee or employees designated as the Title IX Coordinator. The information will be made available on job applications, student and employee handbooks, and on the district website.

Any person can report sex discrimination, including sexual harassment (whether or not the person reporting is the alleged target of the conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

The District shall not tolerate any form of harassment and shall take necessary steps to prevent such harassment from occurring. Any employee or student who engages in harassment shall be disciplined in accordance with established procedures and/or provisions of the current employee agreement.

Any person participating in or attempting to participate in the education program or activity of the school who believes he/she has been sexually harassed or has knowledge that a policy violation has occurred may file a complaint with the Title IX Coordinator in person, by mail, or by electronic mail using the contact information listed for the Title IX Coordinator in accordance with established complaint procedures. All harassment complaints shall be seriously and properly investigated, and appropriate actions shall be taken to prevent or correct harassing behavior.

When the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party during the grievance procedure, and the Title IX Coordinator must comply with Title IX's requirements throughout the proceedings to be free from conflicts and bias.

Parents and legal guardians of the complainant have the right to act on behalf of the student, including their ability to file a complaint on behalf of the student.

Mandatory Response Obligations

The following are mandatory action items upon the school receiving a formal complaint or having actual knowledge of Title IX sexual harassment

- Supportive measures must be offered to the complainant or, if no formal complaint has been filed, the person alleged to be the target of the harassment.
- The Title IX Coordinator must promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- If a complaint is filed, the school must provide for a legally compliant grievance process before imposing any disciplinary sanctions or other actions that are not supportive measures, against a respondent.
- The school cannot restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.
- The school must investigate sexual harassment allegations in any formal complaint, which can be filed by a complainant, or signed by a Title IX Coordinator.
- The complainant's wishes with respect to whether the school investigates should be respected unless the Title IX Coordinator determines that signing a formal

complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances

- If the allegations in the formal complaint do not meet the definition of sexual harassment under Title IX, or did not occur in the school's education program or activity against a person in the United States, the school must dismiss such allegations for purposes of Title IX but may still address the allegations in any manner the school deems appropriate under the school's own code of conduct.
- The school district may dismiss a complaint if the complainant seeks to withdraw the complaint, the alleged perpetrator is no longer employed by the school district or a pupil in the school district, or if special circumstances prevent a school district from gathering sufficient evidence to make a determination.

Students/employees and others are prohibited from retaliating against those who report incidents of harassment or who assist in an investigation. If it is determined by the administration that retaliation has occurred, the individual will be subject to suspension, and expulsion may be considered.

Employees who participate in, allow or knowingly fail to enforce this policy will be subject to disciplinary action.

Title IX personnel must be trained on the definition of sexual harassment, the scope of the school's education program or activity, how to conduct an investigation and the grievance process, including appeals, and informal resolution processes, as applicable and how to serve impartially including avoiding prejudgment of the facets at issue, conflicts of interest, and bias.

*LEGAL REF: Sections 111.31 WI Statutes
111.32(13)
118.13
Title VII, Civil Rights Act of 1964
Title IX, Education Amendments of 1972
PI 9, Wisconsin Administrative Code
Department of Education, Final Rule 5/6/2020*

*CROSS REF.: GBAA-R/JBA-R, Harassment Complaint Procedures
GBA, Equal Opportunity Employment
JB, Equal Educational Opportunities
JG, Student Discipline
Current Employee Agreement(s)*

*Approved: 3/17/08,
Revised: 8/16/10,
Revised: 2/17/14,
Revised _____*

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MEETING
Monday, September 21, 2020

