



AGENDA

Wisconsin Rapids Board of Education
Educational Services Committee

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

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

November 4, 2019

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

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Board Policy 453.4 Administering Medications to Students and Board Policy 453.4-Rule Medication Administration Procedures for First Reading
 - B. Board Policy 537 Professional Staff Growth and Development, Board Policy 537.1 Attendance at Workshops and Conferences, and Board Policy 537.2 New Colleague Orientation for First Reading.
 - C. Curriculum Proposals: New Courses and Curriculum Modifications
 - D. Start College Now (SCN) Applications
 - E. Memorandum of Understanding (MOU) between WRPS and the Boys and Girls Club of Wisconsin Rapids Area
- IV. Updates
 - A. School & District Report Cards
- V. Consent Agenda Items
- VI. 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.



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BACKGROUND

Mary Rayome, Chairperson
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LOCATION: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
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- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Board Policy 453.4 Administering Medications to Students and Board Policy 453.4-Rule Medication Administration Procedures for First Reading

The number of people accessing and using products containing cannabinoids (CBD) for therapeutic and other purposes has increased significantly. State law addressing the administration of medication to students (Section 118.9) does not generally apply to CBD products, except for those that have been specifically approved by the Federal Drug Administration (FDA). In 2017 Wisconsin authorized physicians to dispense CBD without psychoactive effect (no more than 0.3 percent THC) to treat medical conditions. Other CBD products are neither "prescription drugs" nor "non-prescription drugs," as those terms are defined under state law. School employees who might administer a CBD product to a student in response to a parent/guardian's request cannot claim the legal protections that are offered under the state's medication law. Board Policy 453.4 Administering Medication to Students (Attachment A) and Board Policy 453.4-Rule Medication Administration Procedures (Attachment B) have been updated using guidance from the Wisconsin Association of School Boards to address CBD products and their use. Additional information is also included in the policy which clarifies only medications or substances that are FDA approved and officially recognized by the United States Pharmacopoeia and National Formulary or the Official Homeopathic Pharmacopoeia of the United States will be administered to students. Finally, the rule also includes updated information on administration of medications to students during overnight field trips.

The administration recommends approval of Board Policy 453.4 Administering Medications to Students and Board Policy 453.4-Rule Medication Administration Procedures for first reading.

- B. Board Policy 537 Professional Staff Growth and Development, Board Policy 537.1 Attendance at Workshops and Conferences, and Board Policy 537.2 New Colleague Orientation for First Reading.

Board Policies dealing with the professional growth and development of teachers and other professional non-administrative staff have not been updated since 2002. Suggested revisions to Board Policy 537 Professional Staff Growth and Development, Board Policy 537.1 Attendance at Workshops and Conferences, and Board Policy 537.2 New Colleague Orientation are set out in Attachments C, D and E for consideration.

The administration recommends approval of Board Policy 537 Professional Staff Growth and Development for first reading.

The administration recommends approval of Board Policy 537.1 Attendance at Workshops and Conferences for first reading.

The administration recommends approval of Board Policy 537.2 New Colleague Orientation for first reading.

- C. Curriculum Proposals: New Courses and Curriculum Modifications

At the October 2019 Educational Services Committee meeting, eleven new course and curriculum modification proposals were presented to the Committee to be considered and voted on in November. A summary of each proposal was shared, with time for questions and discussion. Each course proposal can be found in the October Educational Services Committee Background in Attachments E through N.

In addition, each proposal was presented to and discussed by the Council for Instructional Improvement (CII). The Council then voted on each proposal. A summary of the CII's individual comments and vote is included in Attachment F. The Central Office Administrative team also discussed each proposal. Based on these discussions and input gathered, the administration makes the following recommendations:

- 1. New Course Proposals
 - a. Second Grade Keyboarding

This proposal would add two weeks of keyboarding instruction for second grade students. The instruction would be provided by the third through fifth grade keyboarding teacher requiring a .18 FTE increase. Similar to the other grade levels, instruction would be rotated among the schools in the spring of the year after the completion of third through fifth grade keyboarding.

The CII supported this proposal by a vote of 25 yes, 0 no, 0 unsure.

The administration recommends approval of the addition of two weeks of keyboarding instruction for all second grade students to begin in the spring of the 2019-20 school year.

b. Woods III

This course would add a third level of instruction in woods for interested students that have completed Woods I and II. Woods III would be a one trimester, one-half credit elective course that would give students an option to continue their study of woods if they are unable or not interested in participating in the Building Construction course.

The CII supported this proposal by a vote of 25 yes, 0 no, 0 unsure.

The administration recommends approval of Woods III for a one-half credit elective course at Lincoln High School for grades 11 and 12 to begin in the 2020-21 school year.

c. Music Theory

AP Music Theory is currently a one-half credit elective course at Lincoln High School. This proposal is to expand AP Music Theory to one elective credit and to offer the first trimester of this course as a one-half elective credit option for students who want an introduction to music theory without the rigor of the AP requirements.

The CII supported this proposal by a vote of 21 yes, 1 no, 3 unsure.

The administration recommends approval of expanding AP Music Theory to one elective credit, and to offer the first trimester of this course as a one-half elective credit option for grades 10, 11 and 12 students at Lincoln High School to begin in the 2020-21 school year.

2. Dual Enrollment Proposals

a. Advanced Placement (AP) European History

AP European History is currently offered as a one credit social studies course for grades 11 and 12. This proposal would allow students to take this course for dual credit with the University of Wisconsin-Stevens Point (UWSP) or take the Advanced Placement exam for potential college credit.

The CII supported this proposal by a vote of 22 yes, 1 no, 2 unsure.

The administration recommends approval of allowing the dual credit option for students taking AP European History for one credit in grades 11 or 12 at Lincoln High School, pending approval by UWSP beginning with the 2020-21 school year.

b. AP World History

AP World History is currently offered as a one credit social studies course for grades 11 and 12. This proposal would allow students to take this course for dual credit with UWSP or take the Advanced Placement exam for potential college credit.

The CII supported this proposal by a vote of 23 yes, 0 no, 2 unsure.

The administration recommends approval of allowing the dual credit option for students taking AP World History for one credit in grades 11 or 12 at Lincoln High School, pending approval by UWSP beginning with the 2020-21 school year.

c. AP Physics I

AP Physics I is currently offered as a one credit science course for grades 10, 11 and 12. This proposal would allow students to take this course for dual credit with Mid-State Technical College.

The CII supported this proposal by a vote of 25 yes, 0 no, 0 unsure.

