



AGENDA

Wisconsin Rapids Board of Education
Educational Services Committee

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

Anne Lee, Chairperson
John Benbow, Jr.
Katie Bielski-Medina
Larry Davis
Sandra Hett
Mary Rayome
John Krings, President

January 7, 2019

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

TIME: Immediately following the Business Services Committee and Personnel Services
Committee meetings, but not before 6:15 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Board Policy 422 - Admission of Nonresident Pupils and Board Policy 423.1 – Part-Time Open Enrollment (NEW) for First Reading
 - B. Board Policy 453.4-Rule Medication Administration Procedures for First Reading
 - C. Open Enrollment Space Determination Limits for 2019-20 School Year
 - D. Grant Approval
 1. Education for Homeless Children and Youth Grant
 2. Wisconsin Fast Forward – Teacher Training and Development Grant
 3. Wisconsin Economic Development Corporation Fabrication Laboratory Grant
- IV. Updates
 - A. Achievement Gap Reduction (AGR) Update
- IV. Consent Agenda Items
- V. Future Agenda Items/Information Requests

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

Wisconsin Rapids Board of Education
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With the elimination of the Course Options program earlier in the year, the Board has approved policies related to both the Wisconsin Early College Credit Program and Start College Now Program which took the place of Course Options. The Course Options Program also contained a provision for nonresident students to attend courses on a part-time basis. With Course Options no longer in effect, the part-time open enrollment program has been newly re-established by the State for public high school students to take up to two courses offered in a nonresident school district. Policy 423.1 - Part-Time Open Enrollment (Attachment B) is a new policy being introduced to cover the regulations and requirements of Wisconsin State Statute 118.52. As Policy 423.1 was developed, Policy 422 - Admission of Nonresident Pupils (Attachment A) was also reviewed and slight modifications are being recommended for this policy as a result.

The administration recommends approval of Policy 422 - Admission of Nonresident Pupils for first reading.

The administration recommends approval of Policy 423.1 - Part-Time Open Enrollment for first reading.

B. Board Policy 453.4-Rule Medication Administration Procedures for First Reading

Steve Smith and Steve Hepp, Assistant Directors of Pupil Services, will be present to explain the requested changes to this policy (Attachment C). School nurses sought clarification from administration regarding the transportation of medication to school by students. The current rule (453.4) permits students to bring in any prescription medication provided that it is in the original pharmacy container, is sealed in an envelope and is labeled with the student's name. After discussion with the school nurses, administration recommends the proposed restrictions to the rule, based on the classification of the student's medication.

The administration recommends approval of Policy 453.2-Rule Medication Administration Procedures for first reading.

C. Open Enrollment Space Determination Limits for 2019-20 School Year

Wisconsin Statute 118.51(5)(1) stipulates that nonresident school boards shall determine the number of regular and special education spaces available within the school district at the January meeting of the school board. A nonresident school board may consider whether the special education or related services described in the child's IEP are available, or whether there is space available to provide the special education or related services. In determining the availability of space, criteria to be considered may include class size limits, program limits, pupil/teacher ratios, or enrollment projections established by the school board.

Wisconsin Admin. Code PI 36.06(5) provides that the school board designate the number of regular education spaces, by grade, and the number of special education spaces, by program or services.

After consulting with Director of Human Resources, Brian Oswald, administration has determined that there will not be any regular education open enrollment space limitations at any grade level.

Attachment D sets out projected space availability for the 2019-20 school year for special education. Open enrollment space limitations for special education were determined by considering the following:

1. Current students for the 2018-2019 school year were delineated by program and school level (elementary, middle, high school).
2. Current number of sections were used to determine class averages. Sections often corresponded to teachers.
3. Maximum section numbers were determined based on the prescribed Statewide Caseload Number Chart from DPI.
4. Capacity was calculated by multiplying "Sections" by "Max per Section."
5. Projected totals for 2019-2020 were estimated by factoring in the increase in enrollment in each program based on transfers in to the district and initial referrals. For most programs, this projection was approximately 20%.
6. Spaces available were determined by subtracting "Capacity" minus the "Projected Total."

