



AGENDA

Wisconsin Rapids Board of Education
Personnel Services Committee

510 Peach Street · Wisconsin Rapids, WI 54494 · 715-424-6701

Sandra Hett, Chair
Anne Lee
Mary Rayome
John Krings, President

September 6, 2016

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room C

Time: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Appointments
 - B. Resignations
- IV. Policy Review and Approval
 - A. Board Policy 132 - Board Member Resignation/Vacancy, Board Policy 133 - Filling Board Vacancies, Board Policy 321 - School Calendar, Policy 322 - School Day
- V. Updates and Reports
 - A. Wage Increase
 - B. Supplemental Pay
- VI. Consent Agenda
- VII. Adjournment

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at 715-424-6701, at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board President.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.



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BACKGROUND

Sandra Hett, Chair
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- I. Call to Order
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 - A. Appointments

The administration recommends approval of the following professional staff appointment:

Jamie Jestadt	Location: District Position: Library Media Specialist (1.0 FTE) Education: Master's – UW River Falls – May 2010 BS – UW Stevens Point – May 2005, August 2007 Major/Minor: Education/Physical Education, Health Education, ADPTD Physical Education Salary: \$42,500
Stanley Walker	Location: Mead Elementary Charter School Position: Grade 3 (1.0 FTE) Education: Certificate - U of Massachusetts – August 2004 BS – Florida A & M – August 1998 Major/Minor: Criminal Justice, Elementary Education Salary: \$39,000
Carrie Mancl	Location: Mead Elementary Charter School Position: Grade 3 (1.0 FTE) Education: BS – UW Stevens Point – May 1991 Major/Minor: Elementary Education Salary: \$39,000
Matthew Barry	Location: Mead Elementary Charter School Position: Grade 2 (1.0 FTE) Education: MEd – Grand Valley State University – April 2015 BA – Albion College – May 2006 Major/Minor: Curriculum Development & Instruction/History & Psychology Salary: \$42,500
Megan Kindred	Location: Howe Elementary School Position: Grade 4 (1.0 FTE) Education: BS – Eureka College – May 2013 Major/Minor: Elementary Education Salary: \$37,500

Jennifer Perkins	Location: East Junior High School Position: Math (1.0 FTE) Education: Masters – UW Whitewater – August 2003 BS – UW Platteville – June 1996 Major/Minor: Curriculum & Instruction/Technology Elementary Education/Mathematics Salary: \$48,600
Danielle Heuer	Location: East Junior High School Position: Teacher Intern – Math (.50 FTE) Education: BS – UW Superior – December 2016 Major/Minor: Elementary Education/Math Salary: \$4,500
Anna Kasukonis	Location: Vesper Community Academy Position: Grade K/1 (1.0 FTE) Education: BS – UW Milwaukee – June 2016 Major/Minor: Early Childhood Education Salary: \$37,500
Marcia Bruns	Location: District Position: Elementary Keyboarding (.62 FTE) Education: BS – UW Madison – May 1991 Major/Minor: Elementary Education Salary: \$23,250
Amanda Akkerman	Location: Grant Elementary School Position: Virtual 4K/5K (.50 FTE) Education: BS – UW Stevens Point – December 2013 Major/Minor: Early Childhood Education, Early Childhood Special Education Salary: \$18,750

The administration recommends approval of the following support staff appointments:

Ashley Larsen	Location: District Position: Receiving & Inter-District Delivery Assistant (7.52 hrs/day) Effective: September 6, 2016 Hourly Wage: \$14.17 (starting rate) / \$14.91 (after 60 days)
Carrie Lau	Location: Lincoln High School Position: Baker (6.5 hrs/day) Effective: September 1, 2016 Hourly Wage: \$14.19 (starting rate) / \$14.94 (after 60 days)
Jamy Helke	Location: Mead Elementary Charter School Position: Breakfast Cashier (1.0 hr/day) Effective: September 1, 2016 Hourly Wage: \$10.90 (starting rate) / \$11.47 (after 60 days)
Casey Mitchell	Location: Vesper Community Academy Position: Noon Aide (1.0 hr/day) Effective: September 1, 2016 Hourly Wage: \$12.17 (starting rate) / \$12.81 (after 60 days)
Christine Noie	Location: Grant Elementary School Position: Noon Aide (1.5 hrs/day) Effective: September 1, 2016 Hourly Wage: \$12.17 (starting rate) / \$12.81 (after 60 days)

