



**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

January 2, 2017

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
- IV. Updates and Reports
  - A. Class Size and Section Reports
  - B. Professional Staff Handbook
- V. Action on Handbook Revision
  - A. Discussion and possible action on an update to the Substitute Teacher Handbook
- 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.



V. Action on Employee Handbook Revision

A. Discussion and possible action on updates to the Substitute Teacher Employee Handbook.

The administration recommends approval of the proposed language changes found under the Substitute Teacher Compensation and Arrival at School sections of the Substitute Teacher Employee Handbook (*Attachment B*).

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

**Average Class Size Report - Secondary**

*Attachment A*

**WRAMS**

<b>Department</b>	<b>2014-15 (1st Sem)</b>	<b>2015-16 (1st Sem)</b>	<b>2016-17 (1st Trimester)</b>
Art	23.00	26.50	24.00
Business Exp.	--	--	26.14
Computer Applications	22.80	25.33	23.20
EEN	9.86	8.72	8.73
ELL	3.50	6.00	4.00
Family and Consumer	24.17	24.83	24.50
World Languages	25.00	27.50	25.00
Health	24.67	27.00	26.00
Language Arts	25.21	27.54	26.67
Rtl - Language Arts/R180	9.33	7.00	8.00
Mathematics	25.58	27.92	26.63
Rtl - Mathematics	8.00	8.00	9.00
Music	32.00	30.73	27.04
Physical Ed	26.50	28.42	27.54
Science	26.38	27.83	26.88
Social Studies	24.67	27.29	26.83
Technology Ed	23.25	27.92	none

**East Junior High**

<b>Department</b>	<b>2014-15 (1st Sem)</b>	<b>2015-16 (1st Sem)</b>	<b>2016-17 (1st Semester)</b>
Art	25.14	26.67	24.80
Business	23.67	0	22.67
Computer Science	19.60	23.8	23.43
EEN	7.19	7.27	5.16
ELL	6.00	3.33	5.00
Family and Consumer	24.00	25.6	22.50
World Languages	23.65	25.61	22.94
Language Arts	24.10	24.79	23.56
Rtl - Reading Essentials	6.60	6.25	5.75
Mathematics	24.93	27.67	23.50
Rtl - Math Essentials	5.40	6.33	4.33
Music	39.63	44.43	48.17
Physical Ed/Health	25.31	25.15	26.73
Science	23.33	25.44	24.31
Social Studies	27.11	27.89	26.56
Technology Ed	25.47	22.47	24.57

**Lincoln High School**

<b>Department</b>	<b>2014-15 (1st Sem)</b>	<b>2015-16 (1st Tri)</b>	<b>2016-17 (1st Trimester)</b>
Alternative Ed	11.10	14.33	10.83
Art	22.42	25.38	24.89
Business	18.40	22.45	19.85
CCHI	22.50	26.00	23.50
Computer Science	19.29	23.86	24.50
Drivers Ed	21.25	26.00	26.33
EEN	8.59	9.53	7.97
ELL	5.67	7.5	1.00
Family and Consumer	22.63	21.43	25.83
World Languages	22.14	21.31	22.54
Language Arts	22.61	25.33	24.44
Rtl - Reading Essentials	3.00	3.67	7.25
Mathematics	23.12	26.54	24.86
Rtl - Math Essentials	1.67	5.33	4.33
Music	39.43	46.6	36.33
Physical Ed	26.94	26.5	29.27
Health	16.67	0	27.00
Science	22.23	23.41	20.28
Social Studies	25.27	25.93	24.19
Technology Ed	19.67	21.05	21.18