The administration recommends approval of allowing the dual credit option with Mid-State Technical College for students taking AP Physics I for one credit in grades 10, 11 or 12 at Lincoln High School beginning with the 2020-21 school year.

d. Physics - Force & Motion and Forms of Energy

Physics-Force & Motion and Physics-Forms of Energy are currently offered as two one-half credit science courses for grades 10, 11 or 12. This proposal would allow students who take both courses to opt for dual enrollment credit with UWSP, receiving college credit for Physics 101.

The CII supported this proposal by a vote of 25 yes, 0 no, 0 unsure.

The administration recommends approval of allowing the dual credit option for students in grades 10, 11 or 12 at Lincoln High School who take both Physics-Force & Motion and Physics-Forms of Energy, pending approval by UWSP beginning with the 2020-21 school year.

e. Accelerated Pre-Calculus

Accelerated Pre-Calculus is currently offered as a one credit math course for grades 11 and 12. This proposal would allow students to take this course for dual credit with UWSP.

The CII supported this proposal by a vote of 23 yes, 0 no, 2 unsure.

The administration recommends approval of allowing the dual credit option for students taking Accelerated Pre-Calculus for one credit in grades 11 or 12 at Lincoln High School beginning in the 2020-21 school year.

3. Name Change Proposal

a. DNA Science & Biotechnology

This proposal is to change the name of DNA Science & Biotechnology to Biotechnology Explorations. The proposed name change better reflects the content of this one-half credit course designed for grades 11 and 12.

The CII supported this proposal by a vote of 25 yes, 0 no, 0 unsure.

The administration recommends changing the name of DNA Science & Biotechnology to Biotechnology Explorations at Lincoln High School beginning with the 2020-21 school year.

4. Schedule Change Proposal

a. Wisconsin Rapids Area Middle School (WRAMs) Schedule Change

A proposal was made to alter the WRAMs schedule for grade eight to address concerns about access to music and world language. After much discussion, it was concluded that a committee should be formed to discuss this and other scheduling considerations for WRAMs.

5. Curriculum Process Procedural Change Proposal

a. Summer School Courses for Credit

The question of whether or not courses offered for credit at Lincoln High School's summer school program would need to go through the regular CII Course Proposal process was considered.

The CII supported the proposal that summer school course proposals for which students could earn high school credit be required to go through the regular CII Course Proposal process by a vote of 23 yes, 0 no, and 2 unsure.

The administration recommends that before a course for credit can be offered in summer school at Lincoln High School, the course must go through the regular course proposal process as set out in Board Policy 332 beginning with the summer of 2020.

D. Start College Now (SCN) Applications

There are no Early College Credit Program (ECCP) requests for the spring of the 2019-20 school year.

There are 27 students applying to take nine courses through the SCN program at Mid-State Technical College during the spring of 2019-20. The chart below sets out information about these requests.

Number of Students	Grade Level	Name of Course(s)
21	11 & 12	Nursing Assistant
1	11	Nursing Assistant & College Mathematics
1	12	Community Policy & Criminal Justice Ethics
1	12	Conventional Machining, Precision Machining Foundations & Introduction to Solid Modeling
1	12	College Mathematics
1	12	Introduction to College Writing
1	12	Introduction to Psychology

The administration recommends approval of the 27 applications to participate in the nine requested courses at Mid-State Technical College through the Start College Now (SCN) program in the spring of the 2019-20 school year.

E. Memorandum of Understanding (MOU) between WRPS and the Boys and Girls Club of Wisconsin Rapids Area

The Boys and Girls Club has been in communication with Tracy Ginter, Principal of WRAMs, regarding the possible implementation of a "Be Great, Graduate" program similar to those that have been implemented in other districts such as Green Bay. In general, the Club provides a "Graduation Specialist" who works with 15 to 20 students who have been identified as in need of assistance with respect to the skills necessary for graduating high school. They are basically part of the WRAMs school staff; however, their employer is the Boys and Girls Club. The data out of other districts that have implemented this approach is very promising. There is no cost to the district – the only requirement would be to provide space. Ms. Ginter will be on hand to address specific questions as will representatives from the Boys and Girls Club. A copy of the MOU and job description for the position is included for your reference (Attachments G and G-1).

The administration recommends approval of the proposed Memorandum of Understanding (MOU) with the Boys and Girls Club of the Wisconsin Rapids Area to implement the school based "Be Great, Graduate" program at the Wisconsin Rapids Area Middle School effective November 11, 2019.

IV. Updates

A. School and District Report Cards

The embargo for School and District Report Cards is expected to be lifted sometime in November. An update on the results will be shared with the Educational Services Committee at the December meeting, as well as via the Board update if the Report Card release occurs before publication.

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:

- School and District Report Cards - December
- ACP Update – December
- Behavior/Mental Wellness Committee Update – January
- Assessment Committee Update – January
- Class Size Limits – January
- Student Travel Updates - January
- Library Update – January
- Mid-Year AGR Report – February
- Strategic Plan Updates – February
- RtI Handbook Revisions - February

453.4 ADMINISTERING MEDICATIONS TO STUDENTS

Medications should be administered to school children by parents at home whenever possible. *School staff will not dispense medications or substances that are not regulated by the Food and Drug Administration (FDA) such as herbal or homeopathic remedies. All medications must be recognized as drugs in the official United States Pharmacopoeia and National Formulary or Official Homeopathic Pharmacopoeia of the United States.* The school nurse and other designated persons may administer medications to students under established procedures. School personnel authorized to administer medications to students shall be provided with appropriate instruction.

Before any prescription medication may be administered to a student in the Wisconsin Rapids Public School District, proper procedures for administering medication to students must be followed. *Approved* ~~*Non*~~-prescription medications will be administered only with written parental instructions and consent. However, this policy shall not prohibit the older and reliable high school student from assuming responsibility for self-administration and storage of *approved* non-prescription products. *Approved* ~~*Non*~~-prescription medications may be carried or kept in the student locker in small quantities only. All medications must be in the original labeled container. Students are, under no circumstances, to administer any over-the-counter *or prescription* medications to other students.

Asthmatic students may possess/use asthma inhalers in accordance with state law and established procedures.

School employees, school volunteers and school bus drivers may administer epinephrine to any student who 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. Such action must be consistent with state law and established procedures.

