



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

July 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. Retirement
 - C. Resignations
 - D. Employee Handbook Revision
 - E. Digital Media and Visual Coordinator Position
 - F. Academic Co-Curricular Position
 - G. Elementary Library Media Stipend
- IV. Consent Agenda
- V. 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

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- I. Call to Order
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 - A. Appointments

The administration recommends approval of the following professional staff appointments:

Sara Kolo	Location: District Position: Equity Coordinator (Teacher 1.0 FTE) Education: Master's – UW Superior – December 2018 Bachelor's – UW Eau Claire – May 2003 Major/Minor: Educational Administration, Political Science/Spanish, History Salary: \$56,009
Madeline Brueggemann	Location: Mead Elementary & Washington Elementary & WRAMS Position: Teacher (1.0 FTE) Education: Bachelor's – Kendall College of Art & Design – May 2020 Major/Minor: Art Education/Painting Salary: \$41,500
Thao Xiong	Location: WRAMS Position: Teacher (1.0 FTE) Education: Bachelor's – UW Stevens Point – December 2017 Major/Minor: Broadfield Social Science/History Salary: \$41,500
Gavin Baade	Location: Mead Elementary & Woodside Elementary Position: Teacher (.44 FTE) Education: Bachelor's – UW Whitewater – May 2020 Major/Minor: Physical Education/Health Education Salary: \$18,260
Lindsey Blanke	Location: District Position: Teacher (1.0 FTE) Education: Master's – Mount Mary University – August 2015 Bachelor's – U of MN – December 2010 Major/Minor: Occupational Therapy, Spanish Studies Salary: \$49,000

The administration recommends approval of the following support staff appointments:

Angela Wirth	Location: WRAMS Position: Head Cook (7.75 hrs/day) Effective Date: August 24, 2020 Hourly Rate: \$16.55 (starting rate) / \$17.42 (after 60 days)
Bonnie Olson	Location: Woodside Elementary Position: Kitchen Helper (2.5 hrs/day) Effective Date: August 24, 2020 Hourly Rate: \$15.33
Lindsay Manternach	Location: WRAMS Position: Special Education One-on-One Aide (7.0 hrs/day) Effective Date: September 1, 2020 Hourly Rate: \$14.99 (starting rate) / \$15.77 (after 60 days)
Angela Francis	Location: PAC Position: Youth Apprenticeship for 2020-2021 School Year Effective Date: June 9, 2020 Hourly Rate: \$9.30

The administration recommends approval of the following 2020 summer school support staff appointments:

Name	Summer School Position	Location	Hourly Wage
Machelle Anderson	Secretary	Grove	\$16.74
Carole Pfahning	Secretary	LHS	\$16.74
Barb Enright	Instructional Aide	Grove	\$13.00
Cheryl Burmeister	Instructional Aide	Grove	\$13.00
Joanne Dachel	Instructional Aide	Grove	\$13.00
Ashley Worzalla	Instructional Aide	Grove	\$13.00
Amanda Mrozek	Instructional Aide	Grove	\$13.00
Michelle Diebel	Instructional Aide	Grove	\$13.00
Carrie Schultz	Instructional Aide	Grove	\$13.00
Tania Halbersma	Instructional Aide	Grove	\$13.00
Holly McMiller	Instructional Aide	Grove	\$13.00
Patty Halbur	Instructional Aide	LHS	\$13.00
Kathy Melville	Instructional Aide	LHS	\$13.00
Nicole Crowley	Instructional Aide	RCHS(LHS)	\$13.00
Trisha Svoboda	Instructional Aide	LHS	\$13.00
Dawn Sylvester	Instructional Aide	LHS	\$13.00
Nichole Goetz	Instructional Aide	LHS	\$13.00
Morgan Benedict	Gymnastics	LHS	\$ 7.50
Emily Hartjes	Gymnastics	LHS	\$ 7.50
Madisyn Hasenhorl	Gymnastics	LHS	\$ 7.50
Yanassa Quilantan	Gymnastics	LHS	\$ 7.50
Payton Rehberg	Gymnastics	LHS	\$ 7.50
McKenzie Schuld	Gymnastics	LHS	\$ 7.50
Destinee Steinhafel	Gymnastics	LHS	\$ 7.50
Fina Gaugert	Gymnastics	LHS	\$ 7.50

