



**AGENDA**

*Wisconsin Rapids Board of Education  
Personnel Services Committee*

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

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

November 6, 2017

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

Time: 5:30 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
  - A. Appointments
  - B. Board Policy Review
  - C. Food Services Employee Wage Increase
- IV. Updates and Reports
  - A. New Production Coordinator Position in the Food Services Department
  - B. Substitute Clerical and Support Staff Aide Compensation
  - C. Summer School Teacher Compensation
  - D. 2017-18 Open Enrollment Update
- V. Consent Agenda
- VI. Adjournment

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at 715-424-6701, at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board President.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.



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

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

**BACKGROUND**

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

November 6, 2017

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

Time: 5:30 p.m.

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

The administration recommends approval of the following professional staff appointments:

- |                  |  |
|------------------|--|
| Amanda Akkerman  | Location: Grant Elementary School - Virtual Program<br>Position: Teacher (1.0 FTE)<br>Education: BS – UW Stevens Point – December 2013<br>Major/Minor: Early Childhood Education, Early Childhood Special Education<br>Salary: \$40,000 ( <i>\$40,000 total salary/ 2017-18 salary \$26,105 for 124 days</i> )     |
| Sunshine Broeren | Location: District<br>Position: Occupational Therapist (.40 FTE)<br>Education: Master’s – St. Catherine University – May 2002<br>BS – UW River Falls – May 1996<br>Major/Minor: Occupational Therapy, Biology/Chemistry<br>Salary: \$56,250 ( <i>\$56,250 total salary/ 2017-18 salary \$17,289 for 146 days</i> ) |

The administration recommends approval of the following support staff appointments:

- |                    |  |
|--------------------|--|
| Elizabeth St Myers | Location: Washington Elementary School<br>Position: Special Education Aide (7.0 hrs/day)<br>Effective Date: November 1, 2017<br>Hourly Wage: \$14.36 (starting rate) / \$15.12 (after 60 days) |
| Angela Wirth       | Location: Lincoln High School<br>Position: Kitchen Helper (4.88 average hrs/day)<br>Effective Date: October 9, 2017<br>Hourly Wage: \$13.79 (starting rate) / \$14.52 (after 60 days)          |
| Pang Foua Khang    | Location: Grove Elementary School<br>Position: ELL Aide (7.0 hrs/day)<br>Effective Date: November 1, 2017<br>Hourly Wage: \$14.36 (starting rate) / \$15.12 (after 60 days)                    |
| Karli Heuer        | Location: Lincoln High School<br>Position: ACP/Volunteer Assistant (7.0 hrs/day)<br>Effective Date: November 13, 2017<br>Hourly Wage: \$14.36 (starting rate) / \$15.12 (after 60 days)        |

B. Board Policy Review

Board Policy 522.41 – Conflict of Interest – Second Reading

This policy was reviewed and approved for first reading at the regular Personnel Services Committee meeting in October 2017. The administration recommends approval to delete Board Policy 522.41 – Conflict of Interest for second reading. (*Attachment A*)

Board Policy 526 – Staff Complaints and Grievances – Second Reading

This policy was reviewed and approved for first reading at the regular Personnel Services Committee meeting in October 2017. The administration recommends approval to delete Board Policy 526 – Staff Complaints and Grievances for second reading. (*Attachment B*)

Board Policy 528 – Union Contracts and Agreements – Second Reading

This policy was reviewed and approved for first reading at the regular Personnel Services Committee meeting in October 2017. The administration recommends approval to delete Board Policy 528 – Union Contracts and Agreements for second reading. (*Attachment C*)

Board Policy 510 – Personnel Policies Goals – First Reading

Discussion and possible action on proposed changes to Board Policy 510 – Personnel Policies Goals for first reading. (*Attachment D*)

Board Policy 523.4 – Employee Assistance – First Reading

Discussion and possible action on proposed changes to Board Policy 523.4 – Employee Assistance for first reading. (*Attachment E*)

Board Policy 536.2 – Staff Retirement – First Reading

Discussion and possible action on proposed changes to Board Policy 536.2 – Staff Retirement for first reading. (*Attachment F*)

Board Policy 511.5 – Employee Anti-Harassment – First Reading

Discussion and possible action on proposed changes to Board Policy 511.5 – Employee Anti-Harassment for first reading. (*Attachment G*)

C. Food Services Employee Wage Increase

Discussion and possible action on wage compensation for Food Services employees.

IV. Updates and Reports

A. New Production Coordinator Position in the Food Services Department

The Committee will receive an update on a proposal to establish a new non-classified position in the Food Services Department.

B. Substitute Clerical and Support Staff Aide Compensation

The Committee will receive an update on a proposed wage increase for substitute clerical and support staff aides.