- I. The Phillips Board of Education regular meeting was called to order by President Pesko at 6:07 pm in the Phillips High School ITV Classroom. The Pledge of Allegiance was recited.
- II. Present: Baxter (Onsite), Burkart (Virtual), Fox (Onsite), Halmstad (Virtual), Houdek (Onsite), Lind (Virtual), Pesko (Onsite), Rose (Virtual), Willett (Onsite) and Student Liaison Schluter (Virtual). Administration present: Superintendent Morgan (Onsite), Finance Manager Lehman (Virtual), Principal Scholz (Onsite); Principal Hoogland (Onsite), Director of Pupil Services Lemke (Onsite). Others: Michelle Edwards, Price County Health Department, staff and community members (Virtual and Onsite).
- 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
 - A. Jodi Podmolik gave an update on the community baseball/softball fields and thanked the District for the help they have provided.
 - B. Kathy Langfoss, Lori Janak, and Rochelle Cummings, retired teachers addressed the Board regarding hurtful comments received from a board member
 - C. Mark Distin, former board member, encouraged the Board to compare the cost of cure and prevention in making decisions about educational formats
 - D. Katie Bryan offered educational materials to the elementary from her Ballet House that she is closing. She also commented on a board member's letter to the editor.
- V. Administrative and Committee Reports
 - A. Dave Scholz - PES Principal Report
 1. Principal Scholz reviewed the procedures for student drop off and pick up, recess formats, lunch procedures, sanitizing protocols, student use of water bottles, and real-time instruction for students on quarantine. A power-point presentation was used to show how things are working at PES.
 2. The staff is all working together to create a positive environment for everyone.
 3. Attendance and health are good so far.
 - B. Colin Hoogland - PhMS/PHS
 1. Megan Schluter will be the 2020-2021 student liaison to the Board with Alyssa Huffman serving as the alternate.
 2. Principal Hoogland reviewed the student schedule for middle school and high school, real-time learning for students being quarantined at PhMS, and high school students returning for two days of face-to-face instruction beginning today.
 3. High school sports include football, cross country, volleyball and girls tennis. Middle school sports include football, cross country, and volleyball. Attendance is limited at this time for all sports.
 4. Student Liaison Megan Schluter greeted the Board and complimented the high school staff on making sure students are safe..
 - C. Vicki Lemke - Pupil Services Director
 1. There are currently 141 special education students, slightly less than the start of other years. Different options are available to special education students that are doing virtual learning to give them the level of service they

- need. We hired one additional aide with grant funds to help keep contact time to a minimum at the elementary.
2. There are 36 students at PES using the virtual option. A full-time teacher was hired to help with these students and a part-time teacher at the middle school level. Printouts of materials are being provided to parents. We had an increase of about 15 students to the Phillips RVA (Medford-based) group.
- D. Rick Morgan - Superintendent Report
1. Student transportation is going well. The number needing to use district transportation is low enough to provide safe travel for students.
 2. Food service continues to make adjustments as more students return to the high school. Students may eat in teacher rooms if the social distancing becomes more of an issue.
 3. Superintendent Morgan thanked the administrative team and all staff for being motivated problem solvers.
 4. Summer school numbers are being calculated. There will be a lower FTE this year due to low course offerings. The August assessment times at the elementary will be included as instructional time.
 5. Building design committees will start meeting again in the next two weeks. The core team met this morning for the first time in a month to get back into the process.
- E. Molly Lehman - Finance Manager reviewed the 2020-2021 budget that will be published prior to the annual meeting. A final budget will be presented at the end of October once state aide and equalized values are released.
- F. Policy Committee continues to work on the Title IX policy. A draft is presented tonight for first reading..
- G. Facilities/Transportation Committee
1. Maintenance: Pump project is completed, touchless faucets have been installed with a few yet on backorder, snow plow bids are in process, and the engineer's report on the bleacher damage is expected soon.
 3. Transportation: Some buses and vans were in need of maintenance at the start of the school year, quotes are being collected on camera equipment, and discussion on maintenance costs of older vehicles.
- H. Business services committee met and heard a presentation from Jodi Podmolik on the baseball/softball project and discussed staffing updates, the additional compensation process, the 2020-2021 proposed budget, facilities/transportation notes, non-affiliated salaries, EMC claim updates, funding for COVID19 expenses, and possible refinancing of debt service. Bills were reviewed.
- I. CESA #12 Board of Control report - Paula reported that meetings are still being held virtually and most discussion focused on the Center of School Support Services and the CESA building maintenance and security.
- VI. Items for Discussion and Possible Action
- A. Lisa Voisin, Baird representative, informed the Board of the opportunity to refinance our Fund 38 debt service loans with a projected savings of approximately \$60,000.00 over the course of the loans. Motion (Willett/Burkart) to begin the process with a Resolution coming to the Board in November. Motion carried 9-0 with roll call vote.
- B. Return to Learn Plan Options
1. Michelle Edwards from the Price County Health Department explained the department's role in contact tracing and how it would work in the school and the importance of social distancing. Discussion was held with board members.

