



## 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

October 4, 2021

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI  
Conference Room A/B

Time: Immediately following the Educational Services Committee meeting, but not before 6:15 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
  - A. Appointments
  - B. Resignations
  - C. Board Policy Review
  - D. Substitute Compensation
- 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 however, no deliberation or action will be taken by other Committees or the full Board of Education.



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

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

**BACKGROUND**

Sandra Hett, Chair  
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Mary Rayome  
John Krings, President

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Time: Immediately following the Educational Services Committee meeting, but not before 6:15 p.m.

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

The administration recommends approval of the following support staff appointments:

Linda Sanger	Location: WRAMS Position: Cashier (3.5 hrs/day) Effective Date: September 28, 2021 Hourly Rate: \$12.26 (starting rate) / \$12.91 (after 60 days)
Linda Sanger	Location: Howe Elementary Position: Breakfast Cashier (1.25 hrs/day) Effective Date: September 28, 2021 Hourly Rate: \$12.26 (starting rate) / \$12.91 (after 60 days)
Paul Drake	Location: Lincoln High School Position: Custodian (8.0 hrs/day) Effective Date: September 27, 2021 Hourly Rate: \$22.14 (starting rate) / \$23.31 (after six months)
Carol Rogers	Location: Woodside Elementary Position: Noon Duty Aide (2.25 hrs/day) Effective Date: September 10, 2021 Hourly Rate: \$13.21 (starting rate) / \$13.91 (after 60 days)
Tenille Brost	Location: Mead Elementary Position: Special Education Aide (5.0 hrs/day) Effective Date: September 23, 2021 Hourly Rate: \$15.44 (starting rate) / \$16.25 (after 60 days)
Trina Tritz	Location: Central Oaks Academy Position: Instructional 4K Aide (6.5 hrs/Fridays) Effective Date: September 24, 2021 Hourly Rate: \$15.44 (starting rate) / \$16.25 (after 60 days)
Toni Scheel	Location: Pitsch Early Learning Center Position: Special Education Aide (7.0 hrs/day) Effective Date: September 20, 2021 Hourly Rate: \$15.44 (starting rate) / \$16.25 (after 60 days)

Lori Hogue	Location: THINK Academy Position: Instructional Aide (4.0 hrs/day) Noon Duty Aide (2.0 hrs/day) Effective Date: September 1, 2021 Hourly Rate: \$16.25 \$13.21 (starting rate) / \$13.91 (after 60 days)
Paul Hobart	Location: District Position: Custodian (8.0 hrs/day) Effective Date: September 9, 2021 Hourly Rate: \$22.14 (starting rate) / \$23.31 (after six months)
Abigail Krug	Location: Lincoln High School Position: Kitchen Helper (5.75 hrs/day) Effective Date: September 20, 2021 Hourly Rate: \$15.80
Cheryl Hanneman	Location: Lincoln High School Position: Media Faculty Aide (7.5 hrs/day) Effective Date: September 1, 2021 Hourly Rate: \$16.25
Mindy Engelhardt	Location: Howe Elementary Position: Special Education Aide (7.0 hrs/day) Effective Date: September 27, 2021 Hourly Rate: \$15.44 (starting rate) / \$16.25 (after 60 days)
Lacey Worzalla	Location: Lincoln High School Position: Health Aide (7.0 hrs/day) Effective Date: October 6, 2021 Hourly Rate: \$14.54 (starting rate) / \$15.30 (after 60 days)
Linda Stoflet	Location: Grant Elementary Position: Noon Duty Aide (2.0 hrs/day) Effective Date: September 29, 2021 Hourly Rate: \$13.21 (starting rate) / \$13.91 (after 60 days)
Melissa Bouchard	Location: District Position: Administration Assistant to Technology Department (8.0 hrs/day) Effective Date: October 11, 2021 Hourly Rate: \$17.11 (starting rate) / \$18.01 (after probation period)
Scout Gerndt	Location: Lincoln High School Position: Administrative Assistant to Athletic Director (8.0 hrs/day) Effective Date: October 6, 2021 Hourly Rate: \$17.11 (starting rate) / \$18.01 (after 60 days)
Faith Peaslee	Location: WRAMS Position: Kitchen Helper (5.0 hrs/day) Effective Date: September 28, 2021 Hourly Rate: \$15.80
Andrea Galvan	Location: Lincoln High School Position: ELL Aide (7.0 hrs/day) Effective Date: October 11, 2021 Hourly Rate: \$15.44 (starting rate) / \$16.25 (after 60 days)

