



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

October 1, 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. Board Policy Review
- 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.



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BACKGROUND

Sandra Hett, Chair
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Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
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Time: 6:00 p.m.

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

The administration recommends approval of the following support staff appointments:

Vicki Schwalbach	Location: Washington Elementary School Position: Instructional Aide (1.5 hrs/day) Effective Date: September 10, 2018 Hourly Rate: \$14.36 (starting rate) / \$15.12 (after 60 days)
Michelle Zimmerman	Location: Washington Elementary School Position: Instructional Aide (2.5 hrs/day) Effective Date: September 4, 2018 Hourly Rate: \$14.36 (starting rate) / \$15.12 (after 60 days)
Kimberly Robison	Location: Woodside Elementary School Position: Noon Duty Aide (1.75 hrs/day) Effective Date: September 17, 2018 Hourly Rate: \$12.28 (starting rate) / \$12.93 (after 60 days)
Connie Schmutzer	Location: Mead Elementary Charter School Position: Club Mead Teaching Assistant (4.0 hrs – M-TH, 2.5 hrs – Friday, 5.5 hrs – four Family Activity Nights) Effective Date: September 13, 2018 Hourly Rate: \$10.00
Jessica McMillan	Location: District Position: Native American Liaison (5.0 hrs/day) Effective Date: October 8, 2018 Hourly Wage: \$13.00
Hannah Osborne	Location: Grove Elementary School Position: Special Education Aide (7.0 hrs/day) Effective Date: October 2, 2018 Hourly Wage: \$14.36 (starting rate) / \$15.12 (after 60 days)

Ashley Peplinski	Location:	Mead Elementary Charter School
	Position:	Special Education Aide (5.5 hrs/day)
	Effective Date:	October 8, 2018
	Hourly Wage:	\$14.36 (starting rate) / \$15.12 (after 60 days)
Melissa Hafeman	Location:	Woodside Elementary School
	Position:	Noon Duty Aide (1.75 hrs/day)
	Effective Date:	October 2, 2018
	Hourly Wage:	\$12.28 (starting rate) / \$12.93 (after 60 days)
Robyn Vicker	Location:	Washington Elementary School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	October 2, 2018
	Hourly Wage:	\$14.36 (starting rate) / \$15.12 (after 60 days)

B. Resignations

The administration recommends approval of the following professional staff resignation:

Meghan McCabe	Location:	Central Oaks Academy
	Position:	Teacher (.20 FTE)
	Effective Date:	October 1, 2018
	Date of Hire:	August 29, 2011

The administration recommends approval of the following support staff resignations:

Patricia Wellnitz	Location:	Woodside Elementary School
	Position:	Noon Duty Aide (1.75 hrs/day)
	Effective Date:	September 13, 2018
	Date of Hire:	September 4, 2018

Rhonda Zink	Location:	Lincoln High School
	Position:	Study Hall Aide (7.0 hrs/day)
	Effective Date:	September 24, 2018
	Date of Hire:	September 4, 2018

Stephanie Bailey	Location:	Lincoln High School
	Position:	Custodian (8.0 hrs/day)
	Effective Date:	September 28, 2018
	Date of Hire:	October 17, 2013

C. Board Policy Review

Board Policy 760 Rule – Food Services Management Guidelines

This policy was reviewed and approved for first reading at the regular Business Services Committee meeting in September 2018. The administration recommends approval of Board Policy 760 Rule – Food Services Management Guidelines for second reading. (*Attachment A*)

Board Policy 522.3 Employee Misconduct Reporting Board Policy 522.3-Rule Employee Misconduct Reporting Procedures

Discussion and possible action on proposed revisions to Board Policy 522.3 Employee Misconduct Reporting and Board Policy 522.3-Rule Employee Misconduct Reporting Procedures to coincide with state reporting recommendations. The administration recommends approval of Board Policy 522.3 Employee Misconduct Reporting and Board Policy 522.3-Rule Employee Misconduct Reporting Procedures for first reading. (*Attachments B & C*)

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

760 Rule – FOOD SERVICES MANAGEMENT GUIDELINES

The Director of Food Services will administer the daily operations of the Food Service Program, under the direction of the Director of Business Services. All applicable state and federal regulations will be followed in the administration of the program. Guidelines for the daily operation of the program will be distributed annually to the District administrators to ensure uniform application.

Administration

1. Meal Fees

- a. The cost of lunches and breakfasts will be based on the cost for preparation and serving the food, costs for components of the meal not covered by federally donated commodities nor subsidies, cost for replacement of expendable items, plus a charge for depreciation of equipment. The cost of lunch must also comply with USDA's Paid Lunch Equity (PLE) regulation that requires schools participating in the National School Lunch Program to provide the same level of financial support for lunches served to students who are not eligible for free or reduced price lunches (i.e., paid lunches) as for lunches served to students eligible for free lunches.
- b. Employees working for and charged to the Food Service Program are eligible for one meal per breakfast/lunch without cost. All other employees or students who volunteer or assist with the food service program must pay for their meals.

