



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

March 6, 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. Retirements
 - B. Board Policy Review
- IV. Updates
 - A. Administrators and Non-Represented Staff Handbook
 - B. Food Service Pay Increase
 - C. Athletic Co-Curricular Pay
- V. Consent Agenda
- VI. 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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Time: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Retirements

The administration recommends approval of the following professional staff early retirements:

Daniel Kuhl	Location: Grove/Woodside Elementary Position: Teacher (1.0 FTE) Effective Date: June 5, 2017 Date of Hire: August 18, 1997
Mary Walton	Location: Mead Elementary Charter School Position: Teacher (1.0 FTE) Effective Date: June 5, 2017 Date of Hire: January 16, 1996
Kimberly Marshall-Melby	Location: Washington Elementary School Position: Teacher (1.0 FTE) Effective Date: June 5, 2017 Date of Hire: September 11, 1987
Sharon Aiken-Bruha	Location: WRAMS Position: Teacher (1.0 FTE) Effective Date: June 5, 2017 Date of Hire: August 22, 1983
Jennifer Huntington	Location: Mead Elementary Charter School Position: Teacher (1.0 FTE) Effective Date: June 5, 2017 Date of Hire: August 23, 1993

B. Board Policy Review

Board Policy 533 Staff Recruiting/Hiring and Board Policy 533-Rule Staff Recruiting/Hiring Procedures – First Reading.

Discussion and possible action on proposed changes to the staff recruiting/hiring policy, which are recommended to coincide with the District’s updated equal employment opportunity statement and better reflect current recruitment and hiring practices. (*Attachment A & B*)

IV. Updates

A. Administrators and Non-Represented Staff Handbook.

The Committee will discuss a proposed Employee Handbook for administrators and non-represented employees.

B. Food Service Pay Increase

The Committee will discuss a potential 2016-17 wage increase for Food Service employees.

C. Athletic Co-Curricular Pay

The Committee will discuss potential pay rate adjustments for 2017-18 athletic co-curricular assignments.

V. 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.

VI. Adjournment

533 STAFF RECRUITING/HIRING

The district can secure the kind of teachers and other personnel it wants by an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action, and good personnel practices in dealing with applicants. A personal interview will be required for all people employed by the district.

The superintendent and persons delegated by him/her are responsible for determining the personnel needs of the school district and locating suitable candidates to recommend for employment to the Board.

Unsolicited applications or letters of interest for future or potential employment positions are accepted for all positions except administrative. If vacancies occur in these positions, the unsolicited applications are treated in the same manner as solicited applications for as long as the documents are retained.

The superintendent shall see that persons nominated for employment meet all qualifications established by law and the Board for the type of position for which nomination is made and are able to perform the essential functions of the position.

Employment of all regular teachers shall be by action of the Board upon recommendation of the superintendent.

The School District of Wisconsin Rapids does not discriminate in employment on the basis of ~~race, creed, religion, color, national origin, gender, sexual orientation, marital status, age, political affiliation, disability, handicap, citizenship, ancestry, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or use or nonuse of a lawful product off school premises during non-working hours or any other reason prohibited by law~~ *age, race, color, creed, religion, genetic information, handicap or disability, marital or parental status, gender, sexual orientation, transgender status, gender identity, national origin, ancestry, citizenship, arrest record, conviction record, pregnancy, veteran status, military service, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or use or nonuse of lawful products off District premises during non-working hours and away from District-sponsored activities, or other protected group status, as required by state or federal law.*

All staff employed by the Board shall complete the necessary employment forms required by state and federal laws and regulations.

- LEGAL REF.: Sections 111.31 - 111.395 Wisconsin Statutes
 118.195
 118.20
 118.21
 118.24
 118.25
 120.12(1)
 121.02(1)(a)

Americans with Disabilities Act of 1990
Immigration Reform and Control Act of 1986

CROSS REF.: Section 504 of the Rehabilitation Act of 1973
533-Rule, Staff Recruiting/Hiring Procedures
533.1, Crime Information Records Check
511, ~~Discrimination and Harassment Prohibited~~ *Non-Discrimination and Equal
Employment Opportunity*
~~WREA Agreement~~
~~AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance)~~
~~AFL-CIO Local 95 Agreement (Office and Professional Employees)~~
~~Substitute Teachers' Agreement~~

APPROVED: November 1974

REVISED: September 1985
January 14, 2002
February 11, 2008

533-RULE STAFF RECRUITING/HIRING PROCEDURES

The following regulations governing the process of recruitment and selection of professional and non-certificated staff are established in harmony with Board policy.

1. The School District of Wisconsin Rapids does not discriminate in employment on the basis of ~~race, creed, religion, color, national origin, gender, sexual orientation, marital status, age, political affiliation, disability, handicap, citizenship, ancestry, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or use or nonuse of a lawful product off school premises during non-working hours or any other reason prohibited by law~~ **age, race, color, creed, religion, genetic information, handicap or disability, marital or parental status, gender, sexual orientation, transgender status, gender identity, national origin, ancestry, citizenship, arrest record, conviction record, pregnancy, veteran status, military service, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or use or nonuse of lawful products off District premises during non-working hours and away from District-sponsored activities, or other protected group status, as required by state or federal law.**
2. ~~Outstanding~~ Colleges, universities, and teacher placement agencies shall be among those sources contacted for recommendations of candidates for professional positions.
3. All candidates shall ~~complete an~~ **submit employment** application ~~form~~ **materials**.
 - a. Candidates for professional positions shall supply the school with transcripts of all college work, ~~a college placement folder, or a professional portfolio.~~
4. ~~All former employment from the first position to the last shall be recorded by the candidate.~~
45. The administration shall make reference contacts on finalists for all positions.
56. Certification status shall be determined where applicable. Candidates shall meet applicable state certification requirements and standards established by the regional accreditation association.
67. The most ~~outstanding~~ **qualified** applicants for each position in the District shall be invited for interview(s) in accordance with established procedures. ~~The purpose of the interview shall be to select professionals of character and intellectual integrity, possessing emotional stability and personalities suitable for living and working with young people.~~
78. An employee shall be appointed only upon the recommendation of the superintendent or his/her designee. Should a person nominated by the superintendent be rejected by the Board, it shall be the duty of the superintendent to make another nomination.
89. A health examination, as required by state law, shall be required of all successful applicants. The medical forms provided by the district must be signed by a licensed examining physician and shall be on file in the district office.

APPROVED: November 11, 1974

REVISED: September 9, 1985
January 14, 2002
February 11, 2008