C. Summer School Teacher Compensation

The Committee will receive an update on summer school teacher compensation.

D. 2017-18 Open Enrollment Update

Open enrollment data for the 2017-18 school year will be reviewed and discussed. (*Attachment H*)

V. Consent Agenda

Personnel Services Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the regular Board of Education meeting.

VI. Adjournment

**522.41 – CONFLICT OF INTEREST**

See Policy 165

DELETED

**526 — STAFF COMPLAINTS AND GRIEVANCES**

The Board will cooperate with employees through their association(s) in establishing grievance procedures. Such grievance machinery shall be looked at as an approach to resolving contract language interpretation and administration.

Actions with reference to discipline, reprimand, reduction in rank, or withholding of increments shall be made public according to current open records statutes.

*LEGAL REF.:* ~~Wis. Stats. 19.31 – 19.39~~  
19.55

*CROSS REF.:*— ~~WREA Agreement~~  
~~AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance)~~  
~~AFL-CIO Local 95 Agreement (Office and Professional Employees)~~  
~~Substitute Teachers' Agreement~~

*APPROVED:* November 11, 1974

*REVISED:* January 14, 2002

DELETED

**528 — UNION CONTRACTS AND AGREEMENTS**

~~The Wisconsin Rapids Board of Education has the authority to enter into a Collective Bargaining Agreement (Contract) as well as other agreements, memorandums of understanding and resolutions with the unions representing the employees of the District.~~

~~There are times when this authority is delegated by the Board to the administrative staff, through the Grievance Procedure in the Contracts or by a motion at a meeting.~~

~~The following shall be the policy of the Board whenever the District either directly or through any employee or representative enters into any of the aforesated agreements or resolutions with the unions. The Staff Representative, UniServ Director, Business Agent or any non-employee formally representing the union employees, irrespective of title, shall be the first to execute the document prior to the union employees signing it.~~

~~The Board, authorized employees or representatives shall not sign any of the aforesated documents until after all union signatures have been obtained.~~

~~APPROVED: November 13, 2006~~

## **510 PERSONNEL POLICIES GOALS**

School district personnel policies are an essential part of the program of public education in a community, and generally reflect the philosophy of the school district and the community.

Through its personnel policies, the Board wishes to establish conditions that will attract and hold the highest qualified personnel for all positions who will devote themselves to the education and welfare of our students.

Policy development must be approached with attitudes of mutual faith and good will. Cooperation and participation of ~~the employees' associations~~, administration, and the Board are essentials in the formulation of personnel policies. If the predominant values and standards are based upon a democratic philosophy, the personnel policies and procedures will add to the dignity of each individual.

Provisions for the implementation of adopted personnel policies should include channels of communication and procedures for the handling of professional and ethical problems, through which all persons or groups affected may voice their opinions.

To keep its personnel policies, and the corresponding administrative regulations, in the highest state of effectiveness to achieve the above purposes, the Superintendent is directed to establish the procedures needed.

CROSS REF.:       251, Organization for Administrative Purposes  
                      ~~526, Staff Complaints and Grievances~~  
                      ~~WREA Agreement~~  
                      ~~AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance)~~  
                      ~~AFL-CIO Local 95 Agreement (Office and Professional Employees)~~  
                      ~~Substitute Teachers' Agreement~~

APPROVED:   November 11, 1974

REVISED:     January 14, 2002  
                  TBD



### 523.4 EMPLOYEE ASSISTANCE PROGRAM

The Board of Education recognizes that employees with personal or emotional problems often find successful job performance increasingly difficult. The Board of Education approved the Employee Assistance Program (EAP) which is designed to provide assistance in the early identification of problems followed by appropriate referral to professional resources. The Board of Education hopes that this will help prevent job performance deterioration, or help the employee return to satisfactory job performance.

For an EAP to be effective, and in the best interest of the employee, ~~this~~ the following criteria should be met:

1. The EAP must protect the privacy of the individual concerned.
2. Employees seeking assistance through the EAP must be assured that their employment status will not be jeopardized by the fact ~~of their~~ that they are seeking such assistance.
3. The decision to utilize the EAP ~~must be~~ is strictly voluntary.

The Director of Human Resources is the Program Coordinator for the Employee Assistance Program. An annual report highlighting the EAP activities will be presented to the School Board ~~in August~~.

CROSS REF.:            ~~WREA Agreement~~  
                              ~~AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance)~~  
                              ~~AFL-CIO Local 95 Agreement (Office & Professional Employees)~~  
                              ~~Substitute Teachers' Agreement~~

APPROVED:            February 9, 1981

REVISED:             January 14, 2002  
                              TBD

## 536.2 STAFF RETIREMENT

There shall be no mandatory retirement age. The Board does, however, reserve the right to terminate an employee if he/she cannot perform the normal duties required of that position.

