

Phillips Board of Education Regular Board Meeting

Monday, May 17, 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: May 17, 2021 06:00 PM Central Time (US and Canada)

Topic: School District of Phillips Board of Education Meeting

<https://zoom.us/j/94760283622?pwd=REpvNXBtQTkrZSs0cmd1MmZ6T01Odz09>

Passcode: 709654

Or One tap mobile :

US: +16465588656,,94760283622# or +13017158592,,94760283622#

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Dial(for higher quality, dial a number based on your current location): US: +1 646 558 8656

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Webinar ID: 947 6028 3622

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)	President	
II.	Roll Call of Board Members	President	
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	President	
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.	President	
V.	Administrative Reports, Committee Reports, and Conference/Workshop Reports		
	A. Elementary Principal Report	Scholz	
	B. PhMS/PHS Principal Report	Hoogland	
	1. Introduction of Student Liaison for 2021-2022		
	C. Director of Pupil Services Report	Lemke	
	D. Superintendent Report	Morgan	
	1. Graduation 2021		
	2. ESSR (Emergency Relief Funds)		
	3. 2020-2021 Membership Audit		
	E. Student Liaison Report	Schluter	
	F. School Forest Committee Report	Scholz	
	G. Policy Committee Report	Baxter	
	H. Transportation/Facilities Committee Report	Secretary	
	I. Business Services Committee Report	Secretary	
	J. CESA Board of Control Meeting Report	Houdek	
VI.	Items for Discussion and Possible Action		
	A. Return to Learn Plan Options	Morgan	
	B. DPI Waivers Due to COVID-19 Changes	Morgan	
	C. Items Recommended from the Core Team on the Referendum Design Planning	Morgan/Admin	
	D. Advertising Billboard Project Update	Morgan	
	E. CESA #12 Contract for 2021-2022	Morgan	4
	F. Employee Handbook Review Process for 2021-2022	Morgan	5-6
	G. Non-Affiliated Salary for 2021-2022	Morgan	
	H. Food Service Prices for 2021-2022	Lehman	
	I. Outdoor Freezer Purchase	Lehman	
	J. Additions of Handrails on Bleacher Replacement for \$5,700.00	Lehman	
VII.	Consent Items	President	
	A. Approval of Minutes from April 19, 2021 Board Meetings		7-9
	B. Approval of Personnel Report		10
	C. Approval of Bills		PDF

VIII.	Scheduling Future Board Meetings	President	
IX.	<p>Motion to convene into executive session at the conclusion of open session:</p> <p>A. Pursuant to WI Stat. Sec. 19.85(1)(c) for the purpose of considering employment, promotion, 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"> ● Administrative Contracts ● PEA Salary Negotiations <p>B. Pursuant to WI Stat. Sec. 19.85(1)(f) for the purpose of considering open enrollment requests for 2021-2022 school year.</p> <ul style="list-style-type: none"> ● Requests to enter the school district of Phillips ● Requests to leave the school district of Phillips 	President	
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.	President	
XI.	Adjourn	President	

CESA #12 Contract for 2021-2022

Grand-Funded Programs (Free to All Districts)

Shared Leadership:

- Early Childhood Tribal Project)
- Early Childhood Special Education Support and Leadership
- Educator Effectiveness CESA 6 Model
- Peer Review & Mentor Grant
- Regional Career Pathways
- Technical Assistance Network for Improvement (TAN/Integrated Contract)
- Vocational Education Consortium (Carl Perkins)
- WI Statewide Parent Educator Initiative

Instructional Services

- Universal Design for Learning
- WISE Technology Readiness

Student Services

- Gifted & Talented Grant

Fee for Service Programs

Shared Leadership

- Career and Technical Education Consortium (provides match to Carl Perkins grant funds) \$ 2,701.00
- General Administration 14,672.00

Instructional Services

- Central Special Education Leadership 2,623.00
- Movie License USA Consortium 1,914.00
- Orientation & Mobility 3,594.00
- Vision 1,349.00

Student Services

- Battle of the Books (2 teams) 474.00
- High Quiz Bowl (1 team) \$1,155.00
- Spelling Bee (1 team) 170.00

Total \$28,652

HANDBOOK REVISION PROPOSALS FOR 2021-2022

Add to section **3.3 Separation from Employment**

Termination: Employment may be terminated upon a majority vote of the full membership of the Board of Education. In such cases, the Board shall abide by its applicable policies and such terms as may be set forth in an individual contract.

