



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

June 4, 2018

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

Time: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Appointments
 - B. Resignations
 - C. Retirement
 - D. Board Policy Review
 - E. Employee Handbook Revisions – Physical Examination
 - F. Employee Handbook Revisions – Sick Leave
 - G. Athletic and Non-Athletic Co-Curricular Pay
 - H. Part-Time Cleaner Position
 - I. Professional Staff Early Retirement Requests Submitted Past Deadline
- IV. Consent Agenda
- V. Adjournment

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

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

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



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

June 4, 2018

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

Time: 6:00 p.m.

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

The administration recommends approval of the following 2018 summer school support staff appointments:

Name	Summer School Position	Location	Hourly Wage
Machelle Anderson	Secretary	Woodside	\$16.05
Crystal Fraundorf	Secretary – Session I	Washington	\$15.75
Tina Gaugert	Secretary – Session II	Washington	\$15.75
Jennifer Schudy	Office Aide	WRAMS (Secondary)	\$13.00
Jean Merriman	IMC/Office Aide	Woodside	\$13.00
Tamara Twait	IMC/Office Aide	Washington	\$13.00
Janet Babcock	Instructional Aide	Woodside	\$13.00
Nicole Crowley	Instructional Aide	Washington/RCHS	\$13.00
Cheryl Koch	Instructional Aide	WRAMS (Middle School)	\$13.00
Sara Matthews	Instructional Aide	Washington	\$13.00
Holly McMiller	Instructional Aide	Woodside	\$13.00
Katheryn Melville	Instructional Aide	Woodside	\$13.00
Karey Netz	Instructional Aide	Woodside	\$13.00
LeeAnn Tack	Instructional Aide	Washington	\$13.00
Cheryl Panter	Instructional Aide	WRAMS (Elem Program)	\$13.00
Desirae Brittnacher	Instructional Aide	LHS (Elem Program)	\$13.00
Kay Friday	Food Service	Lincoln High School	\$15.35
Cindy O’Loughlin	Food Service	WRAMS	\$15.35

The administration recommends approval of the following 2018 summer support staff appointments:

Name	Summer Position	Location	Hourly Wage
Andy Thao	Technology Support	District	\$10.50
Joshua Peplinski	Technology Support	District	\$10.50
Nu Thao	Technology Support	District	\$10.50
Oliver Sawyer	Technology Support	District	\$10.00
Ashley Oleson	Cleaner	District	\$9.00
Leah Fredrick	Cleaner	District	\$9.00
Nicole Steinmetz	Cleaner	District	\$9.00
Zachary Kozlowski	Cleaner	District	\$9.00
Caleb Krommenakker	Cleaner/Grounds Helper	District	\$9.00/\$10.50
Noah Raab	Cleaner/Grounds Helper	District	\$9.00/\$10.50
Jesse Gallager	Grounds Helper	District	\$11.00
Chani Pulchinski	Grounds Helper	District	\$11.00

The administration recommends approval of the following support staff appointments:

Melissa Call	Location:	Howe Elementary School
	Position:	Noon Aide (1.5 hrs/day)
	Effective Date:	May 18, 2018
	Hourly Rate:	\$12.28 (starting rate) / \$12.93 (after 60 days)
Chelsey Mazurek	Location:	District
	Position:	Food Services Secretary (8.0 hrs/day)
	Effective Date:	June 4, 2018
	Hourly Rate:	\$14.99 (starting rate) / \$15.78 (after 60 days)
Amanda Grant	Location:	Woodside Elementary School
	Position:	Kitchen Helper (2.5 hrs/day)
	Effective Date:	August 29, 2018
	Hourly Rate:	\$14.70
Laura Carlson	Location:	Lincoln High School
	Position:	Kitchen Helper (3.0 hrs/day)
	Effective Date:	August 29, 2018
	Hourly Rate:	\$14.70
Amanda Belke	Location:	Lincoln High School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	September 4, 2018
	Hourly Rate:	\$15.12
Debra Blevins	Location:	Grove Elementary School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	September 4, 2018
	Hourly Rate:	\$15.12
Megan Follett	Location:	Woodside Elementary School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	September 4, 2018
	Hourly Rate:	\$15.12
Christina Haka	Location:	Mead Elementary Charter School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	September 4, 2018
	Hourly Rate:	\$15.12
Grecia Hernandez-Otero	Location:	Grove Elementary School
	Position:	ELL Aide (7.0 hrs/day)
	Effective Date:	September 4, 2018
	Hourly Rate:	\$15.12
Maria Lopez	Location:	Lincoln High School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	September 4, 2018
	Hourly Rate:	\$15.12
Jodi Matthews	Location:	Grove Elementary School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	September 4, 2018
	Hourly Rate:	\$15.12

