

Phillips Board of Education Regular Board Meeting

Monday, January 18, 2021
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.

When: Jan 18, 2021 06:00 PM Central Time (US and Canada)
Topic: School District of Phillips Board of Education Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/99352127488?pwd=U2pxdDByYkhqQmFsMzB5TE0rdVdCdz09>

Passcode: 303540

Or iPhone one-tap :

US: +16465588656,,99352127488# or +13017158592,,99352127488#

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: 993 5212 748

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 (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.	Administrative Reports, Committee Reports, and Conference/Workshop Reports		
	A. Elementary Principal Report	Scholz	
	B. PhMS/PHS Principal Report	Hoogland	
	C. Director of Pupil Services Report	Lemke	
	D. Superintendent Report	Morgan	
	1. Winter Season Sports/Activities Update		
	2. Student Assessment Data		
	3. 2021-2022 Calendar During Construction		
	E. Student Liaison Report	Schluter	
	F. Policy Committee Report	Baxter	
	1. Second Reading of Policies #165.1 Code of Conduct and #166 Board Member Email Communications		4-5
	2. Discussion of Policies #173 Closed Sessions and #187 Public Participation at Board Meetings		6-9
	3. WASB Board Member Survey		
	G. Transportation/Facilities Committee Report	Secretary	
	H. Business Services Committee Report	Burkart	
	I. School Forest Committee Report	Scholz	
	J.. CESA Board of Control Meeting Report	Houdek	
VI.	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. Special Meeting February 1, 2021 at 5:00 PM For Review of Construction Documents and Process of Bids	Morgan	
	E. Open Enrollment Policy Regarding Spaces for Regular and Special Education Students	Morgan	
	F. Extension of Emergency FFCRA Leaves into 2021	Morgan	10
	G. Phillips High School Course Registration Manual	Hoogland	11

VII.	Consent Items A. Approval of Minutes from December 21, 2020 Regular Board Meeting B. Approval of Personnel Report C. Approval of Bills	Pesko	12-13 14 PDF
VIII.	Scheduling Future Board Meetings	Pesko	
IX	Adjourn	Pesko	

Board members agree to the following code of conduct:

- ◆ to prepare for and make every attempt to attend all meetings and observe agenda and open meeting requirements
- ◆ to demonstrate respect for parents, students, staff, and fellow Board members and shall not speak on behalf of the Board
- ◆ to help promote a positive image for the district including administration, staff, and fellow Board members in all settings and the community
- ◆ to honor and support all Board decisions and assist in their effective implementation
- ◆ to maintain confidentiality of sensitive information that otherwise might compromise the integrity or legal standing of the Board, including all matters discussed in executive session

In the event of a member's willful or continued violation of these policies, any Board member may seek remedy by the following progressive actions:

- A. Notification of the violation given to the president of the Board.
- B. Private conversation between offending member and the Board president or other individual member.
- C. Discussion in executive session (if permitted by law) between the offending member and the full Board. The Board president may remove the offending member from committee assignments.
- D. Public censure of the offending member by vote of the full Board.

Approved: 07/16/07

All Board members will be provided a school affiliated email address

Electronic mail (E-mail) and other computer transmissions by and between members of the Phillips School District Board of Education under some circumstances may be considered a meeting under the Wisconsin Open Meeting Law. Therefore, subject to applicable Board policies, email will be used by the Board only for the purpose of communicating the following:

1. Messages between Board members or between Board members and employees that do not involve interactive exchange of opinions constituting discussion, deliberation, or decision-making on subjects falling within the authority vested in the Board.
2. Possible meeting agenda items between the District Administrator and the Board President or between a Board member and the District Administrator or Board President.
3. Times, dates, and places of regular or special Board meetings and committee meetings.
4. A Board meeting agenda or public record information concerning items on the agenda.
5. Requests for public record information pertaining to District operations.
6. Responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that can only be discussed in an open meeting of the Board, as part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party. There should be no expectation of privacy for any message(s) sent or received via e-mail. Messages that have been deleted may still be accessible on the hard drive or other devices. All messages, deleted or otherwise, may be subject to disclosure under the Wisconsin Public Records Law, unless an exemption would apply.

Ref: Wisconsin Statute 19.83(1), 19.81-19.98

Approved: 04/19/10

CLOSED SESSIONS 173

The Board of Education may hold a closed meeting or session for certain purposes such as consideration of employment, dismissal, promotion, demotion, compensation, discipline of an employee, deliberation or negotiation on the purchase of property, or conferences with the legal counsel concerning legal rights and duties of the Board with regard to matters within its jurisdiction. These and other items are detailed in state law.