2016-2017 Class Size Report - Elementary

Location	4 Yr K	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	School Total (Kdgn-Gr 5)	
<b>Grant</b>	36	41	33	41	42	30	35	222	<i>Enrollment</i>
Teacher FTE's	1	2	2	2	2	1.5	1.5	11	<i>FTE Total</i>
Avg/Grade/School		20.50	16.50	20.50	21.00	20.00	23.33	20	<i>Avg CI Size K-5</i>
<b>Grove</b>	32	38	25	44	35	51	40	233	<i>Enrollment</i>
Teacher FTE's	1	2	2	2	2	2	2	12	<i>FTE Total</i>
Avg/Grade/School		19.00	12.50	22.00	17.50	25.50	20.00	19.42	<i>Avg CI Size K-5</i>
<b>Howe</b>	-	58	52	56	50	61	63	340	<i>Enrollment</i>
Teacher FTE's		3	3	3	3	2.0	3.0	17	<i>FTE Total</i>
Avg/Grade/School	-	19.33	17.33	18.67	16.67	30.50	21.00	20.00	<i>Avg CI Size K-5</i>
<b>Mead</b>	29	55	58	56	63	59	67	358	<i>Enrollment</i>
Teacher FTE's	1	3	3	4	4	3	3	20	<i>FTE Total</i>
Avg/Grade/School		18.33	19.33	14.00	15.75	19.67	22.33	17.90	<i>Avg CI Size K-5</i>
<b>THINK</b>	15	19	29	23	24	23	21	139	<i>Enrollment</i>
Teacher FTE's	1	1	1.5	1.5	1	1	1	7	<i>FTE Total</i>
Avg/Grade/School		19.00	19.33	15.33	24.00	23.00	21.00	19.86	<i>Avg CI Size K-5</i>
<b>VCA</b>	-	12	13	14	9	16	10	74	<i>Enrollment</i>
Teacher FTE's	-	.5	1.0	.5	.5	.5	.5	3.5	<i>FTE Total</i>
Avg/Grade/School		24.00	13.00	28.00	18.00	32.00	20.00	21.14	<i>Avg CI Size K-5</i>
<b>Washington</b>	-	57	46	54	59	49	49	314	<i>Enrollment</i>
Teacher FTE's	-	3	3	3	3	2	2	16	<i>FTE Total</i>
Avg/Grade/School		19.00	15.33	18.00	19.67	24.50	24.50	19.63	<i>Avg CI Size K-5</i>
<b>Woodside</b>	32	62	45	54	58	49	61	329	<i>Enrollment</i>
Teacher FTE's	1	3	3	3	3	2	2	16	<i>FTE Total</i>
Avg/Grade/School		20.67	15.00	18.00	19.33	24.50	30.50	20.56	<i>Avg CI Size K-5</i>
<b>Total Enrollment</b>		342.00	301.00	342.00	340.00	338.00	346.00	<b>2009.00</b>	
<b>Class Size Average</b>		19.98	16.04	19.31	18.99	24.96	22.83	<b>20.35</b>	
<b>Class Size Range</b>		12-24*	13-20*	14-22*	9-21*	16-26*	10-25*		

\* Denotes some split-grade classrooms

2015-2016 Class Size Report - Elementary

Location	4 Yr K	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	School Total (Kdgn-Gr 5)	
<b>Grant</b>	20	31	34	36	30	33	37	201	<i>Enrollment</i>
Teacher FTE's	0.50	2	2	2	2	1.5	1.5	11	<i>FTE Total</i>
Avg/Grade/School		15.50	17.00	18.00	15.00	22.00	24.67	18	<i>Avg Cl Size K-5</i>
<b>Grove</b>	38	29	40	39	50	41	46	245	<i>Enrollment</i>
Teacher FTE's	1	2	3	3	3	2	2	15	<i>FTE Total</i>
Avg/Grade/School		14.50	13.33	13.00	16.67	20.50	23.00	16.33	<i>Avg Cl Size K-5</i>
<b>Howe</b>	-	49	59	50	58	65	64	345	<i>Enrollment</i>
Teacher FTE's		3	4	3	4	2.5	2.5	19	<i>FTE Total</i>
Avg/Grade/School	-	16.33	14.75	16.67	14.50	26.00	25.60	18.16	<i>Avg Cl Size K-5</i>
<b>Mead</b>	30	57	67	69	66	76	46	381	<i>Enrollment</i>
Teacher FTE's	1	3	4	4	4	4	2	21	<i>FTE Total</i>
Avg/Grade/School		19.00	16.75	17.25	16.50	19.00	23.00	18.14	<i>Avg Cl Size K-5</i>
<b>THINK</b>	16	28	25	22	24	20	20	139	<i>Enrollment</i>
Teacher FTE's	1	1.5	1.5	1	1	1	1	7	<i>FTE Total</i>
Avg/Grade/School		18.67	16.67	22.00	24.00	20.00	20.00	19.86	<i>Avg Cl Size K-5</i>
<b>VCA</b>	-	16	15	10	20	10	16	87	<i>Enrollment</i>
Teacher FTE's	-	1	1	1	1	1	1	6	<i>FTE Total</i>
Avg/Grade/School		16.00	15.00	10.00	20.00	10.00	16.00	14.50	<i>Avg Cl Size K-5</i>
<b>Washington</b>	-	48	56	63	50	49	53	319	<i>Enrollment</i>
Teacher FTE's	-	3	3	4	3	2	2	17	<i>FTE Total</i>
Avg/Grade/School		16.00	18.67	15.75	16.67	24.50	26.50	18.76	<i>Avg Cl Size K-5</i>
<b>Woodside</b>	35	46	56	57	51	58	57	325	<i>Enrollment</i>
Teacher FTE's	1	3	3	3	3	3	2	17	<i>FTE Total</i>
Avg/Grade/School		15.33	18.67	19.00	17.00	19.33	28.50	19.12	<i>Avg Cl Size K-5</i>
<b>Total Enrollment</b>		304.00	352.00	346.00	349.00	352.00	339.00	<b>2042.00</b>	
<b>Class Size Average</b>		16.42	16.35	16.46	17.54	20.17	23.41	<b>18.39</b>	
<b>Class Size Range</b>		10 - 24*	7-19*	10-22	15-24	8-27*	9-29*		