LEGAL REF.: Section 118.255 Wisconsin Statutes
118.29
118.291
121.02(1)(g)
146.81
448
PI 8.01 (2)(g), Wisconsin Administrative Code

CROSS REF.: 453.4-Rule, Medication Administration Procedures
~~Emergency Care Handbook~~ *School Health Manual*

ADOPTED: April 14, 1997

REVISED: August 13, 2001
TBD

453.4-RULE MEDICATION ADMINISTRATION PROCEDURES

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

Prescription Medications

1. Prescription medication may be administered when the "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. Administration instructions, including Time to be administered
 - d. Prescribing physician's name
3. 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 for delivery to the office. 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.
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.
6. A new "Orders for Administering Prescription Medication in School" form must be completed annually.
7. ~~Over the Counter Medication~~ *This language under "a" and "b" is being moved to a different section in the policy.*
 - ~~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.~~
8. 7. Medication will be offered to the student at the designated time and be 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.
9. 8. 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.
10. 9. 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.

~~11~~ 10. 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.

Students with epinephrine auto-injectors may possess and self-administer for the purpose of treating a severe allergic reaction to include anaphylaxis with the written approval of a license practitioner and parent/guardian.

Non-Prescription Medications

- 1. Non-prescription medication (e.g., Tylenol) may be administered to students by school personnel with written instructions and consent by the parent/guardian or adult student. The non-prescription medication must be delivered to school personnel by the student's parent/guardian or adult student.**
- 2. School personnel should, under no circumstances, administer over-the-counter medication to students without having written authorization from the student's parent/guardian.**
- 3. 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.**
- 4. A request to administer a non-prescription medication in the dosage other than the recommended therapeutic dose must also be accompanied by the written approval of a licensed practitioner and parent/guardian.**
- 5. This policy shall not prohibit the older and reliable high school students from assuming responsibility for self-administration and storage of non-prescription products. Non-prescription medications may be carried or kept in the student locker in small quantities only. All medications must be in the original labeled container. Students are, under no circumstances, to administer any over-the-counter medications to other students.**

Other Prescription and Non-Prescription Medicines

1. Nutritional supplements or herbal, natural, or other non-traditional alternative medications or investigational medications will not be given in the school setting unless such medication is approved by the Food and Drug Administration (FDA) or prescribed by a practitioner. If FDA approved or prescribed by a practitioner, the following criteria must be met:

- a. the original container is provided;
- b. use for student is indicated;
- c. appropriate dosing for student is clearly stated on the label/packaging insert;
- d. possible side effects are listed;
- e. signed parent/guardian statement is provided;
- f. signed practitioner consent is provided if non-FDA approved

2. Products containing cannabinoids (CBD) on school property or at school-related functions are allowable if the following conditions are met:

- a. Written authorization from parent/guardian is provided;
- b. The student's parent/guardian must provide the District with written certification from a physician licensed in the State of Wisconsin stating that:
 - i. the student may use CBD to treat a medical condition,
 - ii. the student is required to consume CBD during the school day or at a school-related function
- c. The written physician's certification form is to include:
 - i. physician's name,
 - ii. name and address of the patient for whom the certification is issued,
 - iii. a date in which the letter or document was issued (no more than one year old) and must not be expired,
 - iv. physician's signature
- d. The CBD product must be self-administered or administered by a parent/guardian.
- e. The CBD product must:
 - i. be in the original container,
 - ii. contain appropriate dosing for the student (clearly stated on the label/packaging insert or on physician's certification),
 - iii. have possible side effects listed,
 - iv. have a signed parent/guardian statement provided.
- f. The CBD product will be kept and administered in the school office or other locations consistent with where prescription medications are stored.
- g. The student's parent/guardian must provide the District with production information from the manufacturer or seller of the CBD product to be administered to the student that states the CBD does not contain any THC.

~~12.~~ For all medication given at school, 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.

Medication Administration During Overnight Field Trips

1. Parents/guardians or adult students may request that the student be permitted to self-carry and self-administer permissible medication(s) during the course of an overnight field trip and must complete an "Orders for Administering Prescription Medication in School" form in accordance with District procedures. Such permission may be revoked by the building principal in consultation with the school nurse for failure to comply with the conditions.
2. The following conditions must be met for a student to self-carry and self-administer permissible medication(s):
 - a. The parent/guardian or adult student has filed the proper form and the form is on file with the school indicating permission for the student to self-carry and self-administer the medication, and
 - b. Where applicable, the physician has completed the required form granting permission for the student to self-carry and self-administer the medication, and
 - c. The student has signed the required form agreeing to comply with the self-carry rules.
3. Certain medications may not be permitted to be self-carried and self-administered by a student such as controlled substances, anxiety or relaxant medication, and additional medications at the nurse's discretion that are high risk for misuse.
4. Students who have filed the required form with the school to carry and self-administer medication (epi pens, albuterol inhaler, glucagon, insulin, and all diabetic supplies) shall not be required to complete additional forms to self-administer medication for overnight field trips.

APPROVED: October 1991

REVISED: August 13, 2001
November 12, 2007
February 11, 2019
TBD

537 PROFESSIONAL STAFF GROWTH AND DEVELOPMENT

The stature of the teaching profession depends in the final analysis, on the stature of the individuals who constitute its membership. The Board assumes acceptance by its professional staff of certain obligations:

1. To continuously improve student learning through professional development and implementation of best practice.
2. To contribute to the growing body of professional skill and knowledge.
3. To share in creating a collaborative community ~~climate~~ favorable to education student achievement.
4. To assume a ~~full~~ shared of responsibility for maintaining the quality and integrity of the profession.
5. To give active support to groups and individuals in the community who are seeking to improve the quality of education.

Staff Professional Development Activities and Additional Study

Staff Professional development activities should be planned ~~on a long-range basis~~ so that each course or project will contribute to the professional growth of the individual staff member as well as to the improvement of each school and the school district as a whole. Professional development should be collaborative, job-embedded, and based on the principles of how adults learn best. The Quality Educator Committee will oversee the quality of professional development activities and make suggestions for improvement.

Staff Professional Development Initiatives

The Council for Instructional Improvement is responsible for the following:

- A. Annually the Council will develop a district staff professional development plan that reflects the District's Strategic Plan and includes District initiatives. This plan which will guide district, building and program plans and activities and ~~district events~~ to be conducted during the school year.
- B. Necessary funds and time as feasible will be made available for the planning, development, and implementation of the professional development program at the district, building, and individual level.

