



Wisconsin Rapids Board of Education  
**Personnel Services Committee**

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

*AGENDA*

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

March 2, 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. Retirements
  - C. Professional Staff Base Wage
  - D. Board Policy Review
  - E. Non-Athletic Co-Curricular Compensation
- IV. Updates and Reports
  - A. Employee Assistance Program Activity and Utilization Update
- 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.



**BACKGROUND**

Sandra Hett, Chair  
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- I. Call to Order
- II. Public Comment
- III. Actionable Items
  - A. Appointments

The administration recommends approval of the following professional staff appointment:

Samantha Svoboda	Location: WRAMS Position: Teacher (Behavior Interventionist) (.80 FTE) Education: Master's – Concordia University – January 2020 BS – UW Green Bay – May 2016 Major/Minor: Counseling, Psychology/Human Development Salary: \$36,000 ( <i>\$36,000 total salary/2019-20 salary \$12,410 for 65.5 days</i> )
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The administration recommends approval of the following support staff appointments:

Trisha Svoboda	Location: Lincoln High School Position: Study Hall Aide (7.0 hrs/day) Effective Date: February 10, 2020 Hourly Rate: \$14.52 (starting rate) / \$15.28 (after 60 days)
Ashley Worzalla	Location: Woodside Elementary School Position: Special Education Aide (5.5 hrs/day) Effective Date: February 26, 2020 Hourly Rate: \$14.99 (starting rate) / \$15.77 (after 60 days)

- B. Retirements

The administration recommends approval of the following professional staff retirement:

Richard Larson	Location: District Position: Teacher (1.0 FTE) Effective Date: June 8, 2020 Date of Hire: August 22, 1983
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The administration recommends approval of the following professional staff early retirements:

Lori Thompson	Location: Washington Elementary School/THINK Academy Position: Teacher (1.0 FTE) Effective Date: June 8, 2020 Date of Hire: August 23, 1990
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Julie Space	Location:	Lincoln High School
	Position:	Teacher (1.0 FTE)
	Effective Date:	June 8, 2020
	Date of Hire:	August 19, 1996
Carol Molski	Location:	Grove Elementary School
	Position:	Teacher (1.0 FTE)
	Effective Date:	June 8, 2020
	Date of Hire:	August 16, 1988
Lynn Borski	Location:	Lincoln High School
	Position:	Teacher (1.0 FTE)
	Effective Date:	June 8, 2020
	Date of Hire:	August 21, 2000
Tammy St Myers	Location:	WRAMS
	Position:	Teacher (1.0 FTE)
	Effective Date:	June 8, 2020
	Date of Hire:	August 19, 1996

C. Professional Staff Base Wage

Administration will provide the Committee a recommendation for a new professional staff base wage for new hires starting with the 2020-21 school year.

D. Board Policy Review

Board Policy 361.1 Rule - Procedures for Selection and Reconsideration of Library Materials, Second Reading.

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in February 2020. The administration recommends approval of Board Policy 361.1 Rule - Procedures for Selection and Reconsideration of Library Materials for second reading. (*Attachment A*)

E. Non-Athletic Co-Curricular Compensation

Discussion and possible action on a possible percentage adjustment for Archery Club, a non-athletic co-curricular assignment at WRAMS.

IV. Updates and Reports

A. Employee Assistance Program Activity and Utilization Update

The Committee will be provided an update on the activities and utilization of the District's Employee Assistance Program (EAP).

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

## 361.1 RULE PROCEDURES FOR SELECTION AND RECONSIDERATION OF LIBRARY MATERIALS

### Library Materials Selection

Wisconsin Rapids Public Schools complies with the Department of Public Instruction administrative rule for Wisconsin State Statute 121.02(h) which, in part, states: “All students shall be provided access to a current balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials which depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.” (1) Except as provided in s. 118.40(2r)(d), each school board shall: (h) Provide adequate instructional materials, texts, and library services which reflect the cultural diversity and pluralistic nature of American society.”

During the selection process, library media specialists will evaluate the existing collection and assess curricular and recreational needs. Reputable professional selection tools and other appropriate sources will be consulted. In an attempt to build a balanced collection that achieves cultural diversity, library media specialists will use a variety of means to select and evaluate materials including previews, bibliographies, reviews, and checklists. Recommendations for purchase will also be solicited from school personnel and students.

Library materials are all materials self-selected by students or teachers and circulated or accessed from the library media center, including but not limited to print media, non-print materials such as videocassettes, laserdisc, DVDs, audiocassettes, transparencies, CDs, computer software and electronic resources. The process for including new material formats (e.g. online databases, eBooks, streaming media, games, apps) should be ongoing. Factors to consider in this decision include current demand, trends or growth in demand, and strengths and weaknesses of the format. Accessibility to patrons with special needs should also be considered when purchasing materials. Evaluating new material formats based on these criteria prepares the library to meet patron demands.