*Hourly rate for Summer Swim workers vary by job for the day: Locker Room - \$7.50, Lifeguard - \$9.00, Swim Instructor - \$10.00, Head Lifeguard - \$13.00

Jillian Alekna	Swim	LHS
America Arts	Swim	LHS
Tessa Atwood	Swim	LHS
Casey Christensen	Swim	LHS
Jillian Engelbright	Swim	LHS
Hannah Felker	Swim	LHS
Logan Felker	Swim	LHS
Kiralyn Felts	Swim	LHS
Megan Gawlitta	Swim	LHS
Zoe Gilmaster	Swim	LHS
Ellie Heiman	Swim	LHS
Marlene Holtz	Swim	LHS
Sarah Korte	Swim	LHS
Madeline Krzykowski	Swim	LHS
Grace Mortenson	Swim	LHS
Elizabeth O'Connor	Swim	LHS
Isabelle Pechinski	Swim	LHS
Adam Price	Swim	LHS
Elliot Schultz	Swim	LHS
Tyler Schultz	Swim	LHS
Kayelyn Schulze	Swim	LHS
Becca Sneen	Swim	LHS
Elizabeth Sonnenberg	Swim	LHS
Josie Staven	Swim	LHS
Maggie Weiland	Swim	LHS
Paige Wogahn	Swim	LHS

B. Retirement

The administration recommends approval of the following non-represented staff early retirement:

Wayne Jaworski	Location:	District
	Position:	Information Technology Support Specialist (8.0 hrs/day)
	Effective Date:	January 5, 2021
	Date of Hire:	May 1, 1995

C. Resignations

The administration recommends approval of the following professional staff resignations:

Samantha Svoboda	Location:	WRAMS
	Position:	Teacher (Behavior Interventionist) (.80 FTE)
	Effective Date:	June 8, 2020
	Date of Hire:	March 2, 2020

Trevor Hoth	Location:	Mead Elementary & Woodside Elementary
	Position:	Teacher (.44 FTE)
	Effective Date:	June 12, 2020
	Date of Hire:	August 25, 2020

D. Employee Handbook Revision

Discussion and possible action to approve recommended changes to the following Employee Handbooks: Custodial and Maintenance Staff, Food Services Staff, Office/Clerical and Aide Support Staff, Professional Staff, Administration and Non-Represented Staff, and Substitutes. (*Attachment A*)

E. Digital Media and Visual Coordinator Position

Discussion and possible action on the District Digital Media and Audio Visual Coordinator position.

F. Academic Co-Curricular Position

Discussion and possible action on adding an academic co-curricular Livestream Advisor position at Lincoln High School.

G. Elementary Library Media Stipend

Discussion and possible action on a stipend for the elementary Library Media Specialist position for the 2020-2021 school year.

IV. 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.

V. Adjournment

Addendum to Staff Handbook Concerning Pandemic Workplace Protocols

The following workplace protocols will be in effect during the COVID-19 Pandemic. These mandatory protocols are designed to mitigate your exposure to COVID-19 in the workplace, but will not necessarily prevent you from nevertheless contracting the disease. The following protocols may be amended from time to time at the discretion of the District Administrator as COVID-19 guidance and recommendations continue to evolve and/or circumstances dictate.