2. Payment of Fees

- a. A computerized system has been implemented for the Food Service Program. The system eliminates the need for meal tickets, simplifies the process of purchasing meals, provides total confidentiality for students who are receiving free or reduced meals, and provides improved financial accountability for the program.
- b. Students and staff deposit money into a personal account. Each time a student or staff member purchases a meal or selected a la carte item, the account will automatically be charged the correct amount. The system automatically recognizes any student eligible for a free or reduced meal and records the transaction appropriately.
- c. Student and staff members are issued a personal identification number (PIN) which he/she enters into a keypad at the meal serving line.
- d. For security purposes, the student's picture will appear on the computer screen at the meal check out station.
- e. At the elementary schools and middle school, cash will not be accepted from students or staff in the breakfast or lunch lines. All federally reimbursable breakfast and lunch purchases, including extra milks and juices, will be charged to the student or staff account. Staff who do not routinely work in the school (i.e., substitutes) and other visitors who are not issued a PIN will pay for their meal in the school office
- f. The system keeps a record of all student and staff transactions, which a parent/guardian or staff member may review upon request. Requests for this information may be made through the main school building office or Food Services office.
- g. If a student's account runs out of funds, he/she may receive additional lunches as follows:

- Elementary Schools: up to five ~~additional lunches~~ ***full priced meals*** may be charged
- Middle School: up to three ~~additional lunches~~ ***full priced meals*** may be charged
- Lincoln High School: no additional meals or charging is allowed

Note: A la carte items, including an extra milk, juice, or second entrée, may not be charged anytime a student has a negative balance.

If a deposit has not been made by the time the account reaches these limits, school meals may be discontinued until a payment is made.

- h. Staff members are not allowed to charge meals or incur a negative balance in their school lunch account.
- i. Parents and/or students (based on the grade level involved) and staff will be notified when their meal balance is low. Written and/or verbal notification will be provided based on the needs of the school.
- j. Money remaining in a student account at the end of the school year will be carried over for use the following year. Students transferring to another school within the District will have their meal balance transferred to that school. Refunds will be given to students who are graduating or moving out of the District when a written request is sent to the Central Office. The written request for a refund must be received within twelve calendar months following the date the student withdrew or graduated from the District or the account balance will be considered a donation and forwarded to the Student Meal Donation Account.

3. A la Carte

- a. A la carte items such as coffee and other refreshments will be charged to the person or program requesting the items.

APPROVED: November 11, 1974

REVISED: September 8, 1975
 December 9, 1996
 June 17, 2002
 July 10, 2017
TBD

522.3 EMPLOYEE MISCONDUCT REPORTING

Any employee who has engaged in specified misconduct shall be reported to the State Superintendent of Public Instruction. The superintendent shall make such reports in accordance with state law and established procedures. If a report concerns the superintendent, the Board President shall file the report.

LEGAL REF.: Section 115.31 Wisconsin Statutes

CROSS REF.: ~~522.3 Rule, Employee Misconduct Reporting Procedures~~
~~WREA Agreement~~
~~AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance)~~
~~AFL-CIO Local 95 Agreement (Office and Professional Employees)~~
~~Substitute Teachers' Agreement~~

APPROVED: January 14, 2002
TBD

522.3-RULE EMPLOYEE MISCONDUCT REPORTING PROCEDURES

ATTACHMENT C
DRAFT – First Reading
PSC Meeting – 10/1/18

A licensed employee shall be reported to the State Superintendent of Public Instruction if he/she:

1. has been charged with a crime against children, a felony with a maximum prison term of at least five years or a crime in which the victim was a child;
2. has been convicted of a crime described in (1) or of fourth degree sexual assault;
3. has been dismissed by the District, or his/her contract is not ~~has been non-~~ renewed, based in whole or in part on evidence that the employee engaged in immoral conduct. For purposes of state law, "immoral conduct" means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare or education of any student and includes the intentional use of District equipment to download, view, solicit, seek, display, or distribute pornographic material; assisting a school employee, contractor, or agent to obtain a new job in a school or with a local educational agency if the individual knows or has a reasonable suspicion to believe that the school employee, contractor, or agent committed a sex offense and the victim was a minor or a pupil. It is not immoral conduct if any of the following apply: a) the assistance is the transmittal of administrative or personnel files; b) the information the individual knows or that is the basis of the individual's suspicion has been properly reported to law enforcement and law enforcement has closed any resulting case or investigation without a conviction; or
4. has resigned and the Superintendent (or Board President if applicable) has reasonable suspicion that the resignation relates to the employee having engaged in immoral conduct. If the employee has been requested to resign by the Superintendent, and immoral conduct is suspected, the Superintendent will inform the employee that he/she has a duty to report the resignation to the State Superintendent.

Any non-licensed school district employee who is convicted of a crime described in item (1) above or of fourth degree sexual assault shall be reported to the State Superintendent.

Reports will be made within 15 days after the Superintendent (or Board President if applicable) becomes aware of the charge, conviction, dismissal, non-renewal or resignation. When a report is made to the State Superintendent, the report must include a complete copy of the licensed employee's personnel file and all records related to any investigation of the licensee conducted by or on behalf of the District. The employee who is the subject of a report will be given a copy of the report.

LEGAL REF.: Section 115.31 Wisconsin Statutes

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: January 14, 2002
TBD