Cheryl Schultz	Location: Grant Elementary School Position: Noon Aide (1.5 hrs/day) Effective: September 1, 2016 Hourly Wage: \$12.17 (starting rate) / \$12.81 (after 60 days)
Doug Look	Location: Lincoln High School Position: Night Custodian (8.0 hrs/day) Effective: August 26, 2016 Hourly Wage: \$20.38 (starting rate) / \$21.45 (after six months)
Ashley Lynn	Location: Mead Elementary Charter School Position: Special Education Aide (7.0 hrs/day) Effective: September 1, 2016 Hourly Wage: \$14.17 (starting rate) / \$14.91 (after 60 days)
Diane Glaza	Location: Lincoln High School Position: Security Aide (7.5 hrs/day) Effective: September 1, 2016 Hourly Wage: \$14.74 (starting rate) / \$15.51 (after 60 days)
Vicki Esselman	Location: Grove Elementary School Position: Breakfast Cashier (1.0 hr/day) Effective: September 1, 2016 Hourly Wage: \$10.90 (starting rate) / \$11.47 (after 60 days)
Marci Doersch	Location: Lincoln High School Position: AV Aide/Study Hall Aide (7.0 hrs/day) Effective: September 1, 2016 Hourly Wage: \$14.17 (starting rate) / \$14.91 (after 60 days)
Mary Tyjeski	Location: WRAMS Position: Special Education Aide – LRC (7.0 hrs/day) Effective: September 1, 2016 Hourly Wage: \$14.17 (starting rate) / \$14.91 (after 60 days)
Zachary King	Location: Mead Elementary Charter School Position: Parent Outreach Coordinator/ Behavior Interventionist (7.0 hrs/day) Effective: September 1, 2016 Hourly Wage: \$14.91
Peggy Weidman	Location: Grant Elementary School Position: Head Cook (5.75 hrs/day) Effective: August 29, 2016 Hourly Wage: \$15.05 (starting rate) / \$15.85 (after 60 days)
Amanda Bohn	Location: Woodside Elementary School Position: Special Education Aide (7.0 hrs/day) Effective: September 1, 2016 Hourly Wage: \$14.17 (starting rate) / \$14.91 (after 60 days)
Tara Koch	Location: Grove Elementary School Position: Office/Health Aide (4.25 hrs/day) Effective: September 1, 2016 Hourly Wage: \$13.39 (starting rate) / \$14.09 (after 60 days)

Nichole Goetz	Location:	Howe Elementary School
	Position:	Noon Aide (1.5 hrs/day)
	Effective:	September 1, 2016
	Hourly Wage:	\$12.17 (starting rate) / \$12.81 (after 60 days)
Anissa Vold	Location:	East Junior High School
	Position:	Instructional Aide (4.0 hrs/day)
	Effective:	September 1, 2016
	Hourly Wage:	\$14.17 (starting rate) / \$14.91 (after 60 days)
Jennifer Wilkins	Location:	THINK Academy
	Position:	Noon Aide (1.5 hrs/day)
	Effective:	September 1, 2016
	Hourly Wage:	\$12.17 (starting rate) / \$12.81 (after 60 days)
Jennifer Esselman	Location:	Lincoln High School
	Position:	Library Aide (7.0 hrs/day)
	Effective:	September 6, 2016
	Hourly Wage:	\$13.80 (starting rate) / \$14.52 (after 60 days)
Jodi Pelot	Location:	Lincoln High School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective:	September 1, 2016
	Hourly Wage:	\$14.17 (starting rate) / \$14.91 (after 60 days)