LEGAL REF.: Section 121.02(1)(b) Wisconsin Statutes
PI 8.01(2)(b), Wisconsin Administrative Code

CROSS REF.: Professional Development in Wisconsin Rapids Public Schools
~~WREA Agreement~~

APPROVED: November 11, 1974

REVISED: December 8, 1975
December 12, 1983
November 12, 1990
January 14, 2002
TBD

537.1 ATTENDANCE AT WORKSHOPS AND CONFERENCES

The Board recognizes the value of conference and convention attendance as a means of learning of improvements ***about and implementing best practice, rigorous curriculum, and state and federal mandates*** in education, ~~studying and comparing local practices, and recruiting qualified candidates.~~

The Superintendent ***or his/her designee*** may authorize professional leave for attendance of personnel at state, regional, and national meetings, ***workshops, and conferences*** without pay deduction and with expenses paid by the District according to established allowances. The number of absences for professional leave shall be determined by the Superintendent ***or his/her designee*** and is subject to budget limitations for employing substitutes and reimbursement for travel, ~~meals~~ and lodging.

Non-certificated staff authorized by the Board to attend conferences and conventions are subject to the same policies as professional staff.

The Superintendent shall prepare administrative guidelines on travel and conference attendance and shall submit them for periodic review by the Board.

LEGAL REF.: Section 121.02(1)(b) Wisconsin Statutes

CROSS REF.: ~~WREA Agreement~~

APPROVED: November 11, 1974

REVISED: January 14, 2002
TBD

537.2 NEW STAFF COLLEAGUE ORIENTATION

The administration is responsible for setting up and conducting appropriate orientation sessions and on-going support for all new and transferred employees. Orientation and support for new teachers and other professional staff will be in compliance with Department of Public Instruction (DPI) guidelines and the Educator Effectiveness process. Any orientation costs will be favorably considered by the Board for inclusion in each annual budget.

APPROVED: November 11, 1974

REVISED: January 14, 2002
TBD

Council for Instructional Improvement Ballot Results October 30, 2019

1. AP European History

22 Yes 1 No 2 Unsure

AP European History	
Pros	Cons
<ul style="list-style-type: none"> *Additional opportunity for kids to get college credit *+AP test = choice *More than 3 credits possible 	<ul style="list-style-type: none"> *Pay upfront but may not perform well in course. *UWSP doesn't approve as a dual-credit course *Coordination (will we need someone (FTE) to do this? *Trimester timing

Comments:

- Concerns shared about UW support
- Concerned about increased volume of paperwork for WRPS staff. This on all dual-credit courses.
- What curriculum will be used, cost, must be consistent, communication.
- We need a coordinator for all these AP/dual credit classes
- As long as we have the supports in place needed to make this happen (preferably from UWSP)
- Need to get UWSP to coordinate better
- All contingent on institutions agreement
- Comment for #1, 2, 3 – as discussed this is good for students, but are we pushing them too hard? They are only high school students.
- Best for kids, administration/coordination on USWP end can be addressed
- Coordination with UWSP is necessary; work of trimester grades
- UWSP need more communication with UWSP and more focus of coordinating this for kids.
- Manpower for coordination/UW coordinator; trimester schedule/do we need more answers to important questions?

2. AP World History

23 Yes 0 No 2 Unsure

AP World History/History 102	
Pros	Cons
<ul style="list-style-type: none"> *AP college credit *By combining courses, a greater chance it will run *May draw in more families to the district *More choices for kids 	<ul style="list-style-type: none"> *Need final approval from AP/university *Held to standards and timeline of the university *Course fee *Asking sophomores to make a big commitment

Comments:

- Same contingency as #1 as long as we have the supports in place needed to make this happen (preferably from UWSP)
- What curriculum will be used, cost, must be consistent, communication
- UWSP
- Who is certified to run these courses? 1 certified teacher so far.
- Question, how many teachers are certified to teach?

3. AP Physics 1

25 Yes 0 No 0 Unsure

AP Physics 1	
Pros	Cons
<ul style="list-style-type: none"> *Not a new course *Extra options for students *Cheaper credits *Transfer as the class vs. taking AP Exam and needing a certain score *Students end high school with a college transcript 	<ul style="list-style-type: none"> *MSTC are they on board? *Students have to “decide” *Trimester schedule and gap before AP test *Students end high school with a college transcript

Comments:

- With MSTC

4. Physics – Force & Motion and Forms of Energy

25 Yes 0 No 0 Unsure

Physics – Force & Motion and Forms of Energy	
Pros	Cons
<ul style="list-style-type: none"> *Course already exists *Could count as UW natural science elective *All lab materials are already available *2 trimesters, students get 9 extra days of instruction 	<ul style="list-style-type: none"> *Not the best option if a student wants to pursue a natural science career path *Ties up 2 trimesters in a student’s schedule

Comments:

- Ties up 2 trimesters but gives 5 credits.
- UWSP/MSTC 5 credit course
- 5 credits with UWSP

5. DNA Science & Biotechnology

25 Yes 0 No 0 Unsure

DNA Science & Biotechnology	
Pros	Cons
<p>New name “Biotechnology Explorations” more accurately reflects the course content which is primarily technology based.</p>	<p>Needs to be approved through NCAA.</p>

Comments:

- Name change
- Basically a name change
- Assuming NCAA approval, if not keep unchanged.
- Name change = simple yes

6. Music Theory

21 Yes 1 No 3 Unsure

Music Theory	
Pros	Cons
*Can cover all materials in 2 trimesters (1 trimester isn't enough) *Can just take for ½ credit or full (1 trimester or 2) *Possible virtual students *AP credit	*Must be 1 st and 2 nd trimester *FTE confusion * Technically not more staff *Teachers are giving up time to do it. *Can it be sustained?

Comments:

- Staff? Not sure how this will work.
- Uncertainty about FTE confusion
- Options for 1 or 2 trimesters

7. Accelerated Pre-Calculus

23 Yes 0 No 2 Unsure

Accelerated Pre-Calculus	
Pros	Cons
*Already a “go” with USWP *Transfer credits *Fulfills LHS math credit requirement *Alternative to taking calculus senior year *Can take 1 st semester <u>or</u> both *Students came into college with credits without going AP *Can fill math credit requirements in college without math major or heavy math-based field	*Students pay the tuition for the course *Student can earn more college credits in AP (and it's cheaper) *Have to follow UWSP curriculum *More “college expectations” of high school students *If a student drops, how does it appear on transcripts?