1. BEFORE REINTEGRATION INTO THE OFFICE ENVIRONMENT THE STAFF PERSON WILL COMPLETE THE FOLLOWING SURVEY

- a. Timing of Completion of the Survey: The following ADA-Compliant Pre-Pandemic Employee Survey shall be submitted prior to your return to work. Staff who are working exclusively at home do not need to return the survey until immediately before they return to work. Please submit this form to the Director of Human Resources, Brian Oswall (a *separate document containing only this survey will be sent to you which can be filled out and submitted via email*).
- b. Purpose of the survey: The survey gives staff the opportunity to state whether they believe they are unable to physically return to work in the school district facilities for one of the reasons identified in the survey without stating which factor is the basis for their not wanting to return to work. Employees who believe they can physically return to the school district facilities (none of the factors identified prevent them from returning to the office) should check “no.” Note that other parts of this Addendum address circumstances under which staff are prohibited from returning to work in their traditional, physical work location within the school(s).
- c. Directions: Answer "yes" to the whole question without specifying the factor that applies to you. Simply check “yes” or “no” at the bottom of the page.
- d. Confidentiality: Your survey responses will remain confidential to the extent allowed by state and federal law. Only authorized key administrators and/or staff members will have access to your survey responses on a “need-to-know” basis.
- e. SURVEY:
In light of the COVID-19 pandemic, are you **unable** to come to work because of any one of the following reasons:
 - i. Schools or day-care centers are closed, and I need to care for a child;
 - ii. Other dependent care services are unavailable, and I need to care for other dependents;
 - iii. Public transport is sporadic or unavailable, and I am unable to travel to work; and/or;
 - iv. Either you or a member of your household fall into one of the categories identified by the CDC as being at high risk for serious complications from the pandemic influenza virus or COVID-19, and you are being advised by public

health authorities not to come to work (e.g., pregnant women; persons with compromised immune systems due to cancer, HIV, history of organ transplant or other medical conditions; persons less than 65 years of age with underlying chronic conditions; or persons over 65).

Answer: YES_____, NO_____

2. STAFF SHOULD WORK AT HOME IF POSSIBLE

- a. Staff members who can, should continue to work remotely provided that you have made arrangements with your supervisor and your supervisor has authorized you to work remotely. Not every employee will be allowed to work remotely even if an employee believes that he or she can successfully perform work duties from home.
- b. Employees having productivity or technical problems when working at home should immediately discuss the problem with their supervisor and/or information technology staff. Working in the school district facilities may be one of a range of options considered to resolve the technical issues.

3. BEFORE ARRIVING AT WORK SITE (SCHOOL DISTRICT FACILITY, MEETING LOCATION, OFF-SITE LOCATION, ETC.)

- a. You are required to do all the following before arriving at the worksite, office, meeting location, school district, etc.
 - i. Talk to your supervisor about your work schedule: For those employees who come into the school district's facilities, flexible work hours and arrangements may be available or even required. Although the District retains the right to ultimately set your work schedule and hours, the District *may* take into consideration specific employee circumstances and/or requests on a case-by-case basis.
 - ii. Monitor your health: Employees should take their temperature and monitor their personal health prior to coming to the work site (office, meeting location, school building, etc.) and take the Daily Self Screening Survey(see below)
 - 1) **Employees must stay home if they exhibit any of the following symptoms in isolation or combination**: Fever of 100.4° F or more, chills, cough, shortness of breath or sore throat, loss of sense of smell/taste; muscle fatigue/body aches, nausea, vomiting, or diarrhea. *This is not a complete list of possible COVID-19 symptoms. For a complete list of COVID-19 symptoms, please monitor the CDC's website at:*
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - 2) **Employees must stay home if they are diagnosed with COVID-19.** (see return to work in section 5, below). *CDC guidance for how long a person who has been diagnosed with COVID-19 should remain quarantined varies depending upon whether the person was symptomatic or asymptomatic and upon whether the person has a compromised immune system. For more information, please monitor*