1. Closed meetings shall be known as Executive Sessions.
2. Any Board member may move to have an Executive Session for discussion of any of the allowable items. The motion must be approved by a recorded majority vote.
3. The meeting may be convened in Executive session only when the Board is first properly convened in open session, and only to consider matters under one or more of the exemptions outlined in state law.
4. A public announcement of the general nature of the business to be considered at such executive sessions must be made and no other business may be introduced, deliberated upon, or adopted at such executive sessions.
5. Formal action with a motion, a second, and a vote may be taken while in Executive Session, but only on the issue announced as the reason(s) for the Executive Session.
6. Action on those items discussed at the Executive Session may be delayed and then moved for adoption at a reconvened open session of the Board only if the reconvened open session was announced at the same time and in the same manner as the advance public notice of the initial open meeting.
7. (Zoom meeting addition for full Board discussion)

*Ref: Wisconsin Statutes 19.84
Wisconsin Statutes 19.85*

Approved: May 17, 2010

PUBLIC PARTICIPATION AT BOARD MEETINGS

187

The Board of Education has a scheduled order of business which it attempts to follow. Background material is prepared by the District Superintendent and is distributed to all members of the Board of Education prior to meetings. This gives members of the Board an opportunity to study the materials thoroughly, and also gives them an opportunity to call the Superintendent's office for clarification or additional information. This process enables the Board of Education to act more readily on agenda items than would otherwise be possible.

All official meetings of the Board shall be open to the press and public. Refer to Exhibit 1 for details on public participation.

The Board reserves the right to meet privately to discuss such matters as are properly considered in executive sessions according to State Statutes.

Ref. Wisconsin Statutes 19.83(2)
Wisconsin Statutes 19.84(2)

Approved: 12/11/79
Revised: 12/15/97
Revised: 08/21/06
Revised: 05/17/10

If You Wish to be Heard

In order to assure that all persons who wish to appear before the Board may be heard and, at the same time, conduct its meetings properly and efficiently, the Board has adopted as policy the following procedures and rules pertaining to public participation in Board meetings:

1. Anyone wishing to speak before the Board, representing either himself/herself or a group, should inform the Superintendent of his/her desire to do so and his/her topic as early as possible, but at least ten days before the meeting. The Board President will consider additional requests to speak before the Board if the request(s) is made at least 24 hours before the scheduled meeting to allow for proper re-posting of the meeting agenda. This will permit orderly scheduling of his/her remarks on the meeting agenda.
2. Others who come to a meeting wishing to speak will be allowed to do so only at a time specified for Public Comments on the agenda.
3. Any individual desiring to speak is requested to give his/her name, address, and the group, if any, that he/she is representing.
4. His/her presentation should be as brief as possible, yet include all information considered important by the speaker. Unless an extension of time is granted, each speaker shall limit himself/herself to five minutes.
5. If one spokesperson has presented a matter, it is not necessary for others to repeat the same ideas, but anyone may speak who has something to add that is pertinent. The Board President may request a count of hands of those in attendance who have the same ideas as the speaker. Others speaking on the same subject shall usually be limited to one minute each unless this time is extended by the Board President.
6. Persons appearing before the Board are reminded as a point of information, that members of the Board are without authority to act independently as individuals in official matters; thus, questions may be directed to the Board but answers must be deferred pending consideration by the Board.
7. The Board shall hear all requests and comments, but is not required to take action.

The Board will not act on any item which is not on the agenda. The members of the Board will listen to a presentation, and perhaps ask some questions. If requested, the item will be placed on the agenda for the next meeting. The Board will not take action unless properly posted for action.

8. Speakers may offer such objective criticisms of school operations and programs as concerns them. However, in public session, the Board will not allow personal complaints by or about school personnel. The Board may, therefore, refer the complainant to the administration, schedule a closed session at a later date, or take whatever other action it deems prudent or necessary in handling the complaint.
9. No profane or vulgar language nor personal abuse against any person will be permitted.

The Board vests in its President or other presiding officer authority to terminate the remarks of any individual when he/she does not adhere to the rules established above.