The administration recommends that the Board of Education not designate any space limitations for regular education open enrollment students for the 2019-2020 school year.

The administration recommends that the Board of Education designate space available in special education programming as indicated in the "Projected Space Available" column set out in Attachment D.

D. Grant Approval

1. Education for Homeless Children and Youth Grant

Wisconsin Rapids Public Schools was once again awarded an Education for Homeless Children and Youth project grant for the 2017-20 grant cycle. These funds are provided under the McKinney-Vento Homeless Education Assistance Act and are used to provide educational services and support to students identified as homeless. Mr. Smith and Mr. Hepp will be present to explain how the grant will be used.

The administration recommends the approval of the Education for Homeless Children and Youth Grant in the amount of \$35,000.

2. Wisconsin Fast Forward – Teacher Training and Development Grant

The Wisconsin Fast Forward Teacher Training and Development Grant will provide funds to support the cost of tuition for District teachers pursuing licensure and/or certification in hard to fill areas, specifically those pursuing licensure in Special Education at the University of Wisconsin-Stevens Point. Brian Oswald, Director of Human Resources will be present to explain the Fast Forward grant.

The administration recommends approval of the Wisconsin Fast Forward-Teacher Training and Development Grant in the amount of \$120,000.

3. Wisconsin Economic Development Corporation Fabrication Laboratory Grant

The Wisconsin Economic Development Corporation Fabrication Laboratory Grant will provide funds to create and enhance a Fabrication Laboratory at Lincoln High School. The funds from this grant will be used specifically to purchase a CNC Milling Machine.

The administration recommends approval of the Wisconsin Economic Development Corporation Fabrication Laboratory Grant in the amount of \$25,000.

IV. Updates

A. Achievement Gap Reduction

Per Wis. State sec. 118.44(4)(d), school districts that have an approved Achievement Gap Reduction (AGR) contract must present mid-year and end-of-year

information to the school board. The report must contain information on the schools' implementation of the AGR contract requirements, performance objectives, and success in attaining the objectives. Kathi Stebbins-Hintz, Director of Curriculum and Instruction, will be present to share this information with the Committee.

V. Consent Agenda Items

Committee members will be asked to decide which items should be placed on the consent agenda for the regular Board of Education meeting.

VI. Future Agenda Items/Information Requests

Agenda items are determined by the Committee Chair after consultation with appropriate administration depending upon other agenda items, presentation information, and agenda availability.

Future agenda items/information requests include, but are not limited to:

- Possible Resolution Supporting the Increase in Special Education Funding (February)
- Teacher Supply Purchases (March)
- Strategic Plan (February)
- Marketing, Business, Health Science Curricula (March)
- District Professional Development Plan (April)
- ECCP/SCN Applications (April)
- F/CE, Agriculture, Technology & Engineering Curricula (May)
- Elementary Social Studies Curriculum (May)
- Agenda Planners (May)
- CTE Acquisition (May)

422 ADMISSION OF NONRESIDENT PUPILS

Except as provided in Wisconsin Statutes ~~118.51, 118.52, and 118.53 (related to Wisconsin’s Open Enrollment, Course Options, and K-12 non-resident admission program)~~, the Wisconsin Rapids School District may admit non-resident pupils who meet the entrance requirements of the District and if there is space in the program.

Except as otherwise provided in Wisconsin State Statutes, ~~the~~ District shall charge tuition for each non-resident pupil. Upon acceptance of a non-resident student, the District shall enter into a written agreement with the parents for the payment of tuition at the rate established according to the formula outlined in Wisconsin Statutes **and/or in accordance with established WRPS program fees.** Transportation will not be provided by the District.