the CDC's webpage at

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

- iii. Stay home if an individual you reside with has COVID-19: Employees who are well, but have a family member or individual they reside with at home who is sick with COVID-19, must immediately notify their supervisor and stay home. Families First Coronavirus Response Emergency Leave or other staff handbook leave provisions (sick leave for example) may apply and be available upon request. If you do not wish to take leave and believe that you are able to continue to work from home, the District may grant such a request after taking all considerations into account on a case-by-case basis.
 - iv. Notify your supervisor if you are home sick: Employees should notify their supervisor and stay home if they are sick. Families First Coronavirus Response Emergency Leave or other staff handbook leave provisions (sick leave for example) may apply and be available upon request. (Additional information on how to access leave for your illness is contained in your employee handbook).
 - v. Specific period of leave depending upon symptoms: Employees who have symptoms of respiratory illness must stay home and may not come to work until they are free of fever (>100.4°F) AND/OR respiratory symptoms (for example, cough, shortness of breath, sore throat) for at least three days (72 hours) without the use of fever-reducing medicine AND seven days have passed since symptoms first appeared.
 - vi. Specific period of leave depending upon exposure to COVID-19: Employees who have been exposed to a person with COVID-19 must stay home from work and self-monitor as set forth below.
 - 1) Consistent with current Wisconsin Department of Health Services recommendations, employees who are told they have a medium or high-risk exposure shall not physically report to work for 14 days during which time they should monitor for symptoms and/or fever. Employees must immediately notify their supervisor of such exposure and make arrangements to continue to work from home if the employee's supervisor determines that such a work-from-home arrangement is practicable.
- b. If an employee shares with the District that they have COVID-19 infection, the District will inform local health officials and notify fellow employees of their possible exposure to COVID-19 in the workplace. The District will maintain confidentiality as required by the Americans with Disabilities Act (ADA) and will not disclose the employee's identity or anything about the employee's illness with other staff members who do not have a "need-to-know."
 - c. Individuals who are asymptomatic and have no knowledge of being exposed to someone with COVID-19 can attend work in person as scheduled, unless they have a possible [travel exposure](#), subject to the other recommendations and requirements in this Addendum. Employees who choose to participate in non-essential travel are expected to practice social distancing. Those who do not practice social distancing during the non-essential travel should self-quarantine for fourteen (14) days and will not be eligible for any pay from the District. Employees may use accrued time off during this period.

4. UPON INITIAL ARRIVAL AT THE WORKSITE

- a. Employees who are experiencing any of the following symptoms must not enter the worksite and must instead return home. *[The following is not a complete list of possible COVID-19 symptoms, but rather are listed as examples. Districts should monitor the CDC's website for an up-to-date list of possible symptoms and modify the following list as they deem necessary.]*
 - i. Fever
 - ii. Chills
 - iii. Cough
 - iv. Shortness of Breath
 - v. Sore Throat
 - vi. Nausea, Vomiting, and/or Diarrhea
- b. Employees who become ill with symptoms of influenza-like illness at work during a pandemic must leave the workplace. This means that, if you report when you are sick or experiencing fever (>100.4°F) AND/OR respiratory symptoms (for example, cough, shortness of breath, sore throat, chills), you will be directed to immediately go home.
- c. Engage prevention practices as set forth in section 6.

5. RETURN TO WORK

An employee who intends to return to work following a COVID-19 related absence, must (a) notify the District of the date he/she intends to return at least (2) work days in advance of the intended return date, and (b) submit with his/her request to return a doctor's note certifying that the employee is fit for duty.

6. IMPLEMENTATION OF PREVENTION PRACTICES IN THE WORKPLACE

- a. Social Distancing: As districts are aware, various local, state, federal authorities continue to recommend (if not require) that individuals stay home to the extent possible and if not, maintain at least 6-feet of physical space from other individuals. Consequently, districts may have to:
 - i. Face Coverings:
 - 1) Face coverings will be provided for staff and it is recommended that they be worn if social distancing can't be maintained. Understand that ADA reasonable accommodations may be required for employees with disabilities that would restrict their ability to use face coverings.
 - ii. Travel:
 - 1) Employees who choose to participate in non-essential travel are expected to practice social distancing. Those who do not practice social distancing during the non-essential travel should self-quarantine for fourteen (14) days and will not be eligible for any pay from the District. Employees may use accrued time off during this period. [guidance on travel-related restrictions](#).

