



AGENDA

Wisconsin Rapids Board of Education
Personnel Services Committee

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

Sandra Hett, Chair
Larry Davis
Mary Rayome
John Krings, President

January 6, 2020

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

Time: Immediately following the Educational Services Committee meeting, but not before 6:30 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Appointments
 - B. Board Policy Review
 - C. Title VI Program
- IV. Updates and Reports
 - A. Class Size and Section Reports
 - B. Occupational Therapist Positions
- 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: Immediately following the Educational Services Committee meeting, but not before 6:30 p.m.

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

The administration recommends approval of the following support staff appointments:

Kelli Harris	Location: Grove Elementary School Position: Noon Duty Aide (1.5 hrs/day) Effective Date: January 2, 2020 Hourly Rate: \$12.82 (starting rate) / \$13.49 (after 60 days)
Todd Marcoux	Location: Mead Elementary School Position: Noon Duty Aide (1.5 hrs/day) Effective Date: January 2, 2020 Hourly Rate: \$12.82 (starting rate) / \$13.49 (after 60 days)
Jade Johnson	Location: Mead Elementary School Position: Club Mead Aide (M-Th 4.0 hrs/day, Fri 2.0 hrs/day) Effective Date: January 6, 2020 Hourly Rate: \$12.82 (starting rate) / \$13.49 (after 60 days)

B. Board Policy Review

Board Policy 330 - Curriculum Development, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in December 2019. The administration recommends approval of Board Policy 330 - Curriculum Development for second reading. (*Attachment A*)

Board Policy 331 - Curriculum Maps, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in December 2019. The administration recommends approval of Board Policy 331 - Curriculum Maps for second reading. (*Attachment B*)

Board Policy 334 - Curriculum Evaluation, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in December 2019. The administration recommends approval of Board Policy 334 - Curriculum Evaluation for second reading. (*Attachment C*)

Board Policy 442.1 - Student Board Representatives, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in December 2019. The administration recommends approval of Board Policy 442.1 - Student Board Representatives for second reading. (*Attachment D*)

Board Policy 731.2 - Use of Electronic Surveillance Technology in Public Areas of School Buildings and Property, Second Reading

This policy was reviewed and approved for first reading at the regular Board of Education meeting in December 2019. The administration recommends approval of Board Policy 731.2 - Use of Electronic Surveillance Technology in Public Areas of School Buildings and Property for second reading. (*Attachment E*)

C. Title VI Program

Discussion and possible action to approve a stipend for the supervision of the Title VI program for the 2019-20 school year.

IV. Updates and Reports

A. Class Size and Sections Reports

The Committee will review information related to class sizes and sections, for both elementary and secondary levels. (*Attachments F & F1*)

B. Occupational Therapist Positions

An update will be given to the Committee regarding a possible occupational therapist FTE increase and adding an additional District occupational therapist position.

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

330 CURRICULUM DEVELOPMENT

The school district shall provide for a learning program curriculum that is based on developed objectives covering standards and that identifies skills, knowledge, and values resources and best instructional practices. The learning program curriculum shall be subject to measurement as a means for assessing the validity of adopted goals and the performance of the schools in meeting those goals via student success on state assessments, local screeners, and classroom assessments.

The District's curriculum shall be in harmony with the Board's adopted Mission Statement, strategic planning goals, state academic standards, and state law. Curriculum development by the professional staff shall be guided by such factors as:

1. actual studies and information concerning the needs of district students,
2. the range of abilities, aptitudes and interests of district students,
3. aspirations of residents of the school district for district students, and
4. the mobility of the population, making it necessary to provide education for district students that move between district schools and would be useful anywhere in the country or in the world.

The Board desires that ~~unnecessary duplication of work among the various school levels be eliminated, and that courses of study and syllabi~~ curriculum be coordinated effectively among the various schools.

An ~~eight (8)~~ ten (10) year ~~procedure~~ process for instructional improvement has been developed by the curriculum department and will be overseen by the Council for Instructional Improvement (CII). This ~~eight (8)~~ ten (10) year ~~procedure~~ process guides curriculum development within the district.

The Board is responsible for approving the school district curriculum and delegates responsibility for its development to the professional staff. ~~the responsibility for development of necessary procedures~~. The Board favors providing opportunities for staff to help in curriculum development through opportunities such ~~devices~~ as workshops, study groups, assistance from outside consultants, and an extended school year to allow teachers to devote summertime to the effort. Teachers shall teach within the approved curricula.