~~The option to retire early shall be available in accordance with provisions of the appropriate employee agreement.~~

LEGAL REF.: Section 111.33 Wisconsin Statutes

~~CROSS REF.: WREA Agreement  
AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance, Technicians  
AFL-CIO Local 95 Agreement (Office and Professional Employees)  
Substitute Teachers' Agreement~~

APPROVED: July 1981

REVISED: March 12, 1984  
January 14, 2002  
TBD

## **511.5 EMPLOYEE ANTI-HARASSMENT**

The School District of Wisconsin Rapids prohibits all forms of harassment. Any person subject to the control and supervision of the District who engages in harassment, or retaliates against another person because of a harassment report or participation in an investigation, will be subject to immediate discipline, up to and including discharge. Persons subject to the control and supervision of the District include, but are not limited to, students, teachers, employees, administrators, and volunteers. In addition, the District will take appropriate action to address reported harassment of District employees by third parties, including vendors, and persons who participate in school activities or events authorized by the District.

Harassment consists of unwanted, abusive behavior of a physical, verbal, non-verbal or written nature, directed towards an individual or group of individuals based, in whole or in part, on age, race, color, creed, religion, genetic information, handicap or disability, marital or parental status, gender, sexual orientation, transgender status, gender identity, national origin, ancestry, citizenship, arrest record, conviction record, pregnancy, veteran status, military service, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or other protected group status, which substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Sexual harassment is a form of harassment and consists of unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. It includes conduct directed by a person at another person of the same or opposite gender.

### **Reporting/Complaint Procedure**

Any employee that believes he or she has been subjected to harassment prohibited by this policy is encouraged to promptly report the alleged harassment so that the District may address the conduct before it becomes severe, pervasive, or persistent. Administrators, teachers, staff, and all other school personnel who become aware of alleged harassment must immediately report the alleged incident(s). In addition, any other person who becomes aware of alleged harassment prohibited by this policy is encouraged to report it in accordance with the procedures outlined below.

The reporting party is encouraged to submit a written complaint using the District's form, available in the District office and from the principal of each building. Any oral complaint shall be reduced to writing by the person receiving the complaint. Any complaint concerning a violation of this policy shall be submitted to the Director of Human Resources at the following address:

~~Ryan Christianson~~  
Director of Human Resources\*  
Wisconsin Rapids School District  
510 Peach Street  
Wisconsin Rapids, WI 54494

**\*(Note that a staff directory is available on the WRPS webpage at [www.wrps.org](http://www.wrps.org) or by calling the District main office.)**

If reporting to this person would not be appropriate under the circumstances, the reporting party may submit a report directly to the Superintendent at the following address:

~~Colleen Dickmann~~  
Superintendent\*  
Wisconsin Rapids School District  
510 Peach Street  
Wisconsin Rapids, WI 54494

*\*(Note that a staff directory is available on the WRPS webpage at [www.wrps.org](http://www.wrps.org) or by calling the District main office.)*

The Director of Human Resources (or another appropriate administrator) will send the reporting party written acknowledgement of the complaint within forty-five (45) days after receipt of the complaint.

The District will allow complainants the opportunity to resolve harassment complaints on an informal basis, if the complainant requests to do so. Upon a complainant's request, the building principal (or if the building principal would not be appropriate under the circumstances, the complainant may contact the Superintendent directly) will facilitate a meeting between the complainant and the alleged harasser. If the parties resolve the matter, the building principal (or Superintendent) will prepare a written statement outlining the resolution. If the complainant is not satisfied with the outcome of the meeting, the District will proceed with its investigation of the complaint.

The District will investigate harassment complaints promptly, thoroughly, and impartially. The Director of Human Resources shall conduct the investigation or appoint a designee or outside consultant to do so. The Director of Human Resources will prepare a written report regarding the investigation, including a description of the District's conclusions and any action taken, within ninety (90) days after the District receives the complaint, unless additional time is necessary in order to conduct a complete investigation. However, additional time may be necessary depending on the nature of the allegations. The Director of Human Resources shall send a copy of the report to the complainant, the alleged harasser, and the Superintendent.

If either party is not satisfied with the results of the investigation report or the District's decision, he or she may appeal the decision to the Board of Education. To appeal the decision, a party must submit a written appeal to the Board within ten (10) days after the District sends the investigation report to the parties. The Board of Education will hold a private conference with the parties within thirty (30) days after the Board receives the written appeal. In response to the appeal, the Board will send a written decision to the parties and the Superintendent within ten (10) days after the private conference.

