



AGENDA

Wisconsin Rapids Board of Education
Personnel Services Committee

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

Kathi Stebbins-Hintz, Chair
Larry Davis
Troy Bier
John Krings, President

September 5, 2023

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

Persons who wish to address members of the Committee may make a statement pertaining to a specific agenda item. The Committee Chair will establish limits for speakers due to time constraints. Comments made by the public shall be civil in content and tone. Speakers bear the personal risk if comments made are defamatory, slanderous, or otherwise harmful to another individual. Please keep in mind that this is a Committee meeting of the Board open to the public, and not a public hearing.

III. Actionable Items

- A. Appointments
- B. Resignations
- C. Board Policy Review
- D. Elementary Library Media Specialist Stipend
- E. Common School Fund Stipend
- F. FACT Advisor Stipend
- G. District Canvas Coordination Stipend
- H. Social Worker Administrative Assistant

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

Kathi Stebbins-Hintz, Chair
Larry Davis
Troy Bier
John Krings, President

October 2, 2023

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

The administration recommends approval of the following support staff appointments:

Debra Symons Location: Lincoln High School
Position: Cashier (3.75 hrs/day)
Effective Date: September 18, 2023
Hourly Rate: \$14.25 (starting rate) / \$15.00 (after 60 days)

Luis Hernandez Location: WRAMS
Position: ELL Aide (7.0 hrs/day)
Effective Date: September 11, 2023
Hourly Rate: \$16.16 (starting rate) / \$17.01 (after 60 days)

Katilin Siemen Location: Grant Elementary
Position: Noon Duty Aide (2.0 hrs/day)
Effective Date: September 18, 2023
Hourly Rate: \$14.25 (starting rate) / \$15.00 (after 60 days)

Holly Ihrcke Location: Woodside Elementary
Position: Special Education Aide (5.5 hrs/day)
Effective Date: September 19, 2023
Hourly Rate: \$16.16 (starting rate) / \$17.01 (after 60 days)

Mary Pierce Location: Mead Elementary
Position: Breakfast Cashier (1.0 hr/day)
Effective Date: September 11, 2023
Hourly Rate: \$14.25 (starting rate) / \$15.00 (after 60 days)

Kendra Zavala Location: Pitsch Early Learning Center
Position: Special Education Aide (7.0 hrs/day)
Effective Date: September 18, 2023
Hourly Rate: \$16.16 (starting rate) / \$17.01 (after 60 days)

Kate McAllister Location: Grove Elementary
Position: Special Education Aide (7.0 hrs/day)
Effective Date: September 18, 2023
Hourly Rate: \$16.16 (starting rate) / \$17.01 (after 60 days)

Kayleena Schauff	Location: Lincoln High School Position: Special Education Aide (7.0 hrs/day) Effective Date: September 14, 2023 Hourly Rate: \$16.16 (starting rate) / \$17.01 (after 60 days)
Letty Schmick	Location: Lincoln High School Position: Kitchen Helper (5.0 hrs/day) Effective Date: September 13, 2023 Hourly Rate: \$16.54
Rae Ann Nelson	Location: Lincoln High School Position: Kitchen Helper (7.0 hrs/day) Effective Date: September 11, 2023 Hourly Rate: \$16.54
James Hertel	Location: District Position: Relief Custodian (8.0 hrs/day) Effective Date: September 11, 2023 Hourly Rate: \$23.19 (starting rate) / \$24.41 (after six months)
Kaylie Jinsky	Location: Woodside Elementary Position: Special Education Aide (7.0 hrs/day) Effective Date: September 6, 2023 Hourly Rate: \$16.16 (starting rate) / \$17.01 (after 60 days)
Candace Van Lysal	Location: Grant Elementary Position: Noon Duty Aide (2.0 hrs/day) Effective Date: September 5, 2023 Hourly Rate: \$14.25 (starting rate) / \$15.00 (after 60 days)
Cheryl Clark	Location: Mead Elementary Position: Noon Duty Aide (2.0 hrs/day) Effective Date: September 27, 2023 Hourly Rate: \$14.25 (starting rate) / \$15.00 (after 60 days)
Cindy Bell	Location: WRAMS Position: Kitchen Helper (4.5 hrs/day) Effective Date: October 2, 2023 Hourly Rate: \$15.72 (starting rate) / \$16.54 (after 60 days)

The administration recommends approval of the following non-represented support staff appointment:

Amanda Bullock	Location: District Position: School Nurse (8.0 hrs/day) Effective Date: October 18, 2023 Salary: \$45,000 (\$45,000 total salary/2023-24 salary \$35,391 for 151 days)
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B. Resignations

The administration recommends approval of the following non-represented support staff resignation:

Nichole Fuller Daughtry	Location: District Position: School Nurse (8.0 hrs/day) Effective Date: October 2, 2023 Date of Hire: January 21, 2019
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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 1, 2023
	Date of Hire:	December 19, 2022
Jennifer Krakow	Location:	Mead Elementary
	Position:	Breakfast Cashier (1.0 hr/day)
	Effective Date:	August 30, 2023
	Date of Hire:	November 29, 2022
Jenna Hake	Location:	District Office
	Position:	Pupil Services Secretary (8.0 hrs/day)
	Effective Date:	October 2, 2023
	Date of Hire:	June 28, 2021
Reed Zirnhelt	Location:	WRAMS
	Position:	Kitchen Helper (4.5 hrs/day)
	Effective Date:	October 4, 2023
	Date of Hire:	January 10, 2022
James Hertel	Location:	District
	Position:	Relief Custodian (8.0 hrs/day)
	Effective Date:	September 25, 2023
	Date of Hire:	September 11, 2023

C. Board Policy Review

Board Policy 751 - Student Transportation, Second Reading

This policy was reviewed and approved for first reading at the regular Business Services Committee meeting in September 2023. The administration recommends approval of Board Policy 751 - Student Transportation for second reading. (*Attachment A*)

D. Elementary Library Media Specialist Stipend

The Library Media Specialist stipend is reviewed annually. The elementary Library Media Specialist coordinates library/media in all the elementary buildings (this includes the addition of Pitsch and COA), oversees supervision of nine library aides, aides in administration of Clever for elementary schools, and provides educational technology integration for students and staff in addition to the traditional literacy based programming as time allows. Administration forgot to bring the stipend for the 2022-2023 school year so it will be included in this year's recommendation.

The administration recommends a \$1,500 stipend for the Library Media Specialist for the 2022-2023 school year.

The administration recommends a \$1,500 stipend for the Library Media Specialist for the 2023-2024 school year.

E. Common School Fund Stipend

Due to issues filling the Business position, Kirsten Johnson will continue in the Technology Integration position at WRAMS. Due to the schedule change, Kirsten will be managing the Common School Fund budget and District-wide subscription ordering after school hours.

The administration recommends the approval of a \$1,500 stipend for these additional responsibilities.

F. FACT Advisor Stipend

Wisconsin's youth tobacco prevention movement empowers teen members in grades 7-12 to spread the truth about tobacco. FACT members lead advocacy initiatives including peer-to-peer education, media outreach, and meeting with state and local leaders. Marathon County Health Department is the lead agency for the Nicotine Prevention Alliance of Central Wisconsin (NPACW) and is funded by the Wisconsin Department Health Services Tobacco Prevention and Control Program (TPCP) to carry out tobacco prevention and control activities. The Marathon County Health Department will pay the Wisconsin Rapids School District a total of \$2,400 for the completion of set activities. Funds can be utilized to compensate staff time and FACT program supplies. Funds from the program will be used to pay an annual stipend of \$1,000 up to two FACT advisors. If one advisor oversees the 6-8 and 9-12 programs that person would receive \$1,500. The annual stipend is contingent on receiving the funds from the Marathon County Health Department. The advisor is responsible for the following: completion of the activities directed by the Marathon County Health Department, attending the Tobacco Coalition meetings (outside of school day including summers), attending State FACT meetings and trainings, and meet with students outside of the school day to write letters to the editor, coordinate the community breakfast, radio appearances and the news appearance.

The administration recommends the approval of an annual stipend for up to two FACT advisors at \$1,000 each. If one advisor oversees the 6-8 and 9-12 programs that person would receive \$1,500.

G. District Canvas Coordination Stipend

For the last five years the District has been using Canvas for our Learning Management System (LMS). Over these five years the program's usage has grown from a few users to a requirement for grades 6-12 and as our online platform for staff professional development. During this time, the management and integration of the system has fallen on many shoulders. The backend management has been primarily undertaken by the technology department. The classroom integration and day-to-day usage management has fallen mainly on the shoulders of one individual. This individual has completed the following tasks outside of her day to day duties as a classroom teacher over the last six months and will continue to do so through the 2023-2024 school year:

- aided in the implementation of Canvas at grades 6-12
- guiding WRAMS key staff on how to use Canvas and develop courses within Canvas
- provided professional development to new staff at the new colleague training in August
- helped in the creation and setup of blueprint courses at WRAMS
- helped in the creation of course templates at WRAMS
- the District point of contact for Skyward and Canvas gradebook integration
- has worked with several content areas to upload outcomes into Canvas
- on a daily basis fields numerous questions from staff on day to day use of Canvas

The administration recommends a one-time stipend of \$1,500 for Ashley Tessmer for the District Canvas Coordination position.

H. Social Worker Administrative Assistant

Under the direction of the Families in Transition Coordinator and the Director/Assistant Director of Pupil Services, the social worker assistant will work with school social workers to support the needs of students experiencing homelessness within the district. This position will assist the Families in Transition coordinator through performing duties associated with Focus Family Backpack, staffing the WRPS laundromat, EHCY transportation coordination and reimbursements, and other administrative assistant duties as deemed appropriate by the Families in Transition Coordinator. This position will be a one-year position paid for using American Rescue Plan Homeless Children and Youth grant funds.

The administration recommends the addition of a 15 hour a week, school calendar year Social Worker Administrative Assistant position at the hourly rate of \$17.01 for the 2023-2024 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