\* Denotes some split-grade classrooms

2014-2015 Class Size Report - Elementary

Location	4 Yr K	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	School Total (Kdgn-Gr 5)	
<b>Grant</b>	19	32	33	30	33	35	32	195	<i>Enrollment</i>
Teacher FTE's	0.50	2	2	2	2	1.5	1.5	11	<i>FTE Total</i>
Avg/Grade/School		16.00	16.50	15.00	16.50	23.33	21.33	18	<i>Avg CI Size K-5</i>
<b>Grove</b>	25	43	43	50	44	43	48	271	<i>Enrollment</i>
Teacher FTE's	1	3	3	3	3	2	2	16	<i>FTE Total</i>
Avg/Grade/School		14.33	14.33	16.67	14.67	21.50	24.00	16.94	<i>Avg CI Size K-5</i>
<b>Howe</b>	-	65	47	64	64	65	50	355	<i>Enrollment</i>
Teacher FTE's		4	3	4	4	2.5	2.5	20	<i>FTE Total</i>
Avg/Grade/School	-	16.25	15.67	16.00	16.00	26.00	20.00	17.75	<i>Avg CI Size K-5</i>
<b>Mead</b>	25	69	68	73	79	54	71	414	<i>Enrollment</i>
Teacher FTE's	1	4	4	4	4	3	3	22	<i>FTE Total</i>
Avg/Grade/School		17.25	17.00	18.25	19.75	18.00	23.67	18.82	<i>Avg CI Size K-5</i>
<b>THINK</b>	28	22	25	26	20	19	20	132	<i>Enrollment</i>
Teacher FTE's	1	1.5	1.5	1	1	1	1	7	<i>FTE Total</i>
Avg/Grade/School		14.67	16.67	26.00	20.00	19.00	20.00	18.86	<i>Avg CI Size K-5</i>
<b>VCA</b>	-	14	13	18	13	16	17	91	<i>Enrollment</i>
Teacher FTE's	-	1	1	1	1	1	1	6	<i>FTE Total</i>
Avg/Grade/School		14.00	13.00	18.00	13.00	16.00	17.00	15.17	<i>Avg CI Size K-5</i>
<b>Washington</b>	-	55	62	53	49	52	40	311	<i>Enrollment</i>
Teacher FTE's	-	3	4	3	3	2	2	17	<i>FTE Total</i>
Avg/Grade/School		18.33	15.50	17.67	16.33	26.00	20.00	18.29	<i>Avg CI Size K-5</i>
<b>Woodside</b>	33	57	55	46	59	58	60	335	<i>Enrollment</i>
Teacher FTE's	1	3	3	3	3	3	2	17	<i>FTE Total</i>
Avg/Grade/School		19.00	18.33	15.33	19.67	19.33	30.00	19.71	<i>Avg CI Size K-5</i>
<b>Total/Enrollment K-5</b>		357.00	346.00	360.00	361.00	342.00	338.00	<b>2104.00</b>	
<b>Total/CI Size Avg K-5</b>		16.23	15.88	17.86	16.99	21.15	22.00	<b>18.35</b>	
<b>Range/K-5 Avg.</b>		6 - 19*	7 - 19*	15 - 26	10 - 25*	9 - 26*	9 - 30*	<b>6 - 30</b>	

\* Denotes some split-grade classrooms

## **PART I – WRPS MANAGEMENT GUIDELINES**

### **SUBSTITUTE TEACHER COMPENSATION**

The daily rate for serving as a substitute teacher in WRPS shall be established and compensated at the exclusive discretion of the Board.