LEGAL REF.: Sections 118.01 Wisconsin Statutes
 118.015, 118.016, 118.019
 118.30(1)(g)
 120.12(14)
 120.13(13), (15)
 120.44
 121.02(1)(k) and (L)
PI 8.01(2)(~~k~~), Wisconsin Administrative Code

CROSS REF.: 310, Instructional Goals and Objectives
 442.1, Student ~~Involvement in Decisionmaking~~ Board Representatives
 Council for Instructional Improvement Handbook
 WREA Agreement

APPROVED: November 11, 1974

REVISED: April 9, 2001
 June 18, 2002
 TBD

331 CURRICULUM GUIDES MAPS

~~Instructional goals and objectives and course outlines~~ Curriculum maps shall be prepared by the professional staff consistent with the District's Council for Instructional Improvement (CII) process and with state law, the Mission Statement of the School District, the Strategic Plan ~~Board goals and objectives~~ and approved academic standards. Where possible, a student will be taught at his/her level of need and will not repeat that which he/she already knows.

The Superintendent, and through him/her, the curriculum and instruction program staff, and building administration, shall have general coordinating authority and supervision over the formation of all curriculum maps ~~courses of study and instructional objectives~~.

LEGAL REF.: Sections 118.01 Wisconsin Statutes
 ~~118.24~~
 118.30 (1)(g)
 121.02(1)(k)
 PI 8.01(2)(~~e~~), Wisconsin Administrative Code

APPROVED: November 11, 1974

REVISED: April 9, 2001
 TBD

334 CURRICULUM EVALUATION

In order to continue to offer district students the highest quality education opportunities and to assure the community that the school district is being operated efficiently and effectively, the administration and staff will ~~implement a~~ **engage in a** comprehensive curriculum **and instruction** renewal process according to the long-range evaluation plan approved by the Board **and overseen by the Council for Instructional Improvement (CII)**.

The overall goals of this process are to:

1. Maintain ~~state of the art~~ knowledge **and implementation** of best practices found in program literature and research and determine relevance for the district;
2. Update or revise curriculum ~~documents~~ **maps** that already exist;
3. Provide opportunities for staff to collaboratively work on common ~~goals and learning targets~~ **outcomes and assessments** for students; and
4. ~~Provide decision-making information for~~ **Acquire** resources ~~acquisition~~ **that best support the curriculum and needs of students**.

LEGAL REF.: Section 121.02(1)(k) Wisconsin Statutes
 PI 8.01(2)(k), Wisconsin Administrative Code

CROSS REF.: 330, Curriculum Development
 ~~Council for Instructional Improvement Handbook~~

APPROVED: September 1991

REVISED: April 9, 2001
 TBD

442.1 STUDENT BOARD REPRESENTATIVES

A member of the junior or senior class shall be elected annually to serve as student representative to the Board, in accordance with established guidelines.

1. A student representative to the Board will be a member of the junior or senior class, elected at large by the student body.
2. The student representative's term shall be for one year, commencing on ~~July 1 of the year of election~~ September 1 following the spring election. One additional successive term may be served by the same student.
3. The student representative shall be notified of all full Board and committee meetings, which are not executive sessions.
4. The student representative shall receive all information normally sent to Board members, except items dealing with the personnel matters or items of a highly confidential nature.
5. The student representative shall sit at the Board table and participate in all appropriate discussion and debate, providing the insights and the feelings of the student body to the members of the Board.
6. The student representative shall not be permitted to vote on any issue.

CROSS REF.: ~~442.1 Rule, Guidelines for Student Board Representative~~
330, Curriculum Development

APPROVED: August 13, 2001
TBD

731.2 USE OF ELECTRONIC SURVEILLANCE TECHNOLOGY IN PUBLIC AREAS OF SCHOOL BUILDINGS AND PROPERTY

The Wisconsin Rapids School District authorizes the use of electronic surveillance technology in District buildings and on District property for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft, vandalism, criminal activity, bullying and harassment, to protect District property and building security, and for enforcing district/school policies, procedures and rules. ~~including, but not limited to, truancy and tardiness issues.~~

Surveillance equipment will be used according to the following guidelines:

1. Equipment may be monitored as needed and in emergency situations, but only in compliance with state or federal law.
2. Only individuals authorized by the Superintendent or principal may view recordings. Video recordings shall not be available for viewing by the public in general, employees in general, or the media. A log will be kept of the date and names of the individuals viewing the video recording.
3. The District reserves the right to provide copies of recordings to law enforcement agencies as deemed appropriate by the Superintendent and/or his/her designee and in compliance with appropriate federal and state laws.
4. The Superintendent may authorize law enforcement to view and/or monitor video surveillance/electronic monitoring live streaming broadcasts. The Superintendent may further authorize law enforcement in an emergency situation to view, monitor and/or record video surveillance/electronic monitoring live streaming broadcasts or recordings if the Superintendent determines that such disclosure protects the health and/or safety of any individual or school district property. The Superintendent is authorized to provide advance guidance to law enforcement on the circumstances in which such authority is granted.
5. The following procedures apply to the viewing of surveillance equipment recordings by adult students and the parent(s)/guardian(s) of minor students when the recording provides a basis for student discipline:
 - A. Adult students (those at least 18 years old) and the parent(s)/guardian(s) of minor students can view the recording along with a school administrator or authorized school staff member. Minor students cannot view the recording. Parents/guardians of adult students may be allowed to view the recording without the adult student's written consent if the adult student is a dependent of his/her parent/guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
 - B. If more than one student is identifiable in a given frame or series of frames, neither the student to be disciplined (regardless of age) or that student's parent(s)/guardian(s) will be able to view the recording unless:
 - a. the recording can be edited or altered so as to render all other students unrecognizable, or;