At any time, a complainant may also file a complaint with the U.S. Department of Education's Office for Civil Rights at the following address:

Chicago Office  
Office for Civil Rights  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544

Every employee will receive a copy of this policy upon hire. A copy of this policy will be kept in each building office and maintained on the District webpage. Every employee will receive/review this policy on an annual basis through the District's in-service.

LEGAL REF.: Wis. Stat. § 111.31  
Wis. Stat. § 118.195  
Wis. Stat. § 118.20  
20 U.S.C. § 1681 et seq., Title IX  
29 U.S.C. § 701 et seq., Rehabilitation Act 1973  
29 U.S.C. § 794  
29 C.F.R. Part 1635  
42 U.S.C. § 1983  
42 U.S.C. § 2000d et seq.  
42 U.S.C. § 2000e et seq.  
42 U.S.C. § 2000ff et seq., The Genetic Information Nondiscrimination Act  
42 U.S.C. § 12101 et seq.  
42 U.S.C. § 12112, Americans with Disabilities Act of 1990

CROSS REF.: 511 – Non-Discrimination and Equal Employment Opportunity  
511.5 Exhibit 1 – Employee Harassment Complaint Form  
Employee Handbooks

APPROVED: November 11, 1974

REVISED: January 14, 2002  
January 8, 2007  
February 11, 2008  
August 9, 2010  
August 10, 2015  
**TBD**

**OPEN ENROLLMENT/66.030 INFORMATION FOR 2017-18 SCHOOL YEAR**

Attachment H  
PSC 11/6/2017

<b>TRANSFER-IN APPLICATIONS</b>	Number of Applications Received April 2017	Alternative Exception Applications 2017	2017-18 Applicants Actually Attending WRPS	Continuing Open Enrolled Students from 16-17	TOTAL Open Enrolled IN 2017-18	66.030
Adams-Friendship	1	0	1	3	4	2
Almond-Bancroft	1	1	1	1	2	2
Amherst	0	0	0	0	0	6
Auburndale	0	1	1	2	3	1
Eau Claire	0	0	0	0	0	1
Marshfield	1	1	1	0	1	3
Milwaukee	4	0	0	0	0	0
Necedah	0	0	0	0	0	17
Nekoosa	21	13	20	36	56	7
Pittsville	0	0	0	2	2	1
Port Edwards	12	2	9	51	60	13
Spencer	0	0	0	0	0	2
Stevens Point	4	4	6	13	19	57
Tomah	2	0	0	0	0	0
Tomorrow River	0	0	0	0	0	1
Tri-County	0	1	1	3	4	2
<b>TOTAL</b>	46	23	40	111	151	115
					266	

Anticipated OE Amount Per Student = \$7,055.00 (4K=60%)

Students are Virtual and 4K Community Sites

Adding together Open Enrollment + 66.030 INS: 266 total  
 28 (4K) x \$4,233 = \$118,524 (+) 238 (K-12) x \$7,055 = \$1,679,090 = \$1,797,614

Difference in revenue (In vs. Out):  
 \$1,797,614 IN - \$1,679,090 OUT = \$118,524

<b>TRANSFER- OUT APPLICATIONS</b>	Number of Application s Received April, 2017	Alternative Exception Applications 2017	2017-18 Applicants Actually Attending Other District	Continuing Open Enrolled Students from 2016- 17	TOTAL Open Enrolled OUT	
						66.030
Adams-Friendship	0	0	0	1	1	0
Almond Bancroft	0	1	1	0	1	0
Appleton (Virtual)	3	0	2	6	8	0
Auburndale	7	0	5	12	17	0
Grantsburg (Virtual)	2	7	4	1	5	0
Janesville	1	0	0	0	0	0
Marshfield	1	0	1	0	1	0
McFarland (Virtual)	11	7	0	6	6	0
Medford	1	5	4	3	7	0
Mosinee	3	0	3	0	3	0
Nekoosa	7	17	15	35	50	6
Northern Ozaukee	2	1	0	0	0	0
Pittsville	2	1	2	22	24	0
Port Edwards	13	17	26	55	81	3
Stevens Point	12	3	10	16	26	0
Tomorrow River	3	1	3	5	8	0
Tri-County	1	0	1	5	6	0
Waukesha	6	0	6	0	6	0
Wisconsin Heights	1	0	0	0	0	0
<b>TOTAL</b>	76	60	83	167	250	9
					259	

Students are at  
4K sites in other  
districts.

Adding together Open Enrollment + 66.030 OUTS: 259 total

21 (4K) x \$4233 = \$88,893 (+) 238 (K-12) x \$7,055 = \$1,679,090 = \$1,767,983