B. Resignations

The administration recommends approval of the following support staff resignations:

Gerald Korslin	Location:	Grant Elementary
	Position:	Noon Duty Aide (2.0 hrs/day)
	Effective Date:	September 23, 2021
	Date of Hire:	September 8, 2020
Erica Lewandowski	Location:	District
	Position:	Administrative Assistant to Technology Department (8.0 hrs/day)
	Effective Date:	September 23, 2021
	Date of Hire:	December 13, 2019
Tammy Kirk	Location:	Lincoln High School
	Position:	Kitchen Helper (5.75 hrs/day)
	Effective Date:	September 10, 2021
	Date of Hire:	December 13, 2010
Janette Dotter	Location:	WRAMS
	Position:	Cashier (3.5 hrs/day)
	Effective Date:	September 13, 2021
	Date of Hire:	September 5, 2017

C. Board Policy Review

Board Policy 830 Use of School Facilities, Second Reading

This policy was reviewed and approved for first reading at the regular Business Services Committee meeting in September 2021. The administration recommends approval of Board Policy 830 Use of School Facilities for second reading. (*Attachment A*)

D. Substitute Compensation

Discussion and possible action on a wage increase for the following substitute positions: substitute clerical and support staff aides, substitute food service and substitute teachers.

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

## **830 USE OF SCHOOL FACILITIES**

### **Community Relations**

The Board of Education recognizes that the school facilities belong to the residents of the Wisconsin Rapids School District. Therefore, the Board encourages the use of school facilities by local (school district) non-profit and patriotic organizations for intellectual, social, and civic purposes within legal limitations.

Requests for use of facilities may originate with groups including, but not limited to non-profit or civic organizations, school district residents, or businesses located within the school district. Political, partisan, or religious meetings and activities may be permitted only upon specific approval of the Board of Education or designee.

School facilities shall not be used for non-school organizations at any time that will interfere with the curricular or co-curricular program of the school. The right to authorize the use of school facilities shall be retained by the Board and/or Superintendent through their designated coordinator.

Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity group or organization nor the purpose they represent. Promotional materials developed to advertise events and/or activities shall contain a disclaimer that clearly indicates that the event and/or activity is neither endorsed or promoted by the Wisconsin Rapids School District. Sample promotional materials shall be provided by the lessee upon request.

All applications for use of school buildings and facilities by organizations and individuals outside of school must be made in writing or on-line ([www.wrps.org](http://www.wrps.org)) to the Superintendent of Schools or designee. The application must state the time, give the purpose of the use and describe the activity.

The applicant shall assume responsibility for, and compensate for, any damages done to the building, equipment, or property during the period of usage; Lessee shall indemnify and save harmless the School District of Wisconsin Rapids (lessor) from and against any and all loss, cost (including attorney's fees), damages, expenses and liability (including statutory and liability under workmen's compensation laws) in connection with claims for damages as a result of injury or death of any person or property damage to any property sustained by lessee, its employees, and all other persons, which arise from or in any manner grow out of an act of neglect on or resulting from the use of lessor's facilities and equipment by lessee, lessee's agents, employees, and invitees, or any other person during the rental agreement. The Board of Education reserves the right to compel a showing of financial responsibility or a policy of liability insurance for any given amount as it deems is advisable as a condition precedent to the leasing of the facility. A Certificate of Insurance in the amount of \$1,000,000 general liability coverage, and \$100,000 property damage coverage, naming the School District of Wisconsin Rapids as additional insured may be required from the lessee. The cost of the insurance is to be paid by the lessee.