Carrie Schultz	Location: Howe Elementary School Position: Special Education Aide (7.0 hrs/day) Effective Date: September 4, 2018 Hourly Rate: \$15.12
----------------	---

The administration recommends approval of the following professional staff appointments:

Lynette Simonar	Location: Mead Elementary Charter School Position: Social Worker (1.0 FTE) Education: Master's – UW Milwaukee – May 2008 BA – UW Stevens Point – December 2005 Major/Minor: School Social Work, Sociology/Native American & Rural Social Work, Child & Family Studies Salary: \$49,500
-----------------	---

Rachel Wisniewski	Location: Washington Elementary School Position: Teacher (1.0 FTE) Education: BS – UW Stevens Point – December 2015 Major/Minor: Early Childhood/Early Childhood Special Education Salary: \$40,750
-------------------	---

B. Resignations

The administration recommends approval of the following professional staff resignations:

James Lynch	Location: East Junior High School Position: Teacher (1.0 FTE) Effective Date: June 8, 2018 Date of Hire: August 25, 2015
-------------	---

Nikki Ligman	Location: Grant Elementary School Position: Teacher (1.0 FTE) Effective Date: June 8, 2018 Date of Hire: September 3, 2014
--------------	---

The administration recommends approval of the following support staff resignation:

Stacey Bray	Location: Howe Elementary School Position: Noon Aide (1.5 hrs/day) Effective Date: May 18, 2018 Date of Hire: April 3, 2017
-------------	--

C. Retirement

The administration recommends approval of the following support staff early retirement:

Jon Dahlman	Location: Mead Elementary Charter School Position: Custodian (8.0 hrs/day) Effective Date: June 29, 2018 Date of Hire: September 13, 1991
-------------	--

D. Board Policy Review

Policy 332 - Experimental/Innovative Programs, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in May 2018. The administration recommends approval of Board Policy 332 - Experimental/Innovative Programs for second reading. (*Attachment A*)

Policy 332.1 - Exhibit 1 - Process Guidelines for Requesting New Courses Form, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in May 2018. The administration recommends approval of Board Policy 332.1 - Exhibit 1 - Process Guidelines for Requesting New Courses Form for second reading. (*Attachment B*)

Policy 432 - School Attendance Boundaries, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in May 2018. The administration recommends approval of Board Policy 432 - School Attendance Boundaries for second reading. (*Attachment C*)

Policy 523.1 Staff Physical Examinations, First Reading

The administration recommends approval of Board Policy 523.1 Staff Physical Examinations, with noted changes, for first reading. (*Attachment D*)

E. Employee Handbook Revisions – Physical Examination

Discussion and possible action to approve recommended changes to the Physical Examination section within the following Employee Handbooks: Administrators and Other Non-Represented Staff, Custodial and Maintenance Staff, Food Services Staff, Office/Clerical and Aide Support Staff, Professional Staff. (*Attachment E*)

F. Employee Handbook Revisions – Sick Leave

Discussion and possible action to approve recommended changes to the Sick Leave section within the following Employee Handbooks: Custodial and Maintenance Staff, Food Services Staff, Office/Clerical and Aide Support Staff, Professional Staff. (*Attachment F*)

G. Athletic and Non-Athletic Co-Curricular Pay

Discussion and possible action on potential pay rate adjustments for 2018-19 athletic and non-athletic co-curricular assignments and the re-configuration of junior high level non-athletic co-curricular assignments, which will be needed due to District restructuring with 9th graders moving to Lincoln High School and 8th graders moving to Wisconsin Rapids Area Middle School, beginning with the 2018-19 school year.