Any substitute teacher reporting for an assignment at the time and place requested by the District, and finds that they were called in error, shall be permitted to accept an alternate assignment for the same (or more) amount of time, should an alternate assignment be available. If the substitute teacher declines the alternate assignment he/she may be released for the day with no compensation.

A substitute teacher in a long-term assignment shall receive a per diem based on WRPS Professional Educator entry-level pay once the eleventh (11th) day of the assignment has begun. This entry-level salary will be retroactive to the first day of the assignment.

~~A substitute teacher working in a long term assignment of eleven (11) or more days shall receive one (1) paid sick day for every twenty (20) teaching days. These sick days shall accumulate through the assignment but terminate at the end of the assignment.~~

Substitute pay is based on days worked. Payment of substitute teachers is on an every-other-week basis using an authorized Direct Deposit format. Substitute teachers are not eligible for employer provided benefits.

**Substitute teachers are eligible for a bonus compensation system which will pay substitute teachers a one-time bonus payment in June, at the end of the school year, an amount of \$15 for each Friday worked when 20 or more Fridays have been worked during the school year ending at the time of the bonus payment and \$15 for each Monday worked when 20 or more Mondays have been worked during the school year ending at the time of the bonus payment.**

For substitute teachers who qualify for the Wisconsin Retirement System (WRS), the Board shall contribute the employer's share. The substitute teacher shall pay the employee's required WRS contribution.

Federal and state withholding, social security, and the employee's required WRS contribution (for those who qualify) are withheld from the substitute teacher's salary. Substitute teachers are covered by Worker's Compensation and under the District's liability insurance.



## **PART II – ASSIGNMENT DETAILS**

### **AESOP**

Substitute teachers will be issued an ID and PIN by the District AESOP Coordinator which are to be used to interact with AESOP. All substitute teaching opportunities are posted on the AESOP website at [www.AESOPonline.com](http://www.AESOPonline.com), where assignments can be accepted online.

AESOP will also use an automatic dialer system to contact substitutes. After being notified by AESOP about the specifics of an assignment (school, grade and/or subjects, and name of absent teacher) substitutes should indicate either acceptance or rejection of the assignment(s). Substitute teachers can also call AESOP at 1-800-94-AESOP [1-800-942-3767] to hear a list of available assignments.

If you accept a long-term substitute position in another district, are temporarily unavailable, or wish to be removed from the substitute teacher list, please call the AESOP Coordinator at 424-6700 x 1023 and leave a message.

### **AESOP CALLING PROCEDURES**

Substitute teachers will normally be called between 5:30 p.m. to 9:30 p.m. and 5:30 a.m. to 1:00 p.m. by the AESOP automatic dialer system, unless an assignment has been made in advance or unless an absence occurs during the same school day. In the event you are ill on the morning of a day that you are to substitute teach, you can cancel the assignment on AESOP. You have until 6:15 a.m. for same day cancellations. If it is after 6:30 a.m., please call the AESOP Coordinator at 424-6700 x1023. When accepting an assignment, the substitute teacher should pay close attention to the position details, including the school, the grade and/or subject, the name of the teacher, and teacher notes with possible Lesson Plan attachments related to the assignment.

### **ARRIVAL AT SCHOOL**

Substitutes should report to the school's office upon arrival at the building. A building secretary or administrator will be available to assist you. ~~Substitutes are expected to remain in the building until the end of the school day. Substitutes must request permission from the building administrator in order to be dismissed earlier.~~ **Substitutes are required to clock in and out of the time attendance system for all job assignments. If there is an error or a missed clock event, it is the substitute's responsibility to correct the error by contacting the AESOP Coordinator or the building secretary where the assignment was completed.**

Substitutes are expected to adhere to the regular teacher's day when on duty. As the regular teacher day will vary slightly between buildings, check with the school office at the school in which you are substitute teaching. The lunch hour varies among schools. All substitute teachers are allowed a duty free 30 minute lunch period.

When you arrive at the classroom, please look for the teacher's plan book, the daily schedule, and attendance roster. Follow the daily schedule and teacher's lesson plan to the best of your ability. It is your responsibility to contact the principal if you have any questions. Substitute teachers are to devote their time to the activities expected of the regular classroom teacher—instruction, preparation and the supervision of activities.