### Criteria for Selection of Materials

Print, non-print, and electronic digital resources will be evaluated by the following criteria as they apply as supported by the American Library Association (ALA) for school libraries. Materials shall:

- ~~1. support and be consistent with the general educational goals of the district,~~
- ~~2. support and be consistent with the objectives of the curricula,~~
- ~~3. present various points of view on controversial subjects with the goal of providing a balanced collection,~~
- ~~4. provide for a balanced collection relevant to a global society,~~
- ~~5. be appropriate for the subject area and for the age, emotional development, ability level, and social development for whom the materials are selected,~~
- ~~6. provide a fair representation of many religious, ethnic, and cultural groups and their contributions to our civilization.~~
- ~~7. avoid sex role, ethnic bias, and stereotyping,~~
- ~~8. be created by competent and qualified authors and producers,~~
- ~~9. be available in a variety of formats for recreational reading,~~
- ~~10. have a physical format, durability, and appearance suitable for their intended use,~~
- ~~11. be of acceptable technical quality with adequate documentation,~~
- ~~12. be selected for their strengths rather than rejected for their weaknesses,~~
- ~~13. After the weeding process is over, all withdrawn materials will be considered essentially valueless.~~

1. Support and enrich the curriculum and/or students' personal interests and learning.
2. Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format.
3. Be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social, emotional, and intellectual development of the students for whom the materials are selected.
4. Incorporate accurate and authentic factual content from authoritative sources.
5. Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel.

6. Exhibit a high degree of potential user appeal and interest.
7. Represent differing viewpoints on controversial issues.
8. Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures.
9. Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-Books, educational games, and other forms of emerging technologies).
10. Demonstrate physical format, appearance, and durability suitable to their intended use.
11. Balance cost with need.

- A. Although the Board of Education recognizes that any item may offend some patrons, selection of materials on controversial topics will not be made on the basis of any anticipated approval or disapproval but rather on the merits of the material and its value to the collection and to patrons.
- B. Materials selected on controversial subjects such as religion, political ideologies, and sex and profanity, shall be factually unbiased and broadly representative. Inclusion of profanity, frank treatment of sex, or violence, shall not automatically rule out books or other materials. It will, however, necessitate a thorough examination of the merits of the materials in question.

### **Weeding of Library Materials**

Weeding is discarding materials from a library media center collection in a systematic and deliberate way. It is an ongoing part of collection development, a planned and thoughtful action that will ensure library materials are current and relevant. The library media specialist will make the final decision on the materials to be weeded. Weeded materials will be disposed of in accordance with Board policy.

### **Donations**

Donations may be accepted by all library media centers. Donated materials must meet the same selection criteria as defined in the WRPS Library Materials Selection Policy. The library media specialist reserves the right to accept, reject, or discard donated materials.

### **Resource Sharing**

District library media centers shall participate in the mutual sharing of resources to better meet the needs of patrons.

1. No single library media center can provide for the information needs of all its patrons.
2. Sharing materials within the district does not relieve a library media center of the responsibility for developing its own collection.
3. Requests for materials from other district library media centers will be through the building library media specialists.
4. Teachers may request materials from the public library.

### **Overdue Library Materials**

Patrons are responsible for returning library materials on time and in good condition. When a student has materials overdue, he/she may lose the privilege of checking out more items until the overdue items have been returned. The building library media specialist may grant exceptions to this policy. ~~Students in elementary grades will not be required to pay fines on overdue materials. A fine policy will be in effect for students in the grades 7-12.~~

~~All overdues and fines accumulated during a quarter must be resolved by the end of the quarter.~~ Throughout the year, overdue and/or fine notices will be sent to students and parents/guardians.

1. Students will be notified ***by email message and/or print notices*** of overdue materials and/or fines.
- ~~2. Fines will accumulate only for days when school is in session.~~
- ~~3. No fine will be charged for days when a student has an excused absence.~~
- ~~4. A fine on an item shall not exceed \$5.00~~
- ~~5. The fine on materials with "overnight" circulation is at the discretion of the building library media specialist.~~
- ~~6.~~ 2. When a student has materials overdue and/or owes a fine, he/she may lose the privilege of checking out more items until those items are returned ***or the fine has been paid.***
3. ***Parents/guardians will be notified of their student's overdue materials and/or fines at the end of each trimester in grades K-12. Notices will be sent electronically by email and/or Skydert messages in Skyward.***