H. Part-Time Cleaner Position

Discussion and possible action on a proposal to add one additional, non-classified “cleaner” position to the Buildings and Grounds Department, which the administration is recommending be placed at Mead Elementary Charter School.

I. Professional Staff Early Retirement Requests Submitted Past Deadline

Discussion and possible action on individual professional staff early retirement requests that are submitted past the deadline requirement as defined in current language within the Post-Employment Insurance Benefit section of the Professional Staff Employee Handbook.

IV. Consent Agenda

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

V. Adjournment

332 **EXPERIMENTAL/INNOVATIVE PROGRAMS**

The Board encourages educational experimentation and innovative programs that indicate promise of practical long-range improvements for students based on educational research and best practice. They may take the form of pilot programs, curriculum modifications, cooperative teaching projects, and the like. Once proven effective and feasible, the Board may wish to make such experimental or innovative programs available to all students who can benefit from them as rapidly as resources will permit.

The Board encourages development of continuing efforts to improve the instructional program. A process for research and development of new instructional programs should be the responsibility of the professional staff. Evaluation and measurement of the instructional program is necessary for guiding improvement efforts.

The Board of Education will approve all curriculum and periodically review the curriculum acquisition plan, which defines the timeline and process for curriculum evaluation, adoption, resource allocations and implementation.

Formal requests for new course proposals must be made to the Director of Instruction by utilizing the Process Guidelines for Requesting New Courses form. The Council for Instructional Improvement will make recommendations for all new courses at the ~~October~~ November meeting, and the Board of Education will receive proposals for approval at the ~~November~~ December Educational Services Committee meeting.

Requests for pilot programs and curriculum modifications outside of the normal acquisition process must be made to the Director of Instruction by utilizing the Process Guidelines for Pilot Programs or Curriculum Modifications form. Requests will be considered on a case-by-case basis, with involvement and recommendations by appropriate CII Committees and the Council for Instructional Improvement. Updates will be provided to the Educational Services Committee as appropriate.

CROSS REF.: 334 - Curriculum Evaluation
 332.1 - Process Guidelines for Requesting New Courses Form
 332.2 - Process Guidelines for Pilot Programs or Curriculum Modifications Form
~~WREA Agreement~~

APPROVED: November 11, 1974

REVISED: April 9, 2001
 August 10, 2009
 TBD

332.1 – EXHIBIT 1 – PROCESS GUIDELINES FOR REQUESTING NEW COURSES FORM

A. Cover Sheet

Identify names and positions of those requesting the new course.

B. Rationale

Provide a clear, complete, concise rationale for the new courses requested. Include such things as:

- Relationship to federal or state initiatives;
- Relationship to District goals and initiatives;
- Research supporting the change, including reference to “best practice” in the particular content;
- Relationships to District curriculum (Reference State Standards and WKCE-CRT Frameworks [math, reading, and science]).

C. Communication

Provide a list of stakeholders (Director of Instruction, Building Administration, CII Committees, Department Chairs and Departments, EPIC, WIC, and LHS Cabinet) affected by the new course and a timeline for communication with each group. Communication with stakeholders must occur the school year prior to the formal new course proposal being submitted to the Director of Instruction.

D. Curriculum

Provide a course outline.

Include a brief implementation plan, answering these questions:

- Who will write the curriculum and enter it into Build Your Own Curriculum?
- When will the curriculum be developed?
- What schedule or staff assignments may need to be changed?
- What professional development needs may be necessary to implement the curriculum?