- b. Sanitation and Hygiene
 - i. [The CDC has advised](#) that washing hands with soap and water is the best way to get rid of germs in most situations. Hand sanitizer may be used when hand washing with soap and water is not possible but should not be substituted when hand washing is possible. Employees touch many public surfaces on their way from home to the office and should wash their hands shortly after entering the office.
 - ii. Employees should try to avoid touching their eyes, nose, mouth, and face coverings with unwashed hands.
- c. Cleaning and Disinfecting:
 - i. Districts must work with their maintenance and custodial staff to establish appropriate cleaning and disinfecting procedures and requirements.
 - ii. Districts should also consider working with maintenance and custodial staff to improve air quality, filtration, and ventilation where possible.
 - iii. Employees to notify their supervisor of the need for cleaning staff attention to particular areas that appear to be unsanitary.
- d. Educate Employees on Additional Preventative Measures and Resources:
 - i. [Stop the Spread of Germs](#)
 - ii. [The Symptoms of Coronavirus Disease 2019](#), and [Stay Home When You Are Sick](#).
 - iii. CDC [communication materials](#)
 - iv. District Inservice
 - v. See below for additional materials
- e. Additional Considerations. When considering operational decisions, districts should:
 - i. Act as though symptomatic individuals have COVID-19 until they know otherwise.
 - ii. Act quickly to prevent spread (implement containment and disinfecting measures immediately).

Staff DAILY Self Screening for COVID-19

Expectations:

- All staff reporting to the school building, or working with other staff, students or families are required to complete the questions below before coming to the school building or working with staff, students or families.
- All staff not able to come to work will be required to call in to their supervisor 90 minutes prior to your start time.
- Staff may provide medical documentation by a medical professional, public health, or the school nurse (only if asked to leave school) regarding the request to quarantine in order to utilize Families First Coronavirus Response Act (FFCRA) sick leave.
- Staff are responsible for complying with the daily checklist and *maintaining personal* documentation. Failure to do so will be considered insubordination, and could result in disciplinary action, up to and including termination.

1. Do you have any of these symptoms that are new or unusual for you? YES/NO

(If Yes then you should contact your doctor and stay home and self isolate)

Fever (100.0 or greater)

Cough

Shortness of breath

Loss of smell

Loss of taste

Sore throat

Muscle aches

Headache

Nausea, vomiting, diarrhea

Fatigue

2. Have you been diagnosed with COVID-19? YES/NO

(If yes, you should remain home for 3 days after fever resolves and symptoms have resolved. This should also be 10 days after initial symptoms started). If you had tested positive but had no symptoms (asymptomatic) then you should remain in self-isolation for 10 days after the positive result.

3. Have you been in close contact with someone who has been diagnosed with COVID-19?

YES/NO (If yes then you should home-isolate and monitor symptoms for 14 days).

4. Have you taken medicine for a fever in the last 72 hours? YES/NO

(If Yes you should remain on home-isolation and talk with your doctor).

Sources and Workplace Education Posters

Sources:

- Wisconsin Department of Health Services
<https://www.dhs.wisconsin.gov/covid-19/employers.htm>
- Equal Employment Opportunity Commission's Pandemic Preparedness in the Workplace and the Americans with Disabilities Act
<https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>
- Equal Employment Opportunity Commission's "What You Should Know about COVID-19 and ADA Rehabilitation Act and Other EEO Laws"
<https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
- CDC Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/critical-workers-implementing-safety-practices.pdf>
- CDC Workplace Decision Tree
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/workplace-decision-tree.pdf>
- CDC Childcare and Guidance
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- CDC Reopening America Guidance
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
- OSHA Guidance on Preparing Workplaces for COVID-19
<https://www.osha.gov/Publications/OSHA3990.pdf>
- OSHA Guidance Summary Document – Ten Steps All Workplaces Can Take
<https://www.osha.gov/Publications/OSHA3994.pdf>
- WEDC website at:
<https://wedc.org/wp-content/uploads/2020/06/COVID-19-GENERAL-Guidelines-ENGLISH-1.pdf>
- U.S. Environmental Protection Agency (EPA) - Disinfectants;

Workplace Education Posters Include the following (*these are hyperlinks*):

- [Considerations for High Risk Individuals to Wear and Remove a Mask](#)
- [Identifying the Latest COVID Symptoms](#)
- [Preventing the Spread of COVID](#)
- [Returning to Work after COVID](#)
- [Stay Home From Work if you are Sick](#)
- [Stop the Spread of Germs](#)
- [Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus](#)
- [Wash Your Hands for 20 Seconds](#)
- [What You Should Know About COVID to Protect Yourself and Others](#)