The State of Wisconsin and consequently the Board of Regents of the University of Wisconsin Systems as an agency of the State is self-funded for liability (both public and property) under State Statutes §16.865, §20.865, §895.46(1), §893.82, and §895.46. Such protection as is afforded is applicable to officers, employees, and agents while acting within the scope of their employment. Since this is a statutory indemnification, there is no liability policy as such that can extend protection to any others.

A minimum charge shall be made for all non-school use of school facilities and equipment to cover actual cost of operation. Operating expenses shall include heat, light, and loss or damage of school property and equipment. Charges including, but not limited to, lifeguard, custodial, maintenance, food service, and technology personnel will be billed at the completion of the event. Estimates are available upon request.

The lessee may be required to deposit a check to cover the estimated operating expenses. Operating expenses in excess of said deposit will be determined and shall be paid by the group or persons using the facility.

Applicant must provide sufficient supervisors, chaperones, or crowd control personnel to satisfy the administration that the event will be controlled.

The Board of Education, Superintendent, or any representative thereof, shall have the right to enter and inspect the facility at any time in which the building is being used and require compliance with the regulations and to impose any rule that may be necessary for the safety of such building and occupants therein. Applicant shall comply immediately with such request.

Pianos or other school furniture and/or equipment shall not be moved from other rooms and buildings to the place of the event without the consent of the Superintendent or designee.

The Board of Education reserves the right to utilize a space in fieldhouse areas to store chairs, chair trucks, band/choral risers, gym equipment, gym mats, and wrestling mats or other equipment.

During school days, the stage and/or gym areas shall be free from apparatus and materials used by persons renting the same and regular school apparatus left in its proper place during school hours.

Pre-approval for sale and/or consumption of food and beverages on the premises is necessary, and will only be allowed in designated areas. District clubs and/or organizations shall have first opportunity or right of refusal in providing concessions. The District reserves the right to determine the need for food service personnel for any event.

Parking for vehicles in loading/unloading areas is limited and must be coordinated prior to the event. No vehicle may stay in the loading/unloading area unattended. ALL vehicles must use designated parking areas.

If the user wishes to charge for use of WRPS parking lots, permission must be obtained in advance. Fifty percent of the parking revenue will be paid to the WRPS.

State law prohibits the use of tobacco products and alcoholic beverages in school facilities or on school grounds. Special officers may be provided by the Board and shall be paid for by the organization or person using the facility to see that this rule is strictly enforced. No individual shall possess or use a dangerous weapon in school buildings, on school premises, in a District-owned vehicle or at any school-sponsored function or event. A dangerous weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, explosive device, metal knuckle, or any other object, which is used or intended to be used to inflict bodily harm.

Any events scheduled during a period in which the building is unoccupied, will require the presence of a custodian whose wages and benefits will be paid by the applicant. Exception to this requirement may be granted at the discretion of the Superintendent or designee.

**FEES**

<b>GROUP A</b>	<b>IN-DISTRICT NON-PROFIT ORGANIZATIONS</b>
<p>The use of school district facilities by non-profit organizations located within the school district may be made available free of rent. Operational costs to the District for such use will be borne by the lessee.</p>	
<p>The following are examples of non-profit organizations. Requests by others will be evaluated on an individual basis.</p> <ul style="list-style-type: none"> <li>- Civic Organizations</li> <li>- Youth Clubs</li> <li>- Adult Recreational Clubs</li> <li>- Wood County Governmental Organizations</li> <li>- Area City/Town Non-Profit Organizations</li> <li>- WRPS Booster Clubs</li> </ul> <p>Rental fee, if any, for general facility usage will be as per the attached "GROUP A" listed on FEE SCHEDULE #1.</p> <p>Educational programs put on by local schools (public &amp; private) shall have consideration for the rental fee to be waived. Local schools are considered to be those within the boundaries of the Wisconsin Rapids Public Schools system. Operational costs will be borne by the lessee (i.e., bleacher inspection fees, orchestra pit cover/acoustic shell removal or installation, custodial expense, etc.)</p>	
<p><b>COLLEGE COURSES</b></p> <p>Rental fees will be waived for universities/colleges conducting classes if 50% or more of the enrollment is staff members or residents of the School District of Wisconsin Rapids.</p>	
<p><b>WIAA EVENTS</b></p> <p>When WRPS hosts regional, sectional, or state WIAA meets at WRPS facilities, rental fees will be waived; however, operational costs will be borne by the organization using the facility.</p> <p>Other districts using WRPS facilities for any WIAA games or meets will be charged the "GROUP B" rate on FEE SCHEDULE #1 as well as all operational costs associated with the event. Assumption High School will be charged operational expense only.</p>	