Resignation: A professional staff member may resign in accordance with the terms of his/her individual contract.

An administrator may resign by filing a written resignation with the District Administrator.

A support staff member may resign by filing a written resignation with the District Administrator.

The District Administrator may act for the Board in the acceptance of a resignation.

Employees who terminate their employment with at least ten (10) working days written notice will not be allowed to use any earned vacation, personal time or discretionary holiday pay once received by the District Administrator. If an employee has overused the holiday, sick, or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from his or her last paycheck. The District's obligation to pay its share of the employee's insurance benefits will terminate at the end of the month in which the employee works his/her last day.

Add Liquidated damages policies in this area section 3.3.1

4.10.1 SEVERANCE/PAID TIME OFF (PTO) LEAVE PAYOUT

Employees will be paid for accumulated paid leave days upon resignation or retirement according to the following conditions:

1. To receive severance/~~paid leave~~ PTO payout upon resignation, a 30 day notice prior to the effective date of the resignation must be made to the administration in writing by the employee, unless agreed to by both parties.
2. Employees who are terminated for cause are not eligible for ~~paid leave~~ PTO payout.
3. One hundred percent (100%) of unused PTO ~~paid leave~~, may count towards paid leave payout.
4. PTO ~~paid leave~~ payout may be collected only if the employee leaves after a minimum of ten (10) years of continuous service with the District as a regular full-time or regular part-time employee.

5. Each PTO paid-leave payout day accumulated will be paid out at a rate of 25% of daily rate for support staff.
6. In case of the death of an employee who has accumulated PTO paid-leave, the benefit would be paid to their surviving spouse or estate.

6.1 Paid Vacation

All nine (9) month employees: None.

All full-time twelve (12) month employees as follows:

- Less than two (2) years of service: Five (5) days vacation awarded on the first day of hire (One (1) day vacation for each two (2) months worked, not to exceed five (5) working days.)
- Two (2) to ten (10) years service: Two (2) weeks vacation.
- Ten (10) to fourteen (14) years service: Three (3) weeks vacation.
- Beyond fifteen (15) years of service: Four (4) weeks vacation.

No vacation carry forward will be allowed.

Vacations shall be taken in the year in which vacation is earned, between July 1st and June 30th except upon prior arrangement with the supervisor.

Ref. Board Policy 542.4 Paid Vacations

MINUTES OF PHILLIPS BOARD OF EDUCATION REGULAR MEETING
Monday, April 19, 2021

- I. The Phillips Board of Education regular Board meeting was called to order by President Pesko at 6:00 p.m. in the Phillips High School ITV Lab. The Pledge of Allegiance was recited.
- II. Present: Baxter (onsite), Burkart (onsite), Fox (onsite), Halmstad (virtual from 6:30 - 8:00 pm), Houdek (onsite), Lind (onsite), Pesko (onsite), Rose (onsite) and Student Liaison Schluter (onsite). Absent: Willett. Administration present: Superintendent Morgan (onsite), Finance Manager Lehman (onsite), Principal Hoogland (onsite); Principal Scholz (onsite), Director of Pupil Services Lemke (onsite) . Others (Virtual): Staff, parents, students, and community members.
- 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. Amy and Tyler Ring presented a plan for the school fitness center upgrade which would impact students, staff, and community members. All parties using the balcony area have been included in discussion of the update. The request is for \$30,000 in funding to help cover the total cost. Action was taken later in the meeting.
- VI. Oath of Office was administered to Marty Krog and Jon Pesko by Board Clerk Burkart. Board member Halmstad will take her oath in the district office prior to the April 26 deadline.
- VII. President Pesko expressed thanks to Tracie Burkart for her six years of service on the Phillips Board of Education. She expressed her thanks to the Board and wished them best in the future.
- VIII. President Pesko read the listing of cash and material donations made to the district from October 1, 2020 to March 31, 2021 and thanked the community for their generosity.
- IX. Administrative and Committee Reports
 - A. Dave Scholz - PES Principal
 1. Students are very interested in the two ospreys that are using the nesting platform.
 2. Counselor Caroline Corbett is starting a book club for teachers and parents called "Anxious Kids, Anxious Parents."
 3. Professional and support staff are doing a book study in May on "Engage Every Family".
 4. There are 1,000 seedlings coming in this week and classes are scheduled to plant them in the school forest beginning this week.
 5. A partnership with Big Brothers Big Sisters is being investigated for students that could benefit from this program.
 6. Forward Exam testing will be held the next two Wednesdays. All teachers are helping with small group testing, not just the grade level teachers. Both days will end with lunch and students will go home at 12:25 pm.
 - B. Colin Hoogland - PhMS/PHS Principal
 1. Caitlyn McDonald, daughter of Tex and Amy McDonald, was announced as the recipient of the Academic Excellence Scholarship. Caitlyn has been involved in many activities at school and in the community. She plans to attend UW-LaCrosse to pursue becoming a physician's assistant and eventually earn her doctorate's degree. She hopes to bring those skills back to the community.

2. The senior award ceremony will be held on May 26th and graduation on May 28th in the auditorium. Each senior is allowed four guests at this time.
 3. Justin Lindgren would like to take senior band students to the Mall of America in Bloomington, MN on May 12-13.
 4. Coach Eggebrecht would like to take the girls basketball team to Orlando over Christmas break to participate in a tournament. Each athlete will need to fundraise \$1,700.00. The district will cover the tournament fee of \$500.00. Both varsity and JV players will participate.
- C. Vicki Lemke - Pupil Services Director
1. The new DotCom contract will include speech/language therapist and occupational therapist for the next year. An aide works with the therapist and the students.
 2. Assessments at the middle and high school will be held the next two Wednesdays with Forward exams in the middle school and Forward & ACT in the high school.
- D. Rick Morgan - Superintendent Report
1. Summer school will be scheduled for three weeks in June. Recruitment is underway for staff and students. Some teachers are looking at options of 1-2 days throughout the summer.
 2. Staff received their second dose of the Moderna vaccine on April 7th. The Price County Health Department held the community vaccine clinic in the middle school gymnasium. At least 82% of the staff are vaccinated.
- E. Molly Lehman - Quarterly Financial Report showed year-to-date expenditures as of March 31, 2021 were \$5,908,121.91 (56.62% of budget) and revenues were \$5,636,528.63, (57.21% of budget). The total cash available was \$2,722,399.70. No line of credit has been used. Next month construction expenditures will be in the board packet.
- F. Student Liaison Schluter
1. Students of the month at the middle school: Nil Patel (grade 6), Sawyer Kucaba (grade 7), and Amanda Angelo (grade 8).
 2. Students of the quarter at the high school: Jacob Yanich and Damien Janacek.
 3. Jensen Weik, Megan Schluter, Jazz Ludwig, Jess Ludwig, Solita Kaster, and Kendall Weik placed 7th in their event at the State FBLA competition.
 4. Kadence Krabbe and Hannah Walker were awarded medals at the Marawood Art Show for their submitted work.
 5. Prom was a success. A big thanks to all who made this happen for the students.
- F. Policy committee met on April 14 and discussed:
1. Job descriptions and evaluations from Series 200. The job descriptions will be forwarded to those holding the positions for review and returned prior to the May 12th meeting. Evaluations need to be scheduled and done by administration. Other 200 series policies will be part of continued discussion.
 2. The Employee Handbook Revision process was discussed.
 3. Language regarding cell phone/camera in locker room discussion will continue.
- H. Facilities and transportation committee met on April 15 and discussed:
1. Facilities - Pool work is complete, bus garage drain work has started, skid steer bids were received. Job trailers are on site and fencing is going up.
 3. Transportation - 4K will take a trip to Hayward on May 12, spring sports, and testing transportation on April 21 and 28. Diesel fuel is increasing in cost.
- I. Business services committee met on April 15 and discussed:
1. Support staff salary schedules for 5 years and 10 years were reviewed.
 2. Dental and Medical insurance plans came in with no increase. A quote was obtained for the health insurance with no copays which came in at 1% increase.
 3. Staffing vacancies were discussed, two teachers are retiring.
 4. Items from the facilities maintenance committee were reviewed, there were no waivers needed this month, the regular board meeting agenda was reviewed and Jon Pesko will review bills prior to meeting.

5. The physical education department and Principal Hoogland worked together to present a redesign of the current weight room.
 - I. CESA #12 Board of Control met in March. Ellen Nelson from the Center of School Support Services reported on peer mentor grants. Discussion was held whether districts needed to post board minutes. There are two retirements from the Board of Control from Chequamegon and Drummond.
- X. Items for Discussion and Possible Action
- A. Motion (Fox/Pesko) to return to a five-day schedule beginning on August 31, 2021. Discussion was held. Motion carried 8-0 with roll call vote..
 - B. There are no waivers needed at this time.
 - C. President Pesko and Superintendent Morgan will begin weekly meetings with Miron and HSR on Tuesdays at 10:30 a.m. Business Manager Lehman is working on a spreadsheet to identify projects that ESSR funds can be applied to and will bring it to the board in June.
 - D. The highway advertising project continues to move forward. The community member heading the project is asking for a commitment by schools of \$3,200.00. More details will be brought next month.
 - E. Motion (Lind/Burkart) to adopt the ten-year support staff salary schedule beginning July 1, 2021. Discussion was held. Motion carried 8-0 with roll call vote.
 - F. A detailed CESA #12 contract will be presented in May for approval.
 - G. The Employee Handbook review process has begun and revisions will be forwarded to the policy committee and Board at future meetings.
 - H. The Board organizational meeting will be May 17, 2021 with the regular meeting following.
 - I. The Board discussed a request from the band director for an out-of-state trip for senior band members. No motion was made. Motion (Pesko/Baxter) to approve an out-of-state travel request for girls basketball in December 2021 to Orlando, FL to participate in a tournament. Discussion was held. Motion carried 7-0 with roll call vote.
 - J. Motion (Burkart/Lind) to approve the trade-in purchase of new skid steer for \$15,578.00. Motion carried 7-0 with roll call vote.
 - K. Motion (Fox/Rose) to approve dental/health insurance renewal with no changes to the current plan. Discussion was held. Motion carried 6-0 by roll call vote with Lind abstaining.
 - L. Motion (Lind/Rose) to approve the weight room fitness upgrade as presented with a cost not to exceed \$30,000.00. Motion carried 7-0 with roll call vote.
 - M. Motion (Burkart/Lind) to approve 2021-2022 contract with DotCom for speech and occupational therapy services. Motion carried 7-0 with roll call vote.
- XI. Consent Items - Motion (Lind/Burkart) to approve all consent items. Motion carried 7-0 with roll call vote.
- A. Approved minutes from March 15, 22 and 29, 2021 Board meetings.
 - B. Approve personnel report moving Kellyn Homa from PES to PhMS. Approved hiring Brook Peterson and Fay Stewart as LTE paraprofessionals at PES, accepted resignation request from Maureen Trojak (35 years), and accepted retirement requests from Rich Clinton (33 years) and Rene Shufelt (27 years).
 - C. Approved bills from March 2021 (#348373-348492 and wires) for a total of \$562,277.60.
- XII. The next regular board meeting will be held on May 17, 2021. Items to consider for the agenda include CESA #12 contract
- XIII. Motion (Lind/Burkart) to adjourn. Motion carried 7-0 with roll call vote at 8:50 pm

Respectfully submitted,
 Tracie Burkart, Clerk
 Board of Education

**Personnel Report - Amended
April 16, 2021 - May 14, 2021**

New Hires/Transfers

Name/Position	Status	Hiring Salary	Previous Salary	Effective Date
Caitlin Dittel MS Language Arts Teacher	Replace Rich Clinton	\$53,000.00	\$68,124.39	8/16/ 2021
Dawn Carlson Two-Year Paraprofessional	New Grant position	\$13.75	N/A	8/23/2021
Andra Nelson IMC Paraprofessional	Previous LTE position	\$13.75	N/A	8/23/2021

Recruitment

Position	Position Status	Location	Posting Date
Elementary Teachers	Replace Rene Shufelt Per Staffing Plan	PES	3-22-2021

Resignations/Retirements

Name	Position	Resignation/ Retirement	Effective Date	Years of Service	Location
Floyd Mootz	Middle school Yearbook Advisor	Resignation	6/1/2020	13	PhMS

FDT	OBJ	FUNC	PRJ	OBJ	2020-21 Revised Budget	2019-20 Revised Budget	April 2020-21 Monthly Activity	April 2019-20 Monthly Activity	2020-21 FYTD Activity	2019-20 FYTD %
10E	---	11	---	UNDIFFERENTIATED CURRICULUM	1,848,496.65	1,812,875.77	183,114.84	130,338.38	1,421,721.94	76.91
10E	---	12	---	REGULAR CURRICULUM	2,007,216.87	2,007,528.59	128,221.50	147,819.17	1,515,101.52	75.46
10E	---	13	---	VOCATIONAL CURRICULUM	401,906.38	376,103.94	35,939.79	34,647.17	331,685.55	82.53
10E	---	14	---	PHYSICAL CURRICULUM	165,730.44	175,042.00	12,893.84	12,661.21	104,509.14	63.06
10E	---	16	---	CO-CURRICULAR ACTIVITIES	149,618.15	151,461.00	10,970.95	13,860.78	99,479.84	66.49
10E	---	17	---	OTHER SPECIAL NEEDS	11,417.00	14,117.00	700.00		5,090.00	44.58
10E	---	21	---	PUPIL SERVICES	287,975.16	278,408.79	22,469.63	21,669.24	212,152.60	73.67
10E	---	22	---	INSTRUCTIONAL STAFF SERVICES	397,432.26	322,475.72	16,673.53	17,205.03	285,334.57	71.79
10E	---	23	---	GENERAL ADMINISTRATION	288,910.00	286,627.00	22,459.73	24,232.51	215,593.10	74.62
10E	---	24	---	SCHOOL BUILDING ADMINISTRATION	732,000.39	610,610.80	42,872.64	35,173.56	449,702.44	61.43
10E	---	25	---	BUSINESS ADMINISTRATION	2,247,465.47	2,004,374.52	161,611.32	126,236.76	1,397,655.71	62.19
10E	---	26	---	CENTRAL SERVICES	32,640.00	32,640.00	1,079.77	4,373.11	25,720.53	78.80
10E	---	27	---	INSURANCE & JUDGMENTS	172,758.00	172,183.00	34,644.32	85.59	162,420.83	94.02
10E	---	28	---	DEBT SERVICES	51,011.00	51,115.00	1,793.53		19,728.83	38.68
10E	---	29	---	OTHER SUPPORT SERVICES	331,512.73	323,792.52	11,566.25	12,398.05	304,704.85	91.91
10E	---	41	---	TRANSFERS TO ANOTHER FUND	873,180.00	866,000.00			43,989.12	8.22
10E	---	43	---	PURCHASED INSTRUCTIONAL SERV	534,868.00	525,125.00	-593.58			3.91
10E	---	49	---	OTHER NON-PROGRAM TRANSACTIONS	2,040.00	2,040.00				35.38
Grand Expense Totals					10,536,178.50	10,012,520.65	686,418.06	580,700.56	6,594,590.57	62.59

Number of Accounts: 1592

Funds Available to the District as of April, 2021:

***** End of report *****	2,120,664.73
First National Bank (General Checking)	600.84
Local Gov't Investment Pool	4,394.32
First National Bank (Savings)	2,125,659.89
Total	

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

Total Borrowed (through 04/30/21): 0.00