Comments:

- Explore MSTC option
- Already a go, (pushing kids)
- Revisit: Look into options with Mid-State please also
- Been approved through UWSP, satisfies math credit at college for kids who may not be math “strong”, No need to do both courses.
- Are we offering too much for high schoolers that maybe aren't prepared to handle this level of stress?
1) club/sports, 2) ACP, volunteer hours
- With USWP
- More pressure/stress on kids the more AP/dual credit courses??
- Lowered stress for students
- Good communication with students about drop/withdraw times is essential
- Is there an option to go through MSTC for this course? Possibly less expensive option for kids.
- Future years – pursue option with Mid-State as well? Do they have a similar course?

8. Second Grade Keyboarding

25 Yes 0 No 0 Unsure

Second Grade Keyboarding	
Pros	Cons
*Exposure to tech early *Prepare for 3 rd Grade *Forward Exam preparation *Additional exposure to Digital Citizenship	*Cost/FTE *Space *Lab availability *Physical issues

Comments:

- Great idea so all kids have equal exposure before the Forward Exam.
- Love this!
- Adds more to already full 2nd grade schedules
- Awesome
- Sooner the better
- This is a necessity. So much testing on computers.

9. Woods III

25 Yes 0 No 0 Unsure

Woods III	
Pros	Cons
*Continues Woods I/II curriculum *Allows for flexibility in student schedules *Combines II/III in one class	*Possible FTE increase *MIGHT compete with building construction

Comments:

- Great idea

10. Summer School Courses for Credit

23 Yes 0 No 2 Unsure

Summer School Courses for Credit	
Pros	Cons
*Opens more student doors *Higher elective enrollment in school year *Early graduation?? *Current classes only or new classes? (summer only)	*Finding enough staff *How many options? -What classes *Early graduation?? (for district) *Materials Budgeting
Required vs elective courses – Enrollment impact “Youth options” during summer? Is there a summer school credit limit?	

Comments:

- Yes, CII should review new courses
- Just makes sense
- How do we pay staff? Logistics of all credit courses at LHS?
Lots of questions. I believe all courses, new or current, should be approved from CII.
- We need to explain the AP/dual credit process to parents and students TOGETHER!!
- All should come through CII

- Let's be looking into what is offered in the summer around the state.
- Must come through CII – Does it need to come through CII? Courses could be approved by CII in the spring.
- Would like more information about how this summer school program would look “big picture.”
- Yes, courses should go through CII.
- Absolutely, if they get credit needs to go through CII. New courses should go through CII regardless of when they are held.
- LHS is putting together a committee to discuss course offerings.
- It should go to CII for voting. List of courses that will be taught.
- Course proposals for summer only?
- If you are going to propose a course for summer school, it should come through CII.

Overall Comments:

*My concern for all the AP courses is just about kids – pushing them too far...they are ONLY in high school. I realize we need to offer them to be competitive, but these are still high school kids. And they are being asked to make BIG decisions as early as their sophomore year...to pick a “track” or a route. Mental health is huge....does this contribute negatively? I get we have to be competitive with other districts...it just concerns me.

*Note to ALL AP – yes assuming logistics can be worked out!

*If we move forward with all of these UWSP/MSTC options, we will need to find a way to educate parents about the pros/cons of credit vs. AP.

MEMORANDUM OF AGREEMENT

Between
Wisconsin Rapids Public Schools
And
Boys and Girls Club of the Wisconsin Rapids Area
School Based Be Great Graduate Program

THIS Agreement is entered into by and between the WRPS and Boys and Girls Club of the Wisconsin Rapids Area, collectively, ("Parties"), for the purposes of setting forth the agreement between the Parties for the School Based Be Great Graduate Program ("Program").

WHEREAS, the Program is a mentoring program designed to help at-risk students, in grades 6 through 12, bridge the difficult gap between middle and high school and ultimately achieve academic success;

WHEREAS, BGC desires to employ one Graduation Specialists to be assigned to District schools as determined by the District to work with and mentor 15-20 students per Graduation Specialist per school to address common barriers to graduation and improve the likelihood of graduation for the students as a component to the Program; and

WHEREAS, the District has designated Wisconsin Rapids Area Middle School as the site at which the Program shall be located ("Designated Site").

NOW, THEREFORE, for and in consideration of the terms and conditions hereinafter stated, the Parties agree as follows:

I. PROGRAM DESCRIPTION

- A. The Program shall be offered at the Designated Site to 15 to 20 students per Graduation Specialist in grades 6 through 8 as identified by the District.
 - 1. The District shall:
 - a. Identify students eligible for the Program;
 - b. Retain the right to discontinue services to students under the Program during the course of the school year due to a student's non-participation in the Program, lack of regular attendance at the Designated Site or behavioral concerns;
 - c. Identify and refer students to fill vacancies in the Program during the course of the school year.
 - 2. Students identified to participate in the Program shall not be required to be members of BGC.
 - 3. Authorization to participate and exchange information.
 - a. Parent/guardian authorization shall be provided to the Parties in order for designated students to participate in the Program in a manner approved by the District.
 - b. Such authorization shall also be provided for the disclosure of education or pupil record as defined by the Family Education Rights Privacy Act, 42 CFR Part 2; and 34 CFR Part 99 ("FERPA") and Wis. Stat. § 118.125.
 - c. Parent/guardians will be required to complete such form once per school year which shall remain in effect for the duration of said school year.
- B. Roles and Responsibilities of the Graduation Specialist.
 - 1. The Graduation Specialist shall be assigned to the Designated Site for each day that instruction is held as set forth by the District calendar.
 - 2. The job responsibilities of the Graduation Specialist shall be as set forth in Exhibit A attached hereto and fully incorporated herein.
 - 3. The Graduation Specialist shall collaborate with Student Services and Administration to determine the best times to provide services during the instructional days, as well as support the assigned students before and after the instructional day and during the instructional day, including but not limited to:
 - a. Providing transportation to and from school;
 - b. Ensuring on time arrival to class;

