

# Phillips Board of Education Regular Board Meeting

Monday, December 16, 2013  
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.

School District of Phillips Regular Board Meeting Agenda			Facilitator	Page #
I.	Call to Order (Pledge of Allegiance)		Baratka	
II.	Roll Call of Board Members		Baratka	
III.	Review of Compliance of Open Meeting Law		Baratka	
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.		Baratka	
V.	Administrative Reports and Committee Reports			
	A. Principal Report – PhMS/PHS		Hoogland	
	1. Students of the Month			
	2. Educator Effectiveness Update			
	B. Principal Report – PES		Scholz	
	1. Start-of-the-Year Report			
	2. Educator Effectiveness Update			
	C. Director of Pupil Services Report		Lemke	
	1. Educator Effectiveness Update			
	D. Student Liaison Report		Schleife	
	E. Superintendent Report		Morgan	
	1. BW University Class for Administration and Board Members			
	2. Review of Data Boards			
	F. Finance Report		Theder	
	1. Baird Forecast Model			
	2. 2012-2013 Audit Report			
	G. Policy Committee – December 11, 2013		Rodewald	
	1. Present Policies for First & Second Reading			
	H. Business Services Committee – December 12, 2013		Rodewald	
VI.	Items for Discussion and Possible Action			
	A. Ameresco Presentation		Morgan	
	B. 2013-2014 Budget Amendments		Theder	
VII.	Consent Items		Baratka	
	A. Approval of Minutes from November 18, 2013 Regular Special Board Meeting			194-196
	B. Approval of Policies for First and Second Reading			
	1. #411 Equal Educational Opportunities			
	2. #420 School Admissions			
	3. #426 Homeless Education			
	C. Approval of Bills			PDF
VIII.	Items for Next Board Meeting		Baratka	
IX.	Adjourn		Baratka	

**EQUAL EDUCATIONAL OPPORTUNITIES****411**

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, 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.

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*



**SCHOOL ADMISSIONS****420**

It shall be the responsibility of the parent or guardian of each child or a student of legal age entering the School District of Phillips to complete official registration forms prior to assignment by the principal to a grade or schedule of classes.

Students transferring from other school systems are required to provide a transcript of academic accomplishments at the previous school, or the address from which this data may be secured. Students entering the School District from a home-based private educational program or private school shall be required to provide any available academic information and may be required to take appropriate academic tests to assist in making a placement.

Nonresident students are to apply through the Open Enrollment Program.

Parents or guardians of students admitted to the District's elementary and secondary schools shall present immunization records as required by law. In addition, students are encouraged to have a complete physical prior to entering school.

Children and youth identified as homeless by the liaison for homeless children have the right to immediate enrollment, even if lacking documents required for enrollment. These students can attend classes and participate fully in all activities. If the student needs to obtain immunizations, or immunization or medical records, the enrolling school will refer the parent or guardian of the child or youth to the local liaison who shall assist in obtaining necessary records.

The School District of Phillips shall not discriminate in admissions to any school, class, program or activity on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, learning, emotional, or mental disability, or handicap.

**LEGAL REF:** Sections Wis. Statutes 115.28(2); 115.80; 118.13; 118.14; 140.05(16)  
 PI 9.03 of the Wisconsin Administrative Code  
 Title X, Section 722(g)  
 McKinney-Vento Homeless Assistance Act

**CROSS REF.:** Discrimination Complaint Procedures

Approved 07-14-1987  
 Revised 01-19-1998  
 Revised 12-16-2013

## HOMELESS EDUCATION

426

It is the policy of the Board to ensure that homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging State of Wisconsin and School District of Phillips academic standards, are not segregated on the basis of their status as homeless, and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

The School District of Phillips, when applicable, coordinate with local social service agencies and State and local housing agencies to assist in providing services and housing to minimize educational disruption for children and youths who become homeless.

### Local Educational Agency (LEA) Liaison for Homeless Children

A district-assigned liaison for homeless children and youth shall ensure that --

- 1) homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
- 2) homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools of that district.
- 3) homeless families, children, and youth receive educational services for which such families, children, and youths are eligible, including preschool programs, and referrals to health care services, dental services, mental health services and other appropriate services.
- 4) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- 5) public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens, as well as to students and parents.
- 6) parents/guardians of a homeless child or youth are informed of their transportation rights.
- 7) enrollment disputes are mediated according to state and federal guidelines.
- 8) district policies and procedures do not serve as barriers for the enrollment and participation of homeless children and youth.

### Definitions

- 1) Homeless children and youth – individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youth who:
  - a) are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or similar reason
  - b) are living in motels, hotels, or camp grounds due to lack of alternative accommodations
  - c) are living in emergency shelters
  - d) are abandoned in hospitals or waiting in foster care placement
  - e) have nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.



- f) are living in cars, parks, public spaces, abandoned buildings, substandard housing , or bus or train stations
- g) are runaway children or abandoned
- 2) Unaccompanied Youth – youth not in the physical custody of a parent or guardian.
- 3) School of Origin - the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- 3) Resident – a homeless child or youth is a resident if the child is personally present somewhere within the district with a purpose to remain, but not necessarily to remain permanently.
- 4) Permanent Housing – any signed lease or long-term approved living situation.

Enrollment – Homeless students have the right to:

- 1) continue attending their school of origin, if that is their preference and is feasible. If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- 2) enroll in school immediately, even if lacking documents normally required for enrollment.
- 3) attend classes and participate fully in activities while the school gathers needed documents.
- 4) enroll themselves in school if they do not live with parents. In the case of unaccompanied youth, the local educational agency liaison or designee will assist in placement or enrollment decisions considering the request of such unaccompanied youth.
- 5) If the student needs to obtain immunizations, or immunization or medical records, the enrolling school will refer the parent or guardian of the child or youth to the local liaison who shall assist in obtaining necessary records.

Comparable Services – Homeless students have the right to:

- 1) transportation services to the school of origin until the end of the school year if feasible. In the case where the school of origin and current residence are difference districts, the two school districts will agree on a method for transportation and share costs.
- 2) educational services for which the child or youth meets the eligibility criteria, such as Title I, special education, after-school program, limited English language proficiency.
- 3) vocational and technical education
- 4) programs for gifted and talented students
- 5) school nutrition programs.

Disputes

If a dispute arises over school selection or enrollment in a school the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.

The local education liaison shall carry out the dispute process as expeditiously as possible after receiving the notice of the dispute.

Appeals will go to the superintendent. The parent or guardian of the child or youth, or unaccompanied youth shall be provided with a written explanation of the appealed decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision to the Office of Coordinator for Education of Homeless Children and Youths in the Wisconsin Department of Public Instruction.

*Legal References:* Title X, Section 721, 722(g)3  
McKinney-Vento Homeless Assistance Act

*Cross References:* 411 Equal Educational Opportunities  
420 School Admissions

*Approved: 12-16-2013*

MINUTES OF REGULAR BOARD OF EDUCATION MEETING  
Monday, October 21, 2013

- I. The Phillips Board of Education meeting was called to order by Vice-President Arndt at 6:00 pm in the 6-12 Learning Center. The pledge of allegiance was recited.
- II. Present: Adolph, Arndt, Distin, Heidenreich (6:25 pm), Marlenga, Pesko, Rodewald, Willett and Student Liaison Schleife. Absent: Baratka. Administration present: Morgan, Theder, Hoogland, and Scholz. Others: Staff, students, and community members.
- III. Vice-President Arndt 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 District Phillips website, and The BEE.
- IV. Public Participation
  - A. Board members Stephen Willett and Wendy Rodewald reported on the Rural School Alliance Conference sessions they attended. Topic included the importance of school districts partnering with higher education to prepare students for post-high school education and jobs and the voucher program.
  - B. Isaac Bosaki, George Walls, Eva Thieme, and Abby Staples, all senior students, expressed their opinion on the value of the block system over the eight-period day and asked the Board to reconsider, especially for AP courses and technical classes.
- V. Friend of Education Award – presented to Copps Food Center for their fundraising efforts for education through “Pennies for Their Thoughts”. Awards were presented to Sue Martini, Nichole Johnson, Josh Anderson, and Jen Kunzman.
- VI. Administrative and Committee Reports
  - A. Principal Report – PhMS/PHS
    1. PhMS Students of the Month are Ana Angelo (6), Callie Podmolik (7), and Kiara LaPlant (8).
    2. PHS Students of the month are Kayla Dalka, Katelyn Tinnen, and Cole Vyskocil.
    3. Teachers began working this morning on the My Learning Plans, parent contact logs, and student learning objectives. This year will be used to get familiar with the online programs and requirements that need to be in place by next fall.
  - B. Principal Report - PES
    1. PES Students of the Month are Leah Harper (K) and Nathan Belan (3).
    2. PES is also starting a Staff Member of the Week. Clues are given throughout the week to help identify the staff member.



3. PES staff began work on My Learning Plans as well during the late start staff inservice.
- C. Pupil Services Report – Currently 116 students are receiving special education services. We have seven initial evaluations and three re-evaluations in process. There are 10-15 student/parent meetings per month. Our new early childhood teacher, Tara Niemi, will begin on November 21. Luanne Angelo has done a great job as a long-term sub since September 30<sup>th</sup>. The self-assessment process should be completed by the December meeting. We have made modifications to the evaluation time frame to be more consistent with what is recommended by DPI.
- D. Student Liaison Report – Kyle reviewed the district music program and budgets. He expressed the importance of maintaining a music department in the district and the impact music performances have on the community events.
- E. Superintendent Report – Rick Morgan
  1. Ameresco is doing a feasibility study for the 1971 high school structure to address significant needs in that building and develop plans that can be presented to the Board. A special meeting may be called before the December regular meeting if Ameresco has information to present.
  2. This is American Education Week. Board members are invited to come in at points during the week to see what is happening in the district. Thursday is the day appointed for learning walks with Superintendent Morgan.
  3. Data boards will be presented in December.
- C. PEA/Board negotiations committee met on October 30, 2013 with Josh Skobul from Uniserve and staff members to discuss base wage package for employees. The PEA proposal includes an annual increase of 2%, the use of district payroll for union due withdrawal, and health insurance usage changing incentive. Board President Baratka stated that moving forward the board remains on the established path of no pay increases. It was recommended that the leadership committee meet with Hedlund Insurance Agency to discuss insurance options for 2014-15.
- D. The facilities/transportation committee met on November 5, 2013. Superintendent Morgan has ridden on three of the nine routes and has met with bus drivers. The use of vans versus buses for in some areas is being considered.
- E. Business services committee met on November 11, 2013. Items discussed included facilities study, moving to quarter business service meetings, new forecast model, bus routes, van usage, and sub drivers. The new leadership committee which will begin meeting after Thanksgiving.

## VII. Items for Discussion and Possible Action

- A. The board continued discussion on 1:1 technology. Wendy Rodewald presented information from one of the Rural School Alliance workshops. The biggest concern is the need for better infrastructure in the community to support 1:1 technology. Following discussion, it was determined that the

information technology committee should continue the research/discuss this topic and report to the full board in the future.

VIII. Consent Items

A. Motion (Rodewald/Willett) to approve consent items. Motion carried 8-0.

1. Approve minutes from October 21 and 30, 2013 regular and special board meetings.
2. Approve personnel report:
  - a. Hiring of Vicki Spacek as PES after-school-program coordinator and Chris Krueger as PES after-school program aide.
  - b. Accept resignation from Sharon Winter as PES after-school-program aide.
3. Approve bills from October 2013 (#335897 - 336146 and wires) for a total of \$506,750.16.

IX. The next regular board meeting will be held on December 16, 2013 at 5:00 pm. Items for next meeting include audit report and Baird forecast update.

X. President Arndt announced the board will convene into executive session at the conclusion of the open session pursuant to 19.85 (1)(f), Wis. Stats., for the purpose of considering exception applications for open enrollment requests for 2013-14 school year.

- Open Enrollment Exception Applications

XI. President Arndt announced the Board may reconvene into open session pursuant to Wisconsin Statutes Section 19.85(2), if necessary, to act on motions made during the executive session.

XII. Motion (Pesko/Rodewald) to move into executive session as announced. Motion carried with roll call vote 8-0. Open session adjourned at 7:57 p.m.

XIII. Motion (Pesko/Adolph) to reconvene to open session. Motion carried 8-0.

XIV. Motion (Heidenreich/Distin) to accept the exception open enrollment request of student to enter during 2013-214 school year. Motion carried 8-0.

XV. Motion (Willett/Pesko) to adjourn. Motion carried 8-0. Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Wendy Rodewald, Clerk  
Board of Education

EDFLOC SRC FUNC	PRJ LOCAL	SRC	Original Budget	November 2013-14 Monthly Activity	FYTD Activity	2013-14 FYTD %	November 2012-13 Monthly Activity	2012-13 FYTD %
10R--- 211 50000-	---	CURRENT YEAR PROPERTY TAX	4,968,902.00					
10R--- 213 50000-	---	MOBILE HOME TAX	1,900.00					27.42
10R--- 249 50000-	---	TRANSPORTATION FEES	5,300.00				1,717.49	74.30
10R--- 271 50000-	---	ADMISSIONS	13,500.00	50.66	1,281.65	24.18		41.05
10R--- 279 50000-	---	OTHER SCHOOL ACTIVITY INCOME	1,500.00	630.00	8,151.00	60.38		208.00
10R--- 280 50000-	---	INTEREST ON INVESTMENTS	8,000.00	223.24	1,820.80	121.39		
10R--- 292 50000-	---	STUDENT FEES	21,000.00	2,910.00	2,540.32	31.75	192.64	38.73
10R--- 293 50000-	---	RENTALS	10,500.00	714.03	18,775.00	89.40	378.00	59.04
10R--- 341 50000-	---	REGULAR DAY SCHOOL	6,500.00	7,250.00	4,365.17	41.57		37.11
10R--- 345 50000-	---	OPEN ENROLLMENT WI SCH. DIST.	171,045.00		7,750.00	119.23	1,250.00	26.67
10R--- 515 50000-	---	TRANSIT OF AIDS INTER. SOURCES	1,000.00					
10R--- 517 50000-	---	TRANSIT OF FEDERAL AIDS	4,900.00					
10R--- 612 50000-	---	TRANSPORTATION AID	52,000.00					
10R--- 613 50000-	---	LIBRARY AID	25,000.00					
10R--- 619 50000-	---	OTHER STATE AID	62,325.00					
10R--- 621 50000-	---	EQUALIZATION AID	2,529,171.00					11.95
10R--- 650 50000-	---	SAGE AID	223,006.33					33.33
10R--- 660 50000-	---	STATE REVENUE THROUGH LOCAL	1,100.00	76,359.91	374,048.00	13.89		
10R--- 691 50000-	---	COMPUTER AID	7,866.00		76,359.91	33.33	74,335.44	
10R--- 730 50000-	---	SPECIAL PROJECT GRANTS	58,112.76					
10R--- 751 50000-	---	ESEA TITLE IA	220,633.35					
10R--- 780 50000-	---	FED AID THRU STATE NOT DPI	79,900.00					
10R--- 861 50000-	---	EQUIPMENT SALES/LOSS						100.00
10R--- 971 50000-	---	REFUNDS - PRIOR YR., E-RATE	115,014.29	6,888.00	28,204.81	24.52	465.22	78.34
10R--- 990 50000-	---	MISCELLANEOUS	300.00				216.68	57.84
10R--- 999 50000-	---	COPY FEES	300.00	9.75	9.75	3.25		
10-----	---	GENERAL FUND	8,588,775.73	98,571.59	525,126.41	6.09	80,535.47	5.40
Grand Revenue Totals			8,588,775.73	98,571.59	525,126.41	6.09	80,535.47	5.40

Number of Accounts: 41

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



FDT	OBJ	FUNC	PRJ	OBJ	2013-14		2013-14		2013-14		2013-14		2012-13	
					Original Budget	Monthly Activity	FYTD Activity	FYTD %	Monthly Activity	FYTD %	Monthly Activity	FYTD %	FYTD \$	
10E	---	11	---	---	1,595,279.76	151,126.24	513,961.51	33.73	196,901.26	33.40			33.40	
10E	---	12	---	---	1,609,254.55	200,978.57	523,336.01	31.26	221,315.68	32.14			32.14	
10E	---	13	---	---	307,132.01	31,772.04	89,633.74	29.23	34,158.10	29.72			29.72	
10E	---	14	---	---	143,089.17	14,809.31	46,349.79	32.39	15,963.67	31.73			31.73	
10E	---	16	---	---	113,387.17	14,440.53	41,900.89	36.79	14,722.94	36.76			36.76	
10E	---	17	---	---	19,409.80	1,616.39	3,966.82	20.02	2,820.38	38.40			38.40	
10E	---	21	---	---	93,228.39	8,380.70	26,030.06	29.86	13,418.17	29.34			29.34	
10E	---	22	---	---	207,129.90	14,460.81	67,466.74	31.26	26,278.59	30.14			30.14	
10E	---	23	---	---	260,483.86	22,329.25	101,146.48	38.83	21,122.48	43.63			43.63	
10E	---	24	---	---	492,137.50	44,917.53	184,389.50	37.47	55,860.76	38.18			38.18	
10E	---	25	---	---	1,647,688.86	120,900.06	569,460.98	34.53	141,834.06	38.72			38.72	
10E	---	26	---	---	343,306.09	14,568.73	112,406.81	32.74	32,230.48	36.44			36.44	
10E	---	27	---	---	145,164.00	18,178.14	42,855.00	35.08	4,406.00	49.70			49.70	
10E	---	28	---	---	1,000.00									
10E	---	29	---	---	376,467.89	3,729.27	284,992.27	75.70	4,982.00	78.69			78.69	
10E	---	41	---	---	659,681.18					0.03			0.03	
10E	---	43	---	---	574,935.60	10,504.02	14,230.35	2.99	13,988.60	4.79			4.79	
10E	---	49	---	---			0.02							
Grand Expense Totals					8,589,775.73	672,711.59	2,622,186.93	30.89	800,063.27	32.72				

Number of Accounts: 886

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

Funds Available to the District as of November 30, 2013:

First National Bank	151,123.02
Local Gov't Investment Pool	565.67
Total	151,688.69
Current Line of Credit Balance (\$1,500,000 max)	1,500,000
Total Borrowed (through 11/30/13):	0.00