- b. written consents are obtained from the other adult students and the parent(s)/guardian(s) of the other minor students. Consents must be signed, dated, and must specify the records to be disclosed, the purpose of the disclosure, and the party or parties to whom disclosure may be made.
6. The surveillance system may be used as a resource for investigations. **As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings and/or administrative or criminal proceeding, subject to District policy and procedures.** Should a video recording become part of a student **or employee** disciplinary action, the digitally segregated recording **will may** become part of the student's behavioral record **or staff member's personnel file,** consistent with the District's records policy and procedures.

Video surveillance/electronic monitoring recordings that are a pupil's behavioral record, employee disciplinary record, or for other reasons as established by state or federal law will be retained in accordance with such record retention requirements. Video surveillance/electronic monitoring recordings that are a pupil's behavioral record or staff member's personnel record will be digitally segregated for confidentiality and authenticated approved access.

7. Except as provided in ~~Items (2) and (3)~~ **elsewhere in policy,** video recording will be kept no longer than 30 days. All recordings shall be disposed of in a secure manner. If there are no issues pertaining to the date a video was recorded, the recording may be erased or disposed of in a secure manner after 10 student school days.
8. Cameras are authorized for use in the following areas where public, students, and staff have no reasonable expectation of privacy: entrances, hallways, commons, classrooms, gymnasiums, libraries, parking lots, athletic fields, playgrounds, and the exterior of buildings. Under no circumstances will video cameras be used in any area where the public, students, or staff have a reasonable expectation of privacy, including restrooms, locker rooms, and health rooms.
9. Fake cameras will not be permitted. Equipment may or may not be monitored at all times.
10. Signs will be posted at all main entrances to the buildings stating that video surveillance technology is in use, but may or may not be continuously monitored.

Other public areas of District buildings and grounds may be subject to limited term surveillance with the authorization of the Superintendent or his/her designee. Such approval will be granted only in situations where the Superintendent or his/her designee has reason to believe that a safe and orderly educational environment is at risk, or to monitor areas where theft, vandalism, bullying or harassment are believed to be occurring. Video surveillance will be used in accordance with the guidelines enumerated in this policy.

The District may be in agreement with a municipality for their provision of a School Resource Officer (SRO) and other law enforcement services. As a matter of policy, the District has not directed the SRO or other law enforcement officers to wear and actively use a body-worn camera. The SRO and other law enforcement officers may in the course of their duties in the District be wearing and actively using body-worn cameras. The video or still images from such cameras are law enforcement records that may be subject to release as a public record. In addition, if the video or still image is shared (either through an actual transfer or the record or by a viewing of the record) with the District, the image or video recording may be a pupil record. The District is responsible for the retention and administration of pupil records. The SRO and municipality are

responsible for the retention and administration of law enforcement records. The District and municipality will discuss the record retention and confidentiality aspects of the video record before a request and transfer of a video record occurs.

This policy will be referenced in student and employee handbooks, district newsletters, ~~building use request forms,~~ and on the District website **by other reasonable means.**

LEGAL REF.: Section 118.125, 120.13(1), 175.22, 942.09, 995.50 Wisconsin Statutes
Chapter 19, Subchapters II & IV Wisconsin Statutes
Family Educational Rights & Privacy Act

CROSS REF.: 347 – Student Records
347 Rule – Guidelines for the Control and Maintenance of Student Records
731.1 – Locker Room Privacy
751.21 – Use of Electronic Surveillance Technology on School Bus