2. Motion (Fox) to return students to five days a week of face-to-face instruction. Motion failed for lack of a second.
 - C. No DPI waivers due to COVID-19 changes are needed at this time. The State requires a public hearing for each waiver and recommends that the superintendent be given the authority to enter into the waivers as needed. Motion (Willett/Lind) to schedule a public meeting for this purpose prior to the start of the October board meeting. Motion carried 9-0 with roll call vote.
 - D. The Additional Compensation Plan committee will meet in October.
 - E. Discussion was held on the process of approving bids within the referendum project and consensus was to allow the Core Team which includes the superintendent and board president to approve lowest bids. If the core team determines that a higher bid should be accepted, the Board will be involved in approving of the bid. Large-scale bids will be approved by the full Board.
 - F. A decision on 2020-2021 non-affiliated salaries will be determined in October when final levy and certification aid amounts are known. Retro pay will be issued from July 1, 2020.
 - G. Information regarding pandemic workplace protocols were covered earlier in the meeting.
 - H. A board/administration retreat will be scheduled for early November.
 - I. The board annual meeting agenda was reviewed.
- VII. Consent Items - Motion (Willett/Burkart) to approve all consent items. Motion carried 9-0 with roll call vote.
- A. Approved minutes from August 17, 2020 Board meeting.
 - B. Approve personnel report: Accepted resignation of Josie Weber, part-time cook (4 years) and Zachary Lehman, pool custodian (1 year). Approved hiring of Kayla Meyer, part-time cook; Julie Olsen, paraprofessional; Lynnae Helgeson, paraprofessional; Ellie Lochner, MS cross country assistant coach; Tristan Holden, MS football assistant coach; Sam Lehman, PES virtual teacher; and Kathie Langfoss, PhMS virtual teacher. Approved renewal of contract for academic extra/co-curricular advisors.
 - C. Approved bills from August 2020 (#347600-347641 and wires) for a total of \$362,573.24.
- VIII. The next regular board meeting will be held on October 19, 2020. Items to consider for the agenda include regular October items and update on learning plan
- IX. Motion (Willett/Houdek) at 8:45 p.m. to convene into executive session at the conclusion of the open session pursuant to 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. Motion carried 9-0 with roll call vote.
- X. Motion (Houdek/Burkart) to 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 9-0.
- XII. Motion (Willett/Burkart) to adjourn at 10:21 p.m. Motion carried 9-0.

Respectfully submitted,

Tracie Burkart, Clerk
Board of Education

**Personnel Report - Amended
September 19, 2020 - October 16, 2020**

New Hires/Transfers

Name/Position	Status	Hiring Salary	Previous Salary	Effective
Anna Tihlarik PES Custodian II	Replace Cathie Abel	\$12.48/hour	\$14.56	10/1/2020
Kellyn Homa Paraprofessional	Replace Jami Baratka	\$11.56/hour	\$11.56	10/19/2020
Robin Mahn Pool Custodian I	Replace Zachary Lehman	\$14.56/hour	\$14.56	10/05/2020
Winter Season Coaching Contracts - See Below	Annual Renewal of Contract	See below	N/A	Winter Sport Season

Recruitment

Position	Position Status	Location	Posting Date

Resignations/Retirements

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location
Jami Baratka	Paraprofessional	Resignation	10/2/2020	1	PES

Winter Season Coaching Staff (Renew annual contract)

Trevor Raskie	Boys varsity basketball	\$3,179.30
Jacob Olson	Boys varsity basketball assistant	\$2,119.17
Brent Edwards	MS boys basketball	\$1,530.93
TJ Podmolik	MS boys basketball assistant	\$1,060.13
Mike Eggebrecht	Girls varsity basketball	\$3,179.30
Mike Johnson	Girls varsity basketball assistant	\$2,119.17
Tara Strassburger	MS girls basketball	\$1,530.93
Jennie Kleinhans	MS girls basketball assistant	\$1,060.13
Tim Brown	Varsity wrestling	\$2,944.43
Joe Grapa	Varsity wrestling assistant	\$1,884.31
Jack Hoogland	MS wrestling	\$1,060.13
Josh Upton	MS wrestling assistant	\$ 731.48