E. Resources

Provide a description and estimated dollar amount of the following:

- Curriculum Development Time;
Maximum of 24 hours paid at the Curriculum Development rate or two (2) DEU's
- Staff Development Time
- Instructional Materials
- Staffing
- Space, Equipment, Furniture

F. Statement of Impact

Provide a statement of who and what will be impacted by the proposed change.

Consider the new course in the context of a total program offering (i.e., credits, students eligible). Will a section/course be eliminated so the new course can be added?

CROSS REF.: 334 - Curriculum Evaluation
332.2 - Process Guidelines for Pilot Programs or Curriculum Modifications Form
~~WREA Agreement~~

APPROVED: August 10, 2009
TBD

432 SCHOOL ATTENDANCE BOUNDARIES

The Board of Education recognizes the importance of parental involvement in the education of the students of the District. That involvement is recognized to include determining to which school in the District a child shall attend.

The Board of Education will establish school boundaries for each elementary school. Such boundaries are established in order to maintain accessible, equal educational opportunity for education, and in order to be able to staff and program each school appropriately. Such boundaries shall be prepared by members of the administrative staff designated by the Superintendent of Schools.

All children grades K through 5, living within the designated boundary lines of a given elementary school, must attend this given school unless a written exception is granted.

Exceptions may be made to the District Superintendent or persons designated by the Superintendent. Such exceptions may be made in order:

1. To equalize pupil-teacher ratio among given schools.
2. To provide especially designed instructional programs, or to meet specific educational or social needs, which cannot be effectively met otherwise.
3. To permit a pupil to complete the school year in the given school in which the pupil is enrolled at the time of change of residence. Transportation in cases of this nature will be provided by the parent or guardian.
4. To permit a pupil to enroll in a given school where it is known the pupil will become a resident within a period not to exceed 45 school days. Transportation will be provided by the parent or guardian of the pupil granted this exception.
- ~~5. To accommodate family concerns such as child care.~~

All requests for exceptions to attendance boundaries must be made in writing to the Director of Human Resources. ~~Such requests must be made on an annual basis.~~ Approvals will be based on class size(s) at the requested school and on student attendance ~~and behavior records in school~~ and on school approved activities, ~~including bus transportation.~~ Exceptions will not be approved if such approval will result in additional costs relating to staffing or transportation.

When a boundary exception at parent request is permitted, transportation will be provided by the parent or guardian of the pupil granted this exception, either privately or by purchasing bussing services from the District under the administrative non-mandated bus guidelines.

If objection on the part of a parent or guardian is such that it is felt serious contingencies need exploration, the parent or guardian may appeal their request for an exception to the Superintendent, and subsequently to the Board of Education.

LEGAL REF.: Section 121.545 Wisconsin Statutes

CROSS REF.: 343.2, Class Size

ADOPTED: March 10, 1976

REVISED:	September, 1982	January 8, 1996	February 14, 2011
	October, 1987	August 13, 2001	<u>TBD</u>
	November 12, 1990	February 9, 2009	

523.1 STAFF PHYSICAL EXAMINATIONS

As a condition of employment, a physical examination, including a ~~chest X-ray or tuberculin test~~ screening questionnaire for tuberculosis, is required of all school employees, in accordance with state law. As per section 118.25 of the statutes, “employees” means a person employed by a school board who comes in contact with children or who handles or prepares food for children while they are under the supervision of school authorities. In the interest of employee wellness, all school employees are encouraged to have a physical examination at least once every five years.

All food handlers are required to ~~have an examination~~ complete a Food Employee Reporting Agreement annually. ~~Additional tuberculin tests are required once every three years. Positive reactors shall have a chest x-ray once every five years. Reimbursement for such examinations and tests shall be at a rate established by the Board. Reimbursement procedures shall be established by the administration.~~

The District also reserves the right to require a health examination before an employee returns to work following illness, other leave, or at any time when the need for such examination may be indicated.