Non-resident pupils, after admittance to the District, shall have all the rights and privileges of resident pupils and shall be subject to the same rules, regulations, and fees as resident pupils. Students who are residents of nations other than the United States may be admitted without payment of tuition under recognized foreign student exchange programs. **Students admitted under the Wisconsin Rapids International Exchange Program (WRIEP) are subject to the fees and stipulations outlined in the program application process.**

A student who is enrolled and is a resident of the District at the beginning of the school year may be allowed to complete the school year in the District without payment of tuition.

Upon the request of a pupil’s parent/guardian, a student who is no longer residing in the District but has attained senior status by completing their junior year as a resident student at a WRPS high school may be permitted the opportunity to complete twelfth grade in the District without payment of tuition. Transportation will not be provided for non-resident students completing under senior status.

The School Board is not required to enroll a student during the term of his/her expulsion from another school district.

Determination of optional tuition waivers shall be made by the Superintendent/designee, after consideration of classroom space and potential overcrowding, family circumstances, personal, social, and emotional history, academic standing, past history, etc.

LEGAL REF.: Sections **118.13** Wisconsin Statutes
 118.52
 120.13(1)(f)
 120.44
 ~~121.77~~
 121.84**75** – 121.84

CROSS REF.: 354, Travel and Exchange Program
 ~~343.4 – Course Options Programs~~
 ~~343.4 Rule – Procedures for Handling Course Options Applications Through~~
 ~~Course Options Program~~
 411, Student Non-Discrimination and Anti-Harassment
 420, School Admissions
 423 - Public School Open Enrollment
 423 Rule - Procedures for Handling Public School Open Enrollment Applications
 423.1 – Part-Time Open Enrollment
 424 - Participation of Non-Public School Students in District Programs and Services

APPROVED: November 11, 1974

REVISED: February 10, 1992
August 13, 2001
January 12, 2015
TBD

423.1 PART-TIME OPEN ENROLLMENT

This policy shall be administered in accordance with the state public school open enrollment law. The Board authorizes the Superintendent or his/her designee to act on applications for the open enrollment program subject to any policies and criteria adopted by the Board.

A student enrolled in grades 9-12 may attend public school in a nonresident school district for the purpose of taking a course offered by the nonresident school district. A student, however, may attend no more than two courses at any time in nonresident districts. School District of Wisconsin Rapids high school students may apply to attend courses in a nonresident school district while remaining primarily enrolled in the School District of Wisconsin Rapids.

APPLICATION PROCESS

1. Parent(s)/guardian(s) and students may obtain application forms from the high school main office, from the Department of Public Instruction (DPI), or directly from the DPI open enrollment website.
2. The student must apply to the nonresident school district no later than six (6) weeks before the scheduled start of the course. Late applications will not be accepted; it is the responsibility of the parent(s)/guardian(s) and/or student to find out the start date of the course.

RELEASE OF RECORDS

The student's parent(s)/guardian(s) are required to sign the application form (students who are 18 years of age or older may sign for themselves). By signing the form, parent(s)/guardian(s) grant permission for the nonresident school district to request and obtain records from the District that are necessary to determine whether or not the student is in high school, and whether the student meets all prerequisites and/or entrance requirements for the course.

APPROVAL OR DENIAL BY NONRESIDENT SCHOOL DISTRICT

1. No later than one week before the start date of the course, the nonresident school district is required to notify the student if the application is approved or denied. The nonresident school district may deny a student's application for only the following reasons:
 - a. Space is not available in the course.
 - b. The student is not in the high school grades.
 - c. The student does not meet the nonresident school district's criteria for being admitted to the course.
 - d. The student is not enrolled in a public high school in Wisconsin.
 - e. The application was submitted less than 6 weeks before the start of the course.

APPROVAL OR DENIAL BY THE SCHOOL DISTRICT OF WISCONSIN RAPIDS

1. No later than one week before the start date of the course, the School District of Wisconsin Rapids will notify the student:
 - a. if the application is denied (notification is not required for approval).
 - b. if the course does not meet the high school graduation requirements (although the student may still take the course even if it does not meet high school graduation requirements).
2. The School District of Wisconsin Rapids may deny a student's application for only the following reasons:
 - a. The cost of the course creates an undue financial burden on the District.
 - b. The course conflicts with the Individualized Education Program (IEP) for a student who requires special education.
 - c. The application was submitted less than 6 weeks before the start of the course; the pupil is enrolled in private school or home school; or the pupil is not in a high school grade.

3. *If the District has received more qualifying applications than there are spaces available, the District will use a random procedure to determine which additional students to accept into the course.*
4. *A nonresident student shall not be permitted to take a course under this policy during the term of his/her expulsion from the District or from another school to the same extent that the District would deny the student's request, if he/she were a resident of the District, to enroll and take courses as a full-time student during the term of his/her expulsion.*

NOTIFICATION OF THE STUDENT'S INTENT TO ATTEND THE COURSE

If the student has been notified of acceptance into a course, the parent(s)/guardian(s) must notify the nonresident district and the School District of Wisconsin Rapids whether or not the pupil will attend the course by the last weekday (excluding state holidays) before the course starts.

APPEALS

If the application is rejected by either the nonresident district or the School District of Wisconsin Rapids, the parent(s)/guardian(s) may appeal the decision to the Department of Public Instruction (DPI) within 30 days. The DPI is required to uphold the school board's decision unless the DPI finds the decision was arbitrary or unreasonable. The DPI's decision is final.

TRANSPORTATION

The parent(s)/guardian(s) and/or student is responsible for transportation to and from the course in the nonresident school district. If the parent(s)/guardian(s) is unable to pay the cost of transportation, the parent(s)/guardian(s) may apply to the DPI for a prorated reimbursement of the actual transportation costs. The DPI must give preference to pupils who meet the income criteria to be eligible for a free or reduced price lunch.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
118.145
118.33
118.52
118.53
118.57
PI 36, Wisconsin Administrative Code

CROSS REF.: 343.2, Class Size
411, Student Non-Discrimination and Anti-Harassment
420, School Admissions
423, Public School Open Enrollment
431, Student Attendance
431 Rule, Student Attendance Procedures
432, School Attendance Boundaries

ADOPTED: TBD

453.4-RULE MEDICATION ADMINISTRATION PROCEDURES

Medication may be administered to students only in accordance with the following procedures:

1. Prescription medication may be administered when the "~~Physician/Dentist~~ Orders for Administering Prescription Medication in School" form, including the parent/guardian's written consent, has been filled out and returned to the school principal, the school nurse or the individual administering medication.
2. Medication must be provided in the original prescription bottle and must have the following information printed on the container:
 - a. Student's full name
 - b. Name of medication and dosage
 - c. Time to be administered
 - d. Prescribing physician's name
3. ~~Prescription medication sent to school with a student must be in its original pharmacy container, then sealed in an envelope labeled with the student's name and the number of pills sent.~~ **Medications classified as non-controlled substances such as antibiotics, eye drops, and inhalers for treatment of asthma may be sent to school with a student. These medications must be in a pharmacy-labeled container, placed in a sealed envelope, labeled with the student's name and if in pill form, the number of pills sent.**
4. **Any medication identified as a controlled substance such as medication for treatment of ADD/ADHD, anxiety, or pain must be delivered to the school office by a parent, guardian, or other responsible adult. These medications must be in a pharmacy-labeled container, placed in a sealed envelope, labeled with the student's name, and if in pill form, the number of pills sent.**
- ~~4.~~ 5. The length of time the medication is to be administered shall be included in the written instructions from the prescribing physician. Further written instructions must be received from the physician if the medication is to be discontinued or the original instructions regarding dosage or time the medication is to be administered are changed.
- ~~5.~~ 6. A new "~~Physician/Dentist~~ Orders for Administering Prescription Medication in School" form must be completed annually.
- ~~6.~~ 7. Over-the-Counter Medication
 - a. School personnel should, under no circumstances, administer over-the-counter medication to students without having written authorization from the student's parent/guardian.
 - b. The school shall administer over-the-counter medication for a maximum of three consecutive days. It is the District's philosophy that if the student requires over-the-counter medication for more than three days, they should be seen by a physician. Diagnosis and treatment of illness and the prescribing of medications are never school responsibilities and should not be undertaken by any school personnel.
- ~~7.~~ 8. Medication will be offered to the student at the designated time administered by the school nurse, health aide, or, if unavailable, by other designated school personnel. If the student refuses, the parent(s)/guardian should be informed.
- ~~8.~~ 9. All prescription medication administered at the school will be kept in a locked cubicle, drawer, or other safe place. Only limited quantities of medication are to be kept at school.
- ~~9.~~ 10. Asthmatic Pupils' Use of Inhalers

An asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity or under the supervision of a school authority if all the following are true:

- a. The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
- b. The pupil has the written approval of his/her health care provider and, the written approval of his/her parent or guardian.
- c. The pupil provides the school with a copy of this approval.

No school district, school board or school district employee is liable for damage to a pupil caused by a school district employee who prohibits a pupil from using an inhaler because of the employee's good faith belief that the requirements above had not been satisfied or who allows a pupil to use an inhaler because of the employee's good faith belief that the requirements above had been satisfied.

40. 11. Administration of Epinephrine to Students

School employees, school volunteers and school bus drivers may administer a student's prescribed epinephrine if he/she appears to be experiencing a severe allergic reaction, even in situations when written physician instructions and parent consent are not on file with the District authorizing such medication administration. Employees, volunteers and bus drivers must:

- a. Report the suspected allergic reaction, as soon as practical, by calling 911.
- b. If in an area where 911 is not available, they must call an emergency medical service provider.

Immunity is provided from civil liability for those persons who administer epinephrine in the above situations.

40. 12. An accurate and confidential system of recordkeeping shall be established for each student receiving medication.

- a. It is advisable to have in the principal's or school nurse's office a list of students needing medication during school hours, including the type of medication, the dose, and the time to be given. This list should be updated periodically.
- b. An individual record for each student receiving medication shall be kept, including the type of medication, the dose, the time given and who dispensed the medication.
- c. School personnel are asked to report any potential side effects of students on medication.

APPROVED: October 1991

REVISED: August 13, 2001
 November 12, 2007
 TBD

Program	Rolled Forward 18-19 Students	Sections	Class Avg	Max per Section	Capacity	Projected Total 19-20	Projected Space Available	Notes
<u>Early Childhood</u>	29	4	7	10	40	58	0	currently 19 referrals in progress
<u>Elementary (K-5)</u>								
Cross Categorical Levels 1-2 *	128	13	9.8	14	182	175	7	
Intellectual Disabilities Level 3 Program *	13	2	6.5	7	14	16	0	2 over capacity
Emotional Disabilities Level 3 Program *	25	3	8.3	8	24	30	0	6 over capacity
Speech/Language	232	7	33	40	280	278	2	
<u>Middle (6-8)</u>								
Cross Categorical Levels 1-2 *	156	9	17.3	16	144	187	0	43 over capacity
Intellectual Disabilities Level 3 Program *	10	1	10	8	8	12	0	4 over capacity
Emotional Disabilities Level 3 Program *	11	0	11	9	0	13	0	13 over capacity
Speech/Language *	67	1	36	42	42	40	2	
<u>High School (9-12)</u>								
Cross Categorical Levels 1-2 *	179	12	14.9	18	216	215	1	
Intellectual Disabilities Level 3 Program *	16	1.75	9.1	8	14	18	0	4 over capacity
Emotional Disabilities Level 3 Program *	9	1	9	10	10	11	0	1 over capacity
Speech/Language	27	1	27	45	45	30	15	
<u>Other Programs</u>								
Occupational Therapy	127	2.6	48.8	30	78	152	0	74 over capacity
Wood County Alternative School	5	1	5	5	5	5	0	