- c. In collaboration with the classroom teacher, sitting in on classes, assisting with coursework;
 - d. Providing support during study hall and lunch periods;
 - e. Helping to secure outside employment (If applicable)
 - f. Assisting in helping to provide access to and utilization of outside services, if available.
4. All contacts with assigned students shall be tracked by the Graduation Specialist utilizing software selected by BGC. BGC shall provide such records to the District upon request.
 5. All interventions with assigned students shall be tracked using Be Great Graduate App. The District shall provide information to the Graduation Specialist regarding the documentation of interventions.
- C. Selection, Supervision and Evaluation of the Graduation Specialist
1. BGC shall employ a Program Manager who shall be responsible for the day to day supervision of the Graduation Specialist and ensuring that Graduation Specialists providing services at a Designated Site have the necessary training and education to provide services.
 2. Graduation Specialists shall be selected by the Program Manager. The District shall participate in the interview process and provide recommendations to the Program Manager on the selected applicant(s).
 3. BGC shall be responsible for conducting performance evaluations of the Graduation Specialist. In conducting such performance evaluations, BGC shall seek and consider information from the building principal(s) of the school(s) that the Graduation Specialist is assigned to perform services as set forth in this Agreement.
 4. Performance concerns or complaints regarding the work of the Graduation Specialist shall be promptly brought to the attention of the Program Manager for investigation and disposition. WRAMS Principal or Designee (WRAMS P/D), may request the re-assignment of a Graduation Specialist at the Designated Site.
- D. Independent Contractor.
1. The Parties agree that the Graduation Specialist is an employee of BGC and will be acting as an independent contractor of the District in the performance of the duties under this Agreement. As such, the Graduation Specialist shall be subject to the administration, supervision and control of BGC.
 2. Subject to the terms of this Agreement, BGC, shall have the power and authority to hire, discharge, and discipline the Graduation Specialist.
 3. BGC agrees that its employees shall not pursue employment opportunities with the District during the duration of this Agreement and that BGC and the District shall not engage in any activity that would create an employee/employer relationship during the course of this Agreement.
 4. BGC and BGC's employees shall not constitute "employees" or "full-time equivalent workers" of the District as provided in the Patient Protection and Affordable Care Act ("PPACA" or "Affordable Care Act"), 42 U.S.C. §§ 300gg et seq., Pub. L. No. 111-148, 124 Stat.119 (Mar. 23, 2010). BGC shall be responsible for compliance with the Affordable Care Act.
- E. Program Funding.
1. The Parties agree and understand that the provision of Graduation Specialists is contingent upon the availability of funding through the BGC and the State of Wisconsin.
 2. BGC shall be responsible for payment of all costs, salary and fringe benefits associated with employment of the Graduation Specialists.

II. BGC RESPONSIBILITIES

- A. BGC agrees to provide the Graduation Specialist to support identified students with the mentoring program at the Designated Site.
- B. BGC shall provide the District with copies of the current job descriptions, and any revisions, for the Graduation Specialist position. The parties agree that all job descriptions shall be mutually agreed upon by the BGC and District, and the District reserves the right to refuse any job description that does not comply with the District's policies. Should both Parties disagree with the job description content, both parties will meet to resolve issues on the content of the job description.
- C. The Graduation Specialist shall furnish all services at one of the Designated Sites, unless otherwise agreed to by the BGC, the District and the student and the student's family receiving the services, as communicated by the Graduation Specialist to the Designated Site representative.

- D. The BGC shall, in collaboration with District officials, develop policies and procedures specific to the delivery of services in a school setting. These policies and procedures should address, but are not limited to:
1. Entrance and egress policies;
 2. Operating hours, including potential operation outside regular school hours;
 3. Parameters for the Graduation Specialist to access to space (e.g., maintenance and cleaning, emergencies);
 4. Adherence to school rules, including participation in emergency drills and procedures;
 5. Supervision of students;
 6. Appropriate Graduation Specialist responses in case of student behavior concerns, including communication with school staff and law enforcement;
 7. Management of disagreements between Graduation Specialist and school staff; and
 8. Procedures for referral of students for services.
- E. Insurance Coverages.
1. The Graduation Specialist is and shall remain an employee of BGC during the term of this Agreement. BGC shall include the Graduation Specialist on the BGC's liability, health and worker's compensation insurance.
 2. BGC shall provide professional liability insurance with amounts of no less than \$1,000,000.00 per incident and \$2,000,000.00 per aggregate. The policy may not contain an exclusion for coverage of claims arising from claims for sexual molestation or abuse. In the event that BGC's policy should have an exclusion for sexual molestation or abuse claims, then BGC shall be required to procure a supplemental policy providing such coverage.
 3. BGC shall provide umbrella liability insurance with amounts of no less than \$4,000,000.00 per occurrence and \$4,000,000.00 per aggregate. Coverage should be at a minimum following form over underlying general liability and auto liability coverage.
 4. BGC shall file with the District a Certificate of Insurance. The Certificate of Insurance shall include the liability coverage limits, dates of coverage, coverage of the BGC and its agents, and a clause which names the District as an additional insured for claims arising under this Agreement.
 5. In the event the term of any such policy renews during the term of this Agreement, BGC shall furnish additional certificates to the District at the time of each such renewal.
- F. Pursuant to the District's criminal background check policy and procedures, the District shall require the Graduation Specialist to submit to the BGC criminal background check process. No services shall be rendered until such background check has been completed and such results are negative, thus permitting Graduation Specialist to perform services as noted above. The District shall be permitted to verify that Graduation Specialist have completed the BGC background check and that the results of the background check were negative.
- G. BGC agrees that the Graduation Specialist shall submit to the District's controlled substance testing where the District determines such testing to be necessary. The District will bear the expense of all costs associated with such testing. Where the District determines such testing to be required, no services shall be rendered until such testing has been completed and results are negative, thus permitting the Graduation Specialist to perform services as noted above.
- H. Pursuant to the District's employee health examinations policy and procedures, and where the District determines such screening to be necessary, BGC agrees to complete a screening questionnaire for tuberculosis (approved by the Wisconsin Department of Health Services) that is administered by a qualified medical practitioner and, if indicated, a test to determine the presence or absence of tuberculosis in a communicable form. The screening (and test, if indicated) must be completed no earlier than 90 days of BGC commencing services to the District. The District will bear the expense of all costs associated with such screening (and testing, if indicated). Where the District determines such screening to be required, no services shall be rendered until such screening has been completed and results are negative, thus permitting BGC to perform services as noted above.

- I. BGC shall ensure that all employees providing services to the District pursuant to this Agreement have complied with the Wisconsin mandatory reporter training annually. The District shall be permitted to verify that Graduation Specialists have completed the mandatory reporter training. Such mandatory reporting requirements shall include training related to child abuse and neglect and school violence threats.