B. Resignations

The administration recommends approval of the following professional staff resignation:

Catherine Stuttgart	Location:	Grant Elementary School
	Position:	Grade 3 (1.0 FTE)
	Effective:	August 22, 2016
	Hire Date:	August 28, 2007

The administration recommends approval of the following support staff resignations:

Brian McAllister	Location:	Howe Elementary School
	Position:	Noon-Aide (1.5 hrs/day)
	Effective:	August 16, 2016
	Hire Date:	October 12, 2015
Karrie Benda	Location:	Mead Elementary Charter School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective:	August 16, 2016
	Hire Date:	February 10, 2014
Heather Ulbrich	Location:	Grant Elementary School
	Position:	Noon-Aide (1.5 hrs/day)
	Effective:	August 19, 2016
	Hire Date:	September 29, 2014
Robyn Vicker	Location:	Grove Elementary School
	Position:	Noon-Aide (1.5 hrs/day)
	Effective:	August 24, 2016
	Hire Date:	April 21, 2016

Shelley Moon	Location:	Mead Elementary Charter School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective:	August 25, 2016
	Hire Date:	November 8, 2011

Yvonne Bujanowski	Location:	Vesper Community Academy
	Position:	Noon-Aide (1.0 hr/day)
	Effective:	August 29, 2016
	Hire Date:	September 8, 2015

IV. Policy Update and Approval

A. Board Policy 132 - Board Member Resignation/Vacancy, Board Policy 133 - Filling Board Vacancies, Board Policy 321 - School Calendar, Policy 322 - School Day

Board Policy 132 - Board Member Resignation, Policy 133 - Filling Board Vacancies, Policy 321 - School Calendar, and Policy 322 - School Day were all reviewed and approved for first reading by the Board in August, 2016. The policies are being brought through for second reading approval. The administration recommends approval of Board Policies 132 - Board Member Resignation, 133 - Filling Board Vacancies, 321 - School Calendar, and 322 - School Day, all for second reading. (*Attachment A, B, C, D*)

V. Updates and Reports

A. Wage Increase

Discussion with possible action on a recommendation for the hourly rate of pay for school district athletic event staff to take effect at the start of the 2016-17 school year.

B. Supplemental Pay

The Committee will discuss supplemental pay considerations for professional staff assignments.

VI. Consent Agenda

Personnel Services Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the regular Board of Education meeting.

VII. Adjournment

132 BOARD MEMBER RESIGNATION/VACANCY

Resignations by Board members shall be in writing to the Board and shall be delivered to the Board Clerk in care of the Board Secretary at the District central office. Should the Board Clerk resign, the resignation shall be delivered to the Board President in the same manner.

Resignations shall be effective at the time indicated in the written resignation; or if no time is indicated therein, then upon delivery of the resignation. Upon receipt of notification of vacancy or resignation by reasonable information and verification of said information, the Board Secretary will notify all Board members as soon as practical.

LEGAL REF.: Sections 17.01(11), (13) Wisconsin Statutes

CROSS REF.: 133, Filling Board Vacancies

APPROVED: June 13, 1983

REVISED: November 11, 1996

December 11, 2000

TBD

133 FILLING BOARD VACANCIES

The office of a School Board member becomes or is deemed vacant upon the occurrence of one of the following events:

- a) The death of the incumbent, or the incumbent's being found mentally incompetent by the proper court;
- b) The incumbent's resignation;
- c) The incumbent's removal from office;
- d) The incumbent's conviction of a felony or imprisonment for one (1) or more years, or for any offense involving a violation of the incumbent's official oath;
- e) The incumbent's election or appointment being declared void by a competent tribunal;
- f) The incumbent's ceasing to possess the legal qualifications for holding office;
- g) The incumbent's neglect or failure to file the oath of office or to give or renew an official bond, if required;
- h) The incumbent is absent from the territory of the District for a period of sixty (60) continuous days, unless such absence is due to active duty in the armed forces, in which case the vacancy shall be temporary for the remainder of the term or until the incumbent returns and files a notice of his/her intent to return to his/her unexpired term;
- i) The death or declination in writing of a person elected or appointed as a Board member before he/she qualifies or enters upon the duties of the office;
- j) Any other event which is declared by State Statute to create a vacancy, such as recall, pursuant to Wis. Stat. 9.10

Vacancies shall be filled by recommendation of the Board President and confirmation by the Board. through the application and Board selection process as described below. Such appointees shall hold office until a successor is elected and takes office.

When vacancies occur in the office of a Board member who is in the last year of his or her term, or when a vacancy occurs after the spring election but on or before the last Tuesday of November in the office of a Board member who is not in the last year of his or her term, the successor shall be elected at the next spring election.

When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a Board member who is not in the last year of his or her term, the successor shall be elected at the 2nd following spring election.

Application/Selection Process to Fill a Board Vacancy

- A) The Board shall seek qualified and interested candidates from the community by posting a notice of the vacancy at all District facilities, and on the District website. Board members may also contact qualified electors to determine their interest in the vacancy. The posted notice will include the length of time for which the appointment is being

made, the place and manner in which qualified electors may apply, and the deadline date for filing written applications. The length of the posting will be at least one week in order to allow all interested parties to apply.

B) Prospective applicants will be asked to submit a written application to the Board, in care of the Board Secretary at the District office. All applicants must be residents and qualified electors of the District. When making the appointment, Board members should consider the candidate's interest in and devotion to public education and willingness to give time and effort to the work. The written application should include the following information:

- 1) Reason(s) the candidate wants to serve on the Board**
- 2) Background qualifications and experiences relevant to the position**
- 3) Candidate's educational philosophy**
- 4) Candidate's general views regarding role of the Board and role of the District Administrator**
- 5) Candidate's general views on District strengths and areas that may need improvement**
- 6) Candidate's views about Board teamwork and Board/Administrator relationships**
- 7) Candidate's availability for Board duties**

If one or no applications are received by the deadline, the deadline may be extended by a majority vote of the Board, or the one individual who applied may be considered. If the Board does not appoint the one individual who applied, the Board may choose to extend the deadline and solicit additional candidates, or the vacancy may alternatively be filled upon recommendation of the Board President and with a majority vote of the Board.

C) Candidates for a vacancy on the Board shall be considered at an open meeting, unless there are exceptional reasons to consider the candidate in closed session pursuant to State Statutes. The Board will interview all individuals who have properly filed the specified application materials. Any interviews will take place at a properly noticed regular or special Board meeting. The order of candidate interviews will be determined by a random drawing of the candidate's name. During the interview, candidates will be asked to provide a statement on behalf of their candidacy and to explain their purpose in seeking a position on the Board. The Board may ask questions of the candidates.

Upon completion of the candidate interviews, the Board President will call for discussion by Board members only,

Board members will vote for one of the candidates using a signed written ballot as follows:

- 1) Board members shall submit a signed written ballot indicating their choice of candidate for appointment. The Board Secretary will tally the vote of each**

Board member. The candidate who receives the majority of votes cast shall be appointed to fill the vacancy.

- 2) If no candidate receives the majority of votes on the first ballot, then balloting shall continue until one candidate receives a majority of votes cast. If, after 5 total rounds of voting, a candidate has not received a majority vote, the Board President will declare a deadlock. Once in deadlock status, the name of the candidates with the greatest number of first place votes in the voting rounds will have their name written on identical slips of paper (one time only) and placed into a container. The names shall be drawn from the container one at a time by the Superintendent of Schools. The first name drawn shall be declared the winner.