An employee may be exempt from the physical examination requirement for religious reasons if an affidavit has been filed with the Board claiming such exemption. The Board may, however, require a physical examination if there is reasonable cause to believe that such an employee is suffering from an illness detrimental to the health of students. No employee shall be discriminated against by reason of his/her filing of an affidavit.

Staff physical examination forms shall be maintained in a separate file from other personnel records, and shall be treated as confidential medical records. Only the following individuals shall have access to such information:

1. Supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.
2. First aid and safety personnel may be informed, when appropriate, if an employee has a disability, which might require emergency treatment.
3. Governmental officials investigating compliance with the Americans with Disabilities Act shall be provided relevant information on request.

LEGAL REF.: Sections 103.15 Wisconsin Statutes
 118.25
 121.52(3)
 Americans with Disabilities Act of 1990

CROSS REF.: 523.2, Staff Communicable Diseases
~~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: July 10, 1979
 September 12, 1983
 December 9, 1991
 January 14, 2002
 TBD

PHYSICAL EXAMINATION

All new employees of the Wisconsin Rapids Public Schools shall have a physical examination, or submit proof of an examination within the past 90 days. ~~The examination must include a tuberculin skin test and/or chest X-ray, showing the employee to be free of communicable tuberculosis.~~ **The physical examination shall include a screening questionnaire for tuberculosis approved by the department of health services and, if indicated, a test to determine the presences or absences of tuberculosis in a communicable form.** If the employee is found to have communicable tuberculosis, the employee's contract shall be declared void in compliance with state law. Employee physical examinations required by the Board of Education shall be paid for by the District in accordance with the current District practice and Wisconsin Statutes.

An employee may be exempt from the physical examination requirement for religious reasons only, if an affidavit has been filed with the District claiming such an exemption. If there is reasonable cause to believe that such employee is suffering from an illness detrimental to the health of pupils, a health examination may be required to determine whether or not the employee is suffering from such an illness.

Certificates of examination shall be maintained in the Human Resources Office in a separate medical personnel file with any recommendations from the employee's physician.

- **Examination:** Upon initial employment and at intervals determined by the Board, physical examinations shall be required of District employees in accordance with Wis. Stats. § 118.25. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.
- **Fitness for Duty:** A physical and/or mental examination may be required (at District expense) when the District believes reasonable doubt exists concerning the current ability of an employee to perform their duties, or a risk of harm is presented to the employee, co-workers, or students. Failure or refusal to comply with this request, or failure to provide a doctor's certification of health may result in termination.

Sick Leave

Custodial and Maintenance Staff, Office/Clerical and Aide Support Staff, Professional Staff

Up to ten (10) days of accrued sick leave may be used annually to care for ill **or ailing** members of an employee's immediate family (**mother, mother-in-law, father, father-in-law, parents, children, spouse, siblings, and domestic partners**). ~~Said members do not have to reside with the employee.~~ Such leave shall be deducted from accumulated sick leave. Said days shall be for illness or ~~accident~~ **ailments** not covered under the Family and Medical Leave Act.

In addition, up to ten (10) days of accrued sick leave may be used annually to care for ill members of an employee's immediate family (adult children, adult siblings, and grandchildren) who are not covered under the Family and Medical Leave Act. Such leave shall be deducted from accumulated sick leave.

Sick Leave

Food Services Staff

~~Employees may use~~ Up to ten (10) days of accumulated **accrued** sick leave, ~~per school year, as dependent sick leave to care for a sick child, spouse, domestic partner, or parent.~~ **may be used annually to care for ill or ailing members of an employee's immediate family (mother, mother-in-law, father, father-in-law, children, spouse, and domestic partner).** Such leave shall be deducted from accumulated sick leave. Said days shall be for illness or ailments not covered under the Family and Medical Leave Act.

In addition, up to ten (10) days of accrued sick leave may be used annually to care for ill members of an employee's immediate family (adult children, adult siblings, and grandchildren) who are not covered under the Family and Medical Leave Act. Such leave shall be deducted from accumulated sick leave.