Ref. Wisconsin Statutes 19.83(2)
Wisconsin Statutes 19.84(2)

Approved: 12/11/79
Revised: 12/15/97
Revised: 08/21/06
Revised: 05/17/10

School District of Phillips

Temporary District-Sponsored COVID-19 Leave Program

The Emergency Paid Sick Leave Act (EPSLA) and Emergency Family and Medical Leave Expansion Act under the Families First Coronavirus Response Act (FFCRA) expired on December 31, 2020. In light of this expiration, the district believes there is a need to temporarily establish a district-sponsored paid COVID-19 leave program (COVID-19 Leave Program) for qualifying events.

The COVID-19 Leave Program will be available until June 30, 2021. However, the School Board shall have the right to terminate the COVID-19 Leave Program at any time at the Board's sole discretion. Additionally, if the state or federal government creates a new paid leave program for any district employees, including any extension of the leave required by the FFCRA, the district's COVID-19 Leave Program will terminate as soon as that new leave law takes effect.

Amount of Leave:

The district will carry over the amount of EPSLA Leave that an employee was eligible for under the FFCRA (up to 80 hours) but that the employee did not use prior to January 1, 2021. The district will permit the employee to use that amount of leave as COVID-19 Leave under the COVID-19 Leave Program.

If an employee has exhausted this initial amount of leave, employees can request additional leave for qualifying events under the COVID-19 Leave Program, but such leave will be deducted from the employees' PTO/sick leave.

Other Provisions:

Employees must report the need for COVID-19 Leave using the district's regular policy for calling in absences. The district administration may direct employees to telework in lieu of taking leave, as determined solely by the district administration.

The district administration reserves the right to request more information and/or documentation from any employee that takes COVID-19 Leave or teleworks in lieu of taking leave.

The district administration will interpret the provisions of this program using guidance and regulations from the federal Department of Labor regarding FFCRA leave in the district administration's sole discretion.

Employees will not be paid for any unused COVID-19 Leave upon separation from employment or at the end of the 2020-2021 school year. Unused COVID-19 Leave will not roll over to the 2021-2022 school year.

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

- I. The Phillips Board of Education regular meeting was called to order by President Pesko at 6:00 pm in the Phillips High School ITV Classroom. The Pledge of Allegiance was recited.
- II. Present: Baxter (Virtual), Burkart (Virtual), Fox (Virtual), Halmstad (Virtual), Houdek (Virtual), Pesko (Onsite), Rose (Virtual), Willett (Virtual) and Student Liaison Schluter (Virtual). Absent: Lind. Administration present: Superintendent Morgan (Onsite), Finance Manager Lehman (Onsite), Principal Hoogland (Virtual); Principal Scholz (Virtual), Director of Pupil Services Lemke (Virtual). Others: Staff and community members (Virtual).
- 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. Dave Scholz - PES Principal updated the Board on virtual learning that happened prior to Thanksgiving. This went very well and there was great community support for students and families of need..
 - B. Colin Hoogland - PhMS/PHS Principal
 1. The middle school has maintained in-person school for the full year to date..
 2. Students currently receiving an F grade are being followed up on by staff.
 3. The high school course revisions may include additional math, PE, and business courses..
 - C. Vicki Lemke - Pupil Services Director
 1. There has been a high level of referrals for special education. Staff is using Wednesdays to support special education students.
 2. There have been a few requests from RVA to return to inperson attendance.
 - D. Rick Morgan - Superintendent Report
 1. Winter Season Sports/Activities Update - we continue to allow competitions and crowd size has been manageable..
 2. Classes will continue on January 4th as they have been. At third quarter we will assess the situation and make recommendations for moving forward.
 3. There is no reason to modify the 2021-2022 Calendar during construction at this time..
 - E. Student Liaison Schluter announced the students of the month: Katelyn Kurth (6th); Philip McClain (7th); and Kylie Edinger (8th).
 - F. Policy Committee members are reviewing the Series 100 policies and brought #165.1 Code of Conduct and #166 Board Member Email Communications to the meeting for first reading. Discussion was held on #173 Closed Session and #187 Participation at Board Meetings..
 - G. Facilities/Transportation Committee
 1. Facilities - painting is being done at the bus garage. Old equipment from the technology department will be sold through auction.
 3. Transportation - Jason will be getting a quote for a new bus.
 - H. Business services committee met and discussed board/administrative retreat options with WASB with a survey being sent to all board members, current staffing needs, items from the facilities/transportation meeting, the 1.5% salary increase for

PEA, EMC bleacher claim, COVID-19 related expenditures, FFCRA leave expiring, COVID vaccinations, and district student assessments. President Pesko announced that Molly Lehman had completed her Masters in School Business. Bills were reviewed prior to the board meeting..