The candidate selected for appointment to the Board will be publicly announced at the Board meeting. The appointee will receive confirmation of the appointment in writing, and unsuccessful applicants will also be notified in writing of the Board's decision. Any individual who has been notified of his/her appointment will be considered to have accepted the appointment pending the filing of the Oath of Office, and will be seated at the next meeting of the Board of Education. Upon taking and filing the oath, the individual will file a campaign registration statement if required to do so by law.

Following the appointment, the Board Clerk or designee will report the name and post office address of the appointed Board member to the clerk and treasurer of each municipality having territory in the District in accordance with state law.

If, for any reason (including the lack of any identified potential appointee), the vacancy is still unfilled 60 days following the date on which the vacancy first existed, then the procedures to fill the vacancy will be repeated until either the vacancy is filled or there are fewer than 60 days before a duly-elected successor will take office in the vacant seat.

LEGAL REF.: Sections 17.01(13) Wisconsin Statutes
17.03
17.17(5)
17.26
19.01
120.05(1)(d)
120.06
120.12(28)
120.42(2)(3)

CROSS REF.: 132, Board Member Resignation/Vacancy

APPROVED: June 13, 1983

REVISED: November 11, 1996, December 11, 2000, TBD

321 SCHOOL CALENDAR

The school calendar for the School District of Wisconsin Rapids shall be established by the Board. ~~in negotiations with the Wisconsin Rapids Education Association (WREA) and in accordance with guidelines outlined in the current employee agreement.~~

The Board encourages and supports reasonable efforts to have the schedule and calendar organized to promote the greatest possible flexibility and effectiveness for the District's instructional program and consistent with the District's mission statement.

The schedule should be organized to promote maximum coordination with other schools, including colleges, in the area. The Board also expects that the internal organization of the program will provide the best possible articulation among the various unit levels in the system.

The Board shall periodically direct the administration to review the organization plans and schedules as often as necessary and feasible.

Consistent with Department of Public Instruction regulations, the Board shall *annually* schedule at least 180 days of classroom instruction annually. ~~A maximum of five days may be counted to meet this requirement if they are used for parent conferences or if school is closed by the school district administrator because of inclement weather.~~ 437 hours of direct pupil instruction in Kindergarten, at least 1,050 hours of direct pupil instruction in grades 1 through 6, and at least 1,137 hours of direct pupil instruction in grades 7 through 12.

LEGAL REF.: Sections 115.01(10) Wisconsin Statutes
 118.045
 120.12(15)
 120.44
 121.02(1)(f)
 PI 8.01(2)(f), Wisconsin Administrative Code

CROSS REF.: ~~WREA Agreement~~

APPROVED: November 11, 1974

REVISED: July 13, 1988
 April 9, 2001
 TBD

322 SCHOOL DAY

The Board shall schedule the hours of a normal school day, as required by state law. In establishing the schedule, comments from parents, staff and school district residents on proposed rules and schedules of hours may be heard, and any past public complaints shall be considered by the Board. It is recognized that schedules will differ from building to building based on variables such as grade level, transportation issues and location.

Upon approval by the Board, the schedule of hours of a normal school day will be communicated to parents, the community at large, and the media.

The District shall annually schedule and hold at least 1,050 hours of direct student instruction in kindergarten through grade 6, and at least 1,137 hours of direct student instruction in grades 7 through 12. The school hours shall be computed according to guidelines as developed by the Wisconsin Department of Public Instruction.

The Superintendent shall closely monitor compliance with the schedule of the hours of a normal school day and recommend to the Board any actions necessary to comply with this policy and applicable law.

LEGAL REF.: ~~Sections 115.01(10) Wisconsin Statutes~~
~~120.12(15)~~
~~120.44~~
~~121.02(1)(f)2~~
~~PI 8.01(2)(f)2, Wisconsin Administrative Code~~

CROSS REF.: ~~WREA Agreement~~

APPROVED: ~~October 1970~~

REVISED: ~~July 13, 1988~~

REVISED: ~~April 9, 2001~~