<b>GROUP B</b>	<b>IN-DISTRICT FOR PROFIT OR OUT-OF-DISTRICT NON-PROFIT ORGANIZATIONS</b>
<p>The following are examples of business/private groups/individuals:</p> <p>- Athletic Camps/Clinics   - Athletic Alumni Clubs   - Central Wisconsin Home Builders Assn.</p> <p>Rental fees plus operational costs will be charged to these groups as per the attached “GROUP B” as listed on FEE SCHEDULE #1.</p>	

**RELIGIOUS ORGANIZATIONS**

The use of school facilities by religious organizations shall be governed by SS.120.13 (17) and the general provisions of the policy. School facilities may be made available on a rental basis with the non-profit rental fees assessed as per the attached schedules. Other non-budgeted costs to the District must be borne by the lessee. Use may be granted for programs of general interest during non-school hours for the single date or specified period of time. Extended dates/use must have the approval of the Board of Education or designee.

<b>GROUP C</b>	<b>OUT-OF-DISTRICT FOR PROFIT ORGANIZATIONS</b>
<p>Rental fees plus operational costs will be charged to these groups as per the attached “GROUP C” as listed on FEE SCHEDULE #1.</p>	

The Board of Education, Superintendent, or designee shall have the right to use their discretion to determine rates in small group incidental usage or in unique situations.



**FEE SCHEDULE # 1    Effective ~~March 12, 2012~~ September 7, 2021**

FACILITY	GROUP A <i>IN-DISTRICT NON-PROFIT</i>	GROUP B <i>IN-DISTRICT FOR PROFIT OR OUT-OF- DISTRICT NON- PROFIT</i>	GROUP C <i>OUT-OF-DISTRICT FOR PROFIT</i>
	<i>All Day</i>	<i>All Day</i>	<i>All Day</i>
EAST                      Fieldhouse Cafeteria Kitchen Other Rooms	\$250.00 \$ 75.00 <del>\$ 75.00</del> <b><u>\$50.00</u></b> \$ 75.00 per room	\$500.00 \$100.00 each <del>\$100.00</del> <b><u>\$50.00</u></b> each \$100.00 per room	\$750.00 \$125.00 <del>\$125.00</del> <b><u>\$50.00</u></b> \$125.00 per room
LINCOLN                      Fieldhouse Cafeteria Kitchen Other Rooms Bleacher Inspection Fee Football Stadium/Track Pool	\$350.00 \$150.00 \$ 75.00 \$ 75.00 per room \$120.00 \$350.00 \$100.00	\$700.00 \$200.00 \$100.00 \$100.00 per room \$120.00 \$700.00 \$200.00	\$1000.00 \$ 250.00 \$ 125.00 \$ 125.00 per rm \$ 120.00 \$1000.00 \$ 300.00
MIDDLE SCHOOL              Auditorium Rehearsal Gym Cafeteria Kitchen Other Rooms	\$250.00 \$ 75.00 \$200.00 \$ 75.00 \$ 75.00 \$ 75.00 per room	\$450.00 \$100.00 \$400.00 \$100.00 \$100.00 \$100.00 per room	\$600.00 \$125.00 \$600.00 \$125.00 \$125.00 \$125.00 per room
GRADE SCHOOLS                      Gym Cafeteria Other Rooms	\$ 75.00 \$ 75.00 \$ 75.00 each	\$100.00 \$100.00 \$100.00 per room	\$125.00 \$125.00 \$125.00 per room
OTHER EQUIPMENT AV Equipment Gym Equipment Risers Spotlight Delivery Cost	\$ 30.00 per piece \$ 30.00 per piece \$ 15.00 per piece \$ 35.00 per day \$ 50.00 round trip	\$ 30.00 per piece \$ 30.00 per piece \$ 15.00 per piece \$ 35.00 per day \$ 50.00 round trip	\$ 30.00 per piece \$ 30.00 per piece \$ 15.00 per piece \$ 35.00 per day \$ 50.00 round trip

