



Sandra Hett, Chair  
Anne Lee  
Mary Rayome  
John Krings, President

January 2, 2017

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

Time: 6:00 p.m.

Committee Members Present: Sandra Hett, Anne Lee, Mary Rayome, and John Krings

Administration Present: Ryan Christianson and Colleen Dickmann

I. Call to Order

Sandra Hett called the meeting to order at 6:00p.m.

II. Public Comment

Jim Scott requested the opportunity to ask some questions during the portion of the agenda when the District class size and section reports were to be discussed. During the review of the class size and section reports, Mr. Scott commented on the class size fluctuations and inquired about student enrollment at specific schools.

III. Actionable Items

A. Appointments

**PS – 1 A motion by Mary Rayome and seconded by Anne Lee to recommend approval of the following appointments:**

**Support Staff**

Lisa Gamboa                                      Location: Lincoln High School  
Position: Kitchen Helper

Steve Herman                                     Location: WRAMS  
Position: Night Custodian

**Professional Staff**

Danielle Heuer                                  Location: East Junior High  
Position: Math (.50 FTE)  
Salary: \$37,500 (\$37,500 base rate/2016-17 total salary \$9,079)

**Motion carried unanimously.**

IV. Updates and Reports

A. Class Size and Section Reports

The Committee reviewed the information included in the class size and section reports for the District's elementary and secondary schools. During the discussion and review of the reports, Ms. Hett inquired about minimum class size requirements that are used to determine whether or not singleton classes will be offered at the secondary level.

B. Professional Staff Handbook

The Committee reviewed proposed language revisions to the Professional Staff Employee Handbook. Proposed changes to the Professional Staff Employee Handbook will be finalized by District Administration and brought back to the Committee in February for possible action.

V. Action on Handbook Revision

A. Discussion and possible action on an update to the Substitute Teacher Handbook

**PS – 2 A motion by Mary Rayome and seconded by Anne Lee to recommend the approval of the proposed language changes found under the Substitute Teacher Compensation and Arrival at School sections of the Substitute Teacher Employee Handbook.**

**Motion carried unanimously.**

VI. Consent Agenda

Motions:                   PS – 1   Appointments  
                                  PS – 2   Substitute Teacher Handbook

VII. Adjournment

Ms. Hett adjourned the meeting at 6:45 p.m.