SRC FUNC	PRJ LOC SRC	2020-21 Revised Budget	2019-20 October 2020-2 Monthly Activi	2019-20 October 2019-2 Monthly Activi	2020-21 FYTD Activity	2019-20 FYTD Activity	2019-20	
							FYTD	%
- 180	41800-	5,400.00	5,400.00					
- 211	50000-	4,119,073.00	4,013,936.65					
- 213	50000-	1,713.00	2,300.00			20.61		
- 249	50000-	4,000.00	4,000.00	161.33	353.04	5.66	13.57	
- 264	50000-	2,000.00	1,500.00		226.48		354.29	
- 271	50000-		10,000.00	2,671.00			40.52	
- 279	50000-	1,540.00	10,000.00	2,738.00			34.78	
- 280	50000-	8,700.00	8,700.00	1,875.95	3,240.19	37.24	109.79	
- 282	50000-	7,300.00	24,700.00	1,689.00	4,346.00	59.53	70.53	
- 293	50000-	46,157.00	11,500.00	1,800.00	3,085.68	6.69	38.10	
- 345	50000-	386,612.00	290,904.00					
- 517	50000-	4,563.00	4,385.28					
- 612	50000-	61,415.00	61,415.00					
- 613	50000-	35,000.00	28,000.00					
- 621	50000-	3,380,937.00	3,372,389.00		499,465.00	14.77	14.18	
- 630	50000-	117,905.00	114,040.00					
- 650	50000-	257,909.00	257,908.56					
- 660	50000-	1,500.00	1,640.00					
- 691	50000-	15,200.00	14,811.00					
- 695	50000-	563,920.00	575,050.00					
- 696	50000-	90,000.00						
- 699	50000-	43,469.00			35,706.00	82.14		
- 730	50000-	431,334.86	195,663.00					
- 751	50000-	153,860.00	153,892.72					
- 780	50000-	60,000.00	50,000.00					
- 964	50000-	25,000.00						
- 971	50000-	30,000.00	20,000.00	80.00	31,029.99	103.43	53.66	
- 990	50000-	101,811.00	10,000.00	20.00	106,342.41	104.45	0.20	
- 999	50000-	100.00	200.00					
-		9,951,018.86	9,289,435.21	11,035.28	683,794.79	6.87	5.75	
Revenue Totals		9,951,018.86	9,289,435.21	11,035.28	683,794.79	6.87	5.75	

Number of Accounts: 45

***** End of report *****

OBJ	FUNC	PRJ	2020-21 Revised Budget	2019-20 Revised Budget	October 2020-21 Monthly Activity	October 2019-20 Monthly Activity	2020-21 FYTD Activity	2019-20 FYTD &
11	---	---	1,866,064.89	1,812,875.77	94,020.24	148,226.69	391,601.26	20.99
12	---	---	2,012,651.56	2,007,528.59	84,095.34	152,148.59	425,002.85	21.12
13	---	---	380,764.00	376,103.94	22,960.85	30,826.04	88,613.54	23.27
14	---	---	173,942.00	175,042.00	5,104.95	13,328.90	25,676.06	14.76
16	---	---	149,615.15	151,461.00	9,331.90	6,127.69	16,627.08	11.11
17	---	---	11,417.00	14,117.00		3,750.00	3,770.00	33.02
21	---	---	290,872.00	278,408.79	11,934.31	17,934.90	60,096.89	20.66
22	---	---	339,355.00	322,475.72	14,171.86	14,316.57	72,051.47	21.23
23	---	---	285,127.00	286,627.00	13,434.90	22,525.92	85,594.60	30.02
24	---	---	697,158.14	610,610.80	35,938.74	52,522.31	165,751.31	23.78
25	---	---	2,018,735.21	2,004,374.52	154,281.42	179,381.87	487,317.18	24.14
26	---	---	32,640.00	32,640.00	807.69	2,395.35	2,647.57	26.49
27	---	---	172,758.00	172,183.00	635.71	31,455.92	60,773.81	35.18
28	---	---	51,011.00	51,115.00	1,793.53	7,429.59	7,174.12	14.06
29	---	---	323,297.00	323,792.52	14,164.84	15,820.14	152,651.53	47.22
41	---	---	873,180.00	866,000.00				
43	---	---	554,332.00	525,125.00				
49	---	---	2,040.00	2,040.00	1,787.60	3,164.00	1,787.60	0.32
Expense Totals			10,234,959.95	10,012,520.65	464,463.88	701,354.48	2,053,136.87	20.06

Number of Accounts: 1386

Funds Available to the District as of September, 2020:

First National Bank (General Checking)	2,154,621.85	Bank Balance	2,162,328.09
Local Gov't Investment Pool	73,244.06	Outstanding checks	7706.24
First National Bank (Savings)	4,386.67	LGIP	73,244.06
Total	2,232,252.58	Savings	4386.67

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

Total Borrowed (through 09/30/20): 0.00

Total Interest Paid Year-To-Date 0.00

1,000,000