## **Lost and Damaged Materials**

1. Replacement cost will be charged for any materials lost or destroyed. The cost will be determined from the price entered in the catalog record, ~~current catalogues, or Books in Print.~~ ***or the price to replace material if purchased from one of the District's approved vendors.***
2. If the item is no longer in print, the charge will be the current average cost of that type of media, e.g. hardcover book, paperback, magazine, video, etc.
3. If lost items are returned within one year from the date of checkout ***and in good condition.*** the payment will be refunded.
4. ***For students in grades K-8, fines for lost and damaged materials will be entered into Skyward Fee Management at the end of the 5<sup>th</sup> grade year as students exit elementary school, and the end of the 8<sup>th</sup> grade year as they exit middle school.***
5. ***For students in grades 9-12, fines for lost and damaged materials will be entered into Skyward Fee Management by the end of each school year.***

## **Intellectual Freedom**

Intellectual freedom is a basic requirement of a democracy and necessary for an informed citizenry. Students are encouraged to explore ideas from many points of view and this belief is reflected in the library materials selection policy. Reading is among our greatest freedoms. Parents/guardians have the right and responsibility to monitor the reading and information accessed by minor children. The Wisconsin Rapids Public Schools will not censor or restrict access to materials within a library media center's collection.

## **Reconsideration of Library Materials**

Any parent, legal guardian, or citizen may request reconsideration of library materials. Parents have the right to guide the education of their child, but the school district also has the right to protect other children's rights to participate in educational experiences over the objection of an individual or group of citizens in the community. Therefore, challenged material shall not be restricted during the re-evaluation proceedings; however, requests of individual parents and/or guardians for alternative materials for their child will be honored without penalty (361.1-Exhibit 2).

The Wisconsin Rapids Public Schools has approved the following procedure to be used when a complaint opposing the use of a particular library material is received.

- A. The principal, teacher, or library media specialist initially receiving a complaint will arrange to have the library media specialist explain to the complainant the school district's selection policy. If the issue raised by the complainant is satisfactorily resolved through consultation(s), the procedure terminates at this point.
- B. If the complainant still objects to the materials, the principal or library media specialist will give a copy of the *Request for Reconsideration* form to the complainant (361.1 – Exhibit 3) to be completed and returned to the principal within ten (10) school days. The completed form will then be forwarded to the Superintendent.

- C. Upon receipt of the written complaint, the Superintendent shall call within ten (10) school days a review committee consisting of:
1. the Director of Curriculum, who will act as chair,
  2. the principal from the school in which the complaint originated,
  3. two library media specialists from the school district,
  4. the district elementary library media specialist,
  5. two teachers from the appropriate grade level or subject area, one from the school in which the complaint originated, one from elsewhere in the district,
  6. the student representative on the Wisconsin Rapids School Board,
  7. two citizens of the school district appointed annually by the Superintendent.
- D. The review committee shall:
1. meet within thirty (30) school days of its appointment to discuss the material,
  2. read and examine the material in its entirety,
  3. assess the worth of the material by reading reviews and by consulting evaluation tools,
  4. weigh values and faults against each other and form opinions based on the material as a whole, not on passages pulled out of context,
  5. reserve the right to use outside expertise if necessary to help in its decision-making process,
  6. meet with the complainant to discuss the challenged material, if the complainant so desires,
  7. vote by secret ballot on the recommendation, with the majority rule,
  8. prepare a written recommendation to be submitted to the Superintendent within one month from date of the review meeting.
- E. After examination of the written recommendation from the review committee, the Superintendent shall notify the complainant of the decision of the review committee.
- F. A complainant who is not satisfied with the decision of the review committee may appeal to the Board of Education within ten (10) school days of the receipt of the Superintendent's report. The Board of Education shall review the recommendation of the committee with the Superintendent and make a final decision. The Board's review may include comments from the complainant and the review committee.
- G. Every *Request for Reconsideration* form will be acted upon. Requests to re-evaluate materials which have previously been before the review committee may not be re-challenged for three calendar years and must receive approval of the majority of the committee members before the material will again be re-evaluated.
- H. If the decision is made to remove materials from one school, such materials shall be removed from similar grade levels in all schools in the district.
- I. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professional staff involved in the original selection or use of the material.
- J. The chair of the committee will provide information to the news media.

LEGAL REF: 121.02 Wisconsin Statutes

CROSS REF.: 690 – Disposal of School Property

APPROVED: June 1980

REVISED: August 1987  
 January 1995  
 April 9, 2001  
 April 10, 2006  
 May 12, 2008  
 March 11, 2013  
TBD