APPROVED: May 12, 2014
November 12, 2018
TBD

Average Class Size Report - Secondary

Attachment F
PSC 1/6/2020

WRAMS

Department	2017-18 (1st Trimester) Grade 6-7	2018-19 (1st Trimester) Grade 6-8	2019-20 (1st Trimester) Grade 6-8
Art	26.43	25.08	26.58
Business Exp.	23.25	22.75	25.50
Computer Applications	23.75	24.75	24.25
ELL	6.00	7.00	6.67
Family and Consumer	24.13	24.50	24.25
World Languages	24.50	21.55	23.80
Health	25.00	26.06	24.78
Language Arts	26.63	26.64	27.31
Rtl - Reading Essentials/R180	7.00	6.50	6.83
Mathematics	27.17	27.22	27.61
Rtl - Mathematics	3.67	4.00	4.00
Music	26.29	27.08	24.86
Physical Ed	28.08	26.18	25.02
Science	27.33	27.81	28.14
Social Studies	27.04	27.81	28.08
SwD	10.56	12.91	11.44
Technology Ed	25.00	23.83	26.67

Lincoln High School

Department	2017-18 (1st Trimester) Grade 10-12	2018-19 (1st Trimester) Grade 9-12	2019-20 (1st Trimester) Grade 9-12
Alternative Ed	11.50	10.57	9.71
Art	22.75	24.64	21.64
Business	20.07	20.07	18.27
CCHI	19.50	25.00	23.00
Computer Science	25.17	25.10	22.44
Drivers Ed	15.50	21.00	29.00
ELL	6.00	5.00	6.00
Family and Consumer	24.80	19.29	19.88
World Languages	22.91	19.94	19.19
Language Arts	24.53	24.05	25.54
Rtl - Reading Essentials	7.00	10.00	7.00
Mathematics	24.44	23.63	22.32
Rtl - Math Essentials	2.33	6.00	1.50
Music	34.83	34.78	34.67
Physical Ed	27.42	24.56	25.44
Health	20.50	28.00	24.50
Science	22.35	24.00	23.30
Social Studies	25.29	26.41	27.68
SwD	8.78	7.77	11.00
Technology Ed	20.65	19.89	19.45

2019-2020 Class Size Report - Elementary

Attachment F1
PSC 1/6/2020

Location	Kindergarten	Grade 1	Grade 2	Grade 3	Gr. K-3 Avg.	Grade 4	Grade 5	Gr. 4-5 Avg.	School Total (Kdgn-Gr 5)	
Grant	42	42	53	42		35	36		429	<i>Enrollment</i>
Teacher FTE's	3.00	3.00	3.00	2.00		1.50	1.50		13.00	<i>FTE Total</i>
Avg/Grade/School	14.00	14.00	17.67	21.00	16.27	23.33	24.00	23.67		<i>Avg Cl Size K-5</i>
Grove	28	43	31	44		25	39		356	<i>Enrollment</i>
Teacher FTE's	2.00	2.00	2.00	3.00		1.00	2.00		21.00	<i>FTE Total</i>
Avg/Grade/School	14.00	21.50	15.50	14.67	16.22	25.00	19.50	21.33		<i>Avg Cl Size K-5</i>
Howe	49	52	46	63		54	65		539	<i>Enrollment</i>
Teacher FTE's	3.00	3.00	3.00	3.00		2.00	3.00		29.00	<i>FTE Total</i>
Avg/Grade/School	16.33	17.33	15.33	21.00	17.50	27.00	21.67	23.80		<i>Avg Cl Size K-5</i>
Mead	58	68	53	50		62	53		573	<i>Enrollment</i>
Teacher FTE's	4.00	4.00	3.00	3.00		3.00	3.00		34.00	<i>FTE Total</i>
Avg/Grade/School	14.50	17.00	17.67	16.67	16.36	20.67	17.67	19.17		<i>Avg Cl Size K-5</i>
THINK	24	40	25	24		36	30		292	<i>Enrollment</i>
Teacher FTE's	1.50	2.00	1.50	1.00		1.50	1.50		10.00	<i>FTE Total</i>
Avg/Grade/School	16.00	20.00	16.67	24.00	18.83	24.00	20.00	22.00		<i>Avg Cl Size K-5</i>
Washington	48	56	49	61		56	58		542	<i>Enrollment</i>
Teacher FTE's	3.00	3.00	3.00	3.00		2.00	3.00		29.00	<i>FTE Total</i>
Avg/Grade/School	16.00	18.67	16.33	20.33	17.83	28.00	19.33	22.80		<i>Avg Cl Size K-5</i>
Woodside	55	55	63	66		54	62		594	<i>Enrollment</i>
Teacher FTE's	3.00	3.00	3.00	4.00		2.00	3.00	5	31.00	<i>FTE Total</i>
Avg/Grade/School	18.33	18.33	21.00	16.50	18.38	27.00	20.67	23.20		<i>Avg Cl Size K-5</i>
Total Enrollment	304	356	320	350		322	343		3325	
Class Size Average	15.60	18.12	17.17	19.17	17.34	25.00	20.40	22.28		19.24
Class Size Range	11-19	13-22	15-25	14-24		20-28	17-24			