- I. CESA #12 Board of Control report - discussion on digital gaps and State Superintendent candidates.

- VI. Items for Discussion and Possible Action
 - A. Return to Learn Plan Options - discussion on sports and academics. Motion (Fox) to return to school for five days a week. Motion failed for lack of second.
 - B. No DPI waivers due to COVID-19 changes are needed at this time.
 - C. The Core Team is meeting every two weeks. Special meetings will be needed as we move into the bid process for construction.
 - D. Motion (Willett/Rose) to approve 1.5% salary increase for PEA members. Motion carried 7-1 (Fox) with roll call vote..

- VII. Consent Items - Motion (Willett/Houdek) to approve all consent items. Motion carried 8-0 with roll call vote.
 - A. Approved minutes from November 16, 2020 regular Board meeting
 - B. Approve personnel report - no hiring or resignations this month.
 - C. Approved bills from November 2020 (#347909-348037 and wires) for a total of \$577,114.11.

- VIII. The next regular board meeting will be held on January 18, 2021. Items to consider for the agenda include support staff salaries, quarantine reduction, and school forest agenda.

- XII. Motion (Willett/Houdek) to adjourn at 7:20 pm. Motion carried 8-0 with roll call vote.

Respectfully submitted,

Tracie Burkart, Clerk
Board of Education

**Personnel Report - Amended
December 19, 2020 - January 15, 2021**

New Hires/Transfers

Name/Position	Status	Hiring Salary	Previous Salary	Effective
Katelin Makovsky LTE Paraprofessional - PES	Replace Camaraya Schutte	\$11.56	\$11.73	1/5/2021

Recruitment

Position	Position Status	Location	Posting Date
MS Girls Volleyball Head Coach	Replace Mel Eggebrecht	PhMS	
MS Girls Asst Volleyball Coach	Replace Maggie Obadal	PhMS	
PES Teacher	Replace Gabrielle Lehman	PES	
Cook II	Replace Terese Martin	PES	11-11-2020
6-12 Media Center Aide	Replace Patty Gehring	6-12	1-11-2021

Resignations/Retirements

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location
Patty Gehring	IMC Aide	Retirement	01/29/2021	35	6-12
Joan Korpi	Contracted OT Services	Resignation	1/22/21	1.5	District
Dana Janssen	PHS Assistant Track Coach	Resignation	1/14/21	24	PHS

FDT	OBJ	FUNC	PRJ	OBJ	2020-21 Revised Budget	2019-20 Revised Budget	December 2020-21 Monthly Activity	December 2019-20 Monthly Activity	2020-21 FYTD Activity	2019-20 FYTD %
10E	---	11	---	UNDIFFERENTIATED CURRICULUM	1,786,848.22	1,812,875.77	126,691.53	138,578.37	756,755.96	42.35
10E	---	12	---	REGULAR CURRICULUM	2,047,141.27	2,007,528.59	160,330.41	146,934.94	837,522.79	40.91
10E	---	13	---	VOCATIONAL CURRICULUM	401,906.38	376,103.94	29,102.43	29,750.88	178,914.67	44.52
10E	---	14	---	PHYSICAL CURRICULUM	165,730.44	175,042.00	10,195.89	13,065.95	52,029.75	31.39
10E	---	16	---	CO-CURRICULAR ACTIVITIES	149,618.15	151,461.00	9,047.79	2,870.27	47,528.82	31.77
10E	---	17	---	OTHER SPECIAL NEEDS	11,417.00	14,117.00			3,770.00	33.02
10E	---	21	---	PUPIL SERVICES	293,374.16	278,408.79	22,816.39	24,255.35	115,507.18	39.37
10E	---	22	---	INSTRUCTIONAL STAFF SERVICES	343,139.41	322,475.72	85,377.46	14,428.56	215,821.61	62.90
10E	---	23	---	GENERAL ADMINISTRATION	288,910.00	286,627.00	19,008.79	23,123.06	131,436.74	45.49
10E	---	24	---	SCHOOL BUILDING ADMINISTRATION	706,226.14	610,610.80	37,469.33	44,419.41	269,616.65	38.18
10E	---	25	---	BUSINESS ADMINISTRATION	2,056,010.21	2,004,374.52	100,708.17	149,718.93	782,374.29	38.05
10E	---	26	---	CENTRAL SERVICES	32,640.00	32,640.00	2,461.78	2,241.48	15,480.68	47.43
10E	---	27	---	INSURANCE & JUDGMENTS	172,758.00	172,183.00	7,114.08	29,873.61	82,395.13	47.69
10E	---	28	---	DEBT SERVICES	51,011.00	51,115.00	1,793.53	4,232.57	12,554.71	24.61
10E	---	29	---	OTHER SUPPORT SERVICES	331,173.00	323,792.52	10,948.34	8,960.19	184,051.40	55.58
10E	---	41	---	TRANSFERS TO ANOTHER FUND	873,180.00	866,000.00				
10E	---	43	---	PURCHASED INSTRUCTIONAL SERV	554,332.00	525,125.00				
10E	---	49	---	OTHER NON-PROGRAM TRANSACTIONS	2,040.00	2,040.00				
Grand Expense Totals					10,267,455.38	10,012,520.65	623,065.92	632,453.57	3,717,910.65	36.21