II. DISTRICT RESPONSIBILITIES

- A. At no expense to the BGC, District shall provide non-exclusive adequate and appropriate space within the Designated Site for use by the Graduation Specialist, and will ensure the privacy and confidentiality of students and family members receiving services from the Graduation Specialist. Access to electronic and hard-copy files will be limited to the Graduation Specialist.
 1. When the space is not needed by BGC for the Graduation Specialist, the space shall be available to the District for use as determined by the District.
 2. The space shall be used by BGC to fulfill its obligations under this Agreement.
 3. The District is responsible for reasonably securing the space and will provide the Graduation Specialist means of access to permit use consistent with this Agreement.
 4. The District shall maintain the space, except when maintenance is necessitated by an act or omission of BGC or the failure of BGC to perform its obligations under this Agreement.
 5. The District shall be responsible to keep the space in good repair and in all respects appropriate for BGC and its Graduation Specialists except for repairs and replacements to furnishings provided by BGC for the Graduation Specialist.
 6. The District shall be responsible for all utilities serving the space.
 7. BGC may not make any alterations, additions or improvements to the space without the advance written consent of the District, which the District may withhold in its sole discretion. Any alterations, additions and improvements, shall become part of the space and the sole property of the District, except that all moveable trade fixtures and equipment installed by BGC shall be and remain the property of the BGC.
 8. BGC shall deliver up and surrender possession of space to the District upon the end of the Term or other termination of this Agreement, in a good and substantial state of repair, reasonable wear and tear and damage by fire or other casualty not caused by BGC, or students, or from other cause beyond BGC's control excepted.
 9. BGC may not assign or sublease its rights to use the space under this Agreement without the District's prior written consent, which the District may withhold in its sole discretion.
- B. At no cost to BGC, the District shall provide the Graduation Specialist adequate equipment and supplies including, but not limited to desk and/or office area, computer, and telephone for use by the Graduation Specialist.
- C. At no expense to BGC, the District shall provide WiFi access within a Designated Site for use by the Graduation Specialist in a substantially similar manner WiFi access is provided to Designated Site employees
- D. The District reserves the right to make adjustments to the location of the Graduation Specialist should educational programming needs arise that require the use of such space provided for the Graduation Specialist, provided BGC and District discuss such adjustments at least thirty (30) days in advance of the effective date of the adjustment.

III. RESPONSIBILITIES OF BGC AND DISTRICT

- A. BGC and District acknowledge and agree that the location of Graduation Specialist inside a Designated Site does not in any way waive the confidentiality of program records or pupil records as defined in state or federal law. BGC and the District shall ensure that communication of any confidential information between the Graduation Specialist and the District is done only with consent or as otherwise authorized in statute. Program records created at the Designated Site are, and shall remain, the property of the BGC. Pupil records of students receiving services at the Designated Site are in the custody of the District. Access to records or information shall only occur via properly created and executed releases of information or as otherwise authorized in the law, consistent with Wis. Stat. Chapters §§ 51 and 118 and FERPA.

- B. The BGC and District shall work collaboratively to develop written communications to families and students about BGC and any written communications will clearly specify that Graduation Specialist are located inside the Designated Site for the benefit and convenience of students and families seeking services and is not an agent of the District or Designated Site.
- C. The District and the BGC agree that all Program services provided will supplement and not supplant District services.

IV. DATA SHARING – PROTECTION OF CONFIDENTIALITY AND UNAUTHORIZED ACCESS, USE OR DISCLOSURE OF INFORMATION

The BGC and its parent organization agree that they will be provided limited access to the District's student database in order that the Graduation Specialist may provide appropriate services as outlined in this Agreement. Such access will be limited to the student's schedule, assignments and grades, attendance, and major behavior records as such term is defined by Wis. Stat. § 118.125 and FERPA. BGC, its parent organization, and the Graduation Specialist agree to comply with the following measures to protect the confidentiality of any information provided under this Agreement and to protect such information against unauthorized access or disclosure:

- A. All student data provided by the District is considered to be confidential (including Directory Data) under this Agreement as well as under the Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g. et seq., Wis. Stat. § 118.125, and any other federal or state statues or regulations pertaining to student records and shall not be rereleased.
- B. Student records subject to this Agreement shall be used only to the extent necessary to assist in the valid Program administrative needs of BGC and the Graduation Specialist and shall be used only for the purposes contemplated in this Agreement. Such information shall not be disseminated to any third party without written consent of the District and/or parent(s)/custodian(s).
- C. BGC, its parent organization and the Graduation Specialist will not use the information for any purposes not specifically authorized under this agreement or as specified in parent/guardian authorizations. In the event that the BGC or its parent agency desires to use any information received under the terms of this Agreement or receive additional information in order to evaluate student outcomes and the effectiveness of the Program's implementation in a manner not specified in this Agreement or in accordance with parent/guardian permission, that it shall request permission to receive and/or use such information in writing.
- D. Paper documentation (reports, screen prints, etc.) containing confidential student information shall be stored in a place physically secure from access by unauthorized persons in conformance with District policy.
- E. Information stored in electronic format shall be stored and processed in such a way that unauthorized persons cannot retrieve the information by any means.
- A. FERPA. In accordance with the Family Educational Rights and Privacy Act the following shall apply:
 1. In the course of providing services during the term of the Agreement, BGC may have access to student education records that are subject to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, et seq. and the regulations promulgated there under. Such information is considered confidential and is protected. To the extent that BGC has access to "education records" under this contract, it is deemed a "school official," as each of these terms are defined under FERPA. BGC agrees that it shall not use education records for any purpose other than in the performance of this contract. Except as required by law, BGC shall not disclose or share education records with any third party unless permitted by the terms of the contract or to subcontractors who have agreed to maintain the confidentiality of the education records to the same extent required of BGC under this contract.
 2. In the event any person(s) seek to access protected education records beyond the access that is provided to covered BGC employees for the purpose of performing

services in connection with social and academic enrichment programming, whether in accordance with FERPA or other Federal or relevant State law or regulations, BGC will immediately inform WRAMS P/D of such request in writing if allowed by law or judicial and/or administrative order. BGC shall not provide direct access to such data or information or respond to individual requests. BGC shall only retrieve such data or information upon receipt of, and in accordance with, written directions by WRAM P/D and shall only provide such data and information to approved requesting party. It shall be WRAMS P/D sole responsibility to respond to requests for data or information received by BGC regarding WRAMS data or information. Should BGC receive a court order or lawfully issued subpoena seeking the release of such data or information, BGC shall provide immediate notification to WRAMS P/D of its receipt of such court order or lawfully issued subpoena and shall immediately provide WRAMS P/D with a copy of such court order or lawfully issued subpoena prior to releasing the requested data or information, if allowed by law or judicial and/or administrative order.

