



Wisconsin Rapids Board of Education
Personnel Services Committee

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

AGENDA

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

April 1, 2019

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. Project Search Custodian Helper Position
- IV. Updates and