Number of Accounts: 1440

Funds Available to the District as of December, 2020:

***** End of report *****
 First National Bank (General Checking) 628,625.60
 Local Gov't Investment Pool 883,568.10
 First National Bank (Savings) 4,390.53
Total 1,516,584.23

Current Line of Credit Balance (\$1,000,000 max) 1,000,000
Total Borrowed (through 12/31/20): 0.00

FYDLOC SRC FUNC	PRJ LOC SRC	2020-21 Revised Budget	2019-20 December 2020- Revised Budget	December 2019- Monthly Activi	2020-21 FYTD Activity	2019-20 FYTD Activity	2020-21 FYTD %	2019-20 FYTD %
10R--- 180 41800-	---	5,400.00	5,400.00					
10R--- 211 50000-	---	4,048,196.00	4,013,936.65					
10R--- 213 50000-	---	1,713.00	2,300.00					
10R--- 249 50000-	---	4,000.00	4,000.00	171.46	882.59	353.58	51.52	15.37
10R--- 264 50000-	---	2,000.00	1,500.00		226.48	1,071.48	5.66	26.79
10R--- 271 50000-	---	10,000.00	10,000.00	1,382.00		5,314.30		354.29
10R--- 279 50000-	---	1,540.00	10,000.00	155.80		5,434.00		54.34
10R--- 280 50000-	---	8,700.00	8,700.00	869.26		3,633.40	17.47	36.33
10R--- 291 50000-	---					11,010.75	62.95	126.56
10R--- 292 50000-	---	7,300.00	24,700.00	754.00		5,000.00		
10R--- 293 50000-	---	46,157.00	11,500.00	1,252.88		19,558.87	74.30	79.19
10R--- 345 50000-	---	386,612.00	290,904.00			5,634.11	10.58	48.99
10R--- 515 50000-	---		882,904.38		882,904.38			
10R--- 517 50000-	---	4,646.00	4,385.28	2,097.54		2,097.54		47.83
10R--- 612 50000-	---	61,415.00	61,415.00					
10R--- 613 50000-	---	35,000.00	28,000.00					
10R--- 621 50000-	---	3,465,914.00	3,372,389.00	848,690.00	1,364,460.00	1,326,862.00	39.37	39.34
10R--- 630 50000-	---	117,905.00	114,040.00					
10R--- 650 50000-	---	257,909.00	257,908.56			68,150.00		33.33
10R--- 660 50000-	---	1,500.00	1,640.00					
10R--- 691 50000-	---	15,592.00	14,811.00					
10R--- 695 50000-	---	563,920.00	575,050.00					
10R--- 696 50000-	---	90,000.00						
10R--- 699 50000-	---	43,469.00	47,100.00					
10R--- 730 50000-	---	431,334.86	195,663.00	6,798.22		6,798.22	82.14	3.47
10R--- 751 50000-	---	153,860.00	153,892.72			43,306.50		28.14
10R--- 780 50000-	---	60,000.00	50,000.00					
10R--- 964 50000-	---	25,000.00		47,221.54				
10R--- 970 50000-	---			688.25				
10R--- 971 50000-	---	30,000.00	20,000.00					
10R--- 990 50000-	---	101,811.00	10,000.00					
10R--- 999 50000-	---	100.00	200.00					
10-----	---	9,965,593.86	9,289,435.21	862,859.41	2,557,689.95	1,533,555.90	25.67	16.51
Grand Revenue Totals		9,965,593.86	9,289,435.21	862,859.41	2,557,689.95	1,533,555.90	25.67	16.51

Number of Accounts: 48

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