Fees will be reviewed annually by the administration and appropriate recommendations for adjustment forwarded to the Board of Education.

In addition to the pool rental expense, operational expenses, including the hiring of lifeguards and custodial fees will be billed to the lessee.

In addition to the room rental expense, operational expenses, including custodial fees, will be billed to the lessee.

In addition to the room rental expense, operational expenses (including custodial fees) and food service fees (including food service staffing fees) will be billed to the lessee.

In addition to the Stadium/Track rental expense, equipment rental will be billed as follows:

\$250.00 – Track Equipment (*hurdles, high jump equipment, and pole vaulting equipment*)

\$ 50.00 – Football Equipment (*down markers, goal post padding, yardage markers, and end zone pylons*)

## **Rules Governing Use of School Facilities**

1. All applications for use of school buildings and facilities by organizations and individuals outside the school must be made in writing or on-line to the Superintendent of Schools or designee. The application must state the time, give the purpose of the use and describe the activity.
2. The name of a supervisor must be provided to the principal of the school.
3. Activity is to be confined to the area reserved. If participants in a group are found to be in areas of the building not reserved, they will be asked to leave. If a group continues to have participants wandering into areas not reserved, use of facility privileges may be revoked. All groups must vacate by 11:00 p.m. unless otherwise approved by the Superintendent or designee.
4. The group supervisor must be with the group on entry to the facility. The supervisor must be on duty with his/her group at all times.
5. All groups must furnish their own equipment. If District equipment is requested and available, there may be an applicable charge (see fee schedule).
6. All equipment and clothing must be picked up following the building usage. Schools are not responsible for lost items.
7. The group or organization using the facility is responsible for supervision of participants and spectators at all times.
8. Notice must be provided to the WRPS Buildings & Grounds office to cancel an event or contract.
9. Facilities will not be open on holidays. Facilities will not be available if school is cancelled due to inclement weather, or for other cases of emergency or unusual circumstances. Certain facilities may not be available during periods of time when school is not in session for reasons such as planned facility maintenance. These periods of time will be determined by the Superintendent or designee.

## **Rules For Use of Food Service Areas**

The District will determine whether a qualified employee of the food service department must be present in the kitchen, cafeteria, or area where food is being served of the school being used at the time of the function. Any labor or other costs associated with the use of this area will be paid by the lessee.

The organization will be billed for all operational expenses incurred, and payment will be made to the District. No direct payment can be made to WRPS employees for services rendered.

## Rules For Use of Shop Facilities

A qualified instructor of the School District must be present in shops being used at the time of the function. Any labor or other costs associated with the use of this area will be paid by the lessee.

The organization will be billed for all operational expenses incurred, and payment will be made to the District. No direct payment can be made to WRPS employees for services rendered.

## Rules For Use of School Equipment

School equipment may be loaned out on a limited basis to outside parties within the school district for education purposes at the discretion of the building principal. It shall not cause interruption to the school program. Certain equipment may require a fee as listed in the fee schedules.

The responsible party shall thoroughly understand the operation of the equipment and shall be liable for any damage, which may occur during the loan of the equipment.

Policy Adopted:  
November, 1974

Policy Revised:  
February, 1981  
September, 1985  
March, 1991  
December, 1995  
November, 1997

February, 2000  
May, 2001  
January, 2002  
June 17, 2002  
July 14, 2003

October 12, 2009  
March 12, 2012  
October 14, 2019  
**TBD**