3. If BGC experiences a security breach concerning any education record covered by this contract, BGC shall immediately notify WRAMS P/D and take immediate steps to limit and mitigate such security breach to the extent possible. The parties agree that any breach of the confidentiality obligation set forth in the contract may, at WRAMS P/D discretion, result in cancellation of further consideration for contract award and the eligibility for BGC to receive any information from WRAMS P/D for a period of not less than five (5) years. In addition, BGC agrees to indemnify and hold WRAMS P/D harmless for any loss, cost, damage or expense suffered by BGC, including but not limited to the cost of notification of affected persons, as a direct result of the unauthorized disclosure of education records.
4. Upon termination of contract, BGC shall return and/or destroy all data or information received from WRAMS P/D upon, and in accordance with, direction from WRAMS P/D. BGC shall not retain copies of any data or information received from WRAMS P/D once WRAMS P/D has directed BGC as to how such information shall be returned to WRAMS P/D and/or destroyed. Furthermore, BGC shall ensure that they dispose of any and all data or information received from WRAMS P/D in a WRAMS P/D approved manner that maintains the confidentiality of the contents of such records (e.g. shredding paper records, erasing and reformatting hard drives, erasing and/or physically destroying any portable electronic devices).

V. ADDITIONAL PROVISIONS

- A. Term of Agreement. This Agreement, upon WRPS Board approval, shall commence on November 11, 2019 and shall continue through June 30, 2020.
- B. Default/Termination.
 1. In the event either party shall default in any of the covenants, agreements, commitments, or conditions herein contained, and any such default shall continue unremedied for a period of thirty (30) days after written notice thereof, the non-defaulting party may, at its option and in addition to all other rights and remedies which it may have at law or in equity against the other party, including expressly the specific enforcement hereof, forthwith have the cumulative right to immediately terminate this contract and all rights under this contract.
 2. The Parties reserves the right, upon sixty (60) days' notice to the other Party to cancel the contract due budgetary or funding considerations. In the event of termination under this subsection, the District will compensate BGC for all work completed by BGC. In the event the District has paid BGC for work not yet rendered, BGC shall remit payment to the District for all funds paid to BGC for services not rendered. Such payments shall be due to the other Party no later than 30 days following the termination of the Agreement.
- C. Indemnification. Each party shall indemnify, defend and hold the other harmless from and against all losses, damages, injuries, claims, demands, and expenses, including reasonable attorneys' fees, arising out of the business and activities conducted by that party or its students or personnel. The

indemnities and assumptions of liabilities and obligations provided for herein shall continue in full force and effect notwithstanding the termination of this Agreement, whether by expiration of time, by operation of law, or otherwise.

- D. Severability. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render the other provisions unenforceable, invalid or illegal.
- E. Authorized Representatives. Each person signing this Agreement has been duly authorized by the party for whom such person purports to act to execute and deliver this Agreement, and to bind the party purportedly represented to all of the terms and conditions of this Agreement.
- F. Notices. Any notices or other communications required or contemplated under the provisions of this Agreement shall be in writing and delivered in person, evidenced by a signed receipt, or mailed by certified mail, return receipt requested, postage prepaid, to the addresses indicated below, or to such other persons or addresses as the BGC or District may provide by notice to the other. The date of the notice shall be the date of delivery if the notice is personally delivered, or the date of mailing if the notice is mailed by certified mail.
- G. Non-discrimination. During the term of this Agreement, Contractor shall not discriminate against any person based on race, color, creed, religion, sex, national origin, age, ancestry, disability, sexual orientation, gender identity, gender non-conformity, gender expression, transgender status, pregnancy, or marital or parental status.
- H. BGC and the District represent and warrant that they have carefully reviewed and fully understands this Agreement, including any attachment. This Agreement shall be binding upon and shall inure to the benefit of BGC and the District and upon their respective heirs, successors, executors, administrators, personal representatives, and permitted successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last date set forth below.

Wisconsin Rapids Public Schools

By: _____
Craig Broeren

Date: _____

Title: Superintendent of WRPS

Boys & Girls Club of the Wisconsin Rapids Area

By: _____
'Exec Director's Name'

Date: _____

Title: Executive Director



GRADUATION SPECIALIST (SCHOOL BASED)

Department: Admin

Reports to: Teen Services Director

Classification/Hours: Full-time/M-F; 7:30am-3:30pm (academic year, varies); 9:00am-5:00pm (summer/non-school days, varies)

Pay Classification: Salaried

Job Summary

The primary focus of the School Based Graduation Specialist will be to ensure the success of 12-20 students as they strive for high school graduation. This position will work primarily from an assigned school and work closely with the Student Services Department to assist students with barriers that may prevent regular school attendance, challenging behaviors, and/or on time credit accrual. A successful candidate will have an outgoing personality, be able to connect with teens, have strong communication with all stakeholders, and approach all challenges with a growth mindset.

Essential duties and Responsibilities

- Oversight of case management activities and documentation of interactions and supports through the Be Great Graduate App.
- Have a minimum of one hour (weekly) contact with all assigned Graduates.
- Have regular communication with school and Club staff to provide status updates of the graduates and overall program implementation.
- Motivate students to focus on a graduation plan.
- Create and facilitate maintenance of college readiness portfolios for teens.
- Offer academic advisement.
- Provide guidance and role modeling to graduates.
- Ensure quality improvement by monitoring and evaluating program achievement against targeted goals, recommending modifications that respond to member needs and interests.
- Connect parents and graduates with appropriate school and community resources.
- Encourage parent/school/community involvement.
- Participate in individual and group supervision sessions; participate in professional development opportunities as appropriate.
- Implement goals, objectives, policies, procedures and standards for Be Great Graduate.
- Exercises independent judgment and initiative with general policy guidelines.
- Comfort working in a fluid environment focused on continuous improvement.
- Engage school staff and integrate into school culture by building relationships and participating in events and professional development opportunities.

Minimum Requirements

- Minimum two years post-graduation education.
- Two year commitment to the position.
- Experience working with teens.
- Knowledge of youth development strategies.
- Ability to motivate youth
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to work with youth and families from a variety of backgrounds.
- Ability to work independently and as part of a team.
- Flexibility to work hours that vary day to day and throughout the course of the year
- Hold a valid driver's license and access to regular/reliable transportation

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at Wisconsin Rapids Area Middle School and/or the Boys & Girls Club of the Wisconsin Rapids Area. The noise level in the work environment can be moderate to loud at times.

Physical Demands

Demonstrated ability to: maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day to day services. May require being active for long periods of time; must be able to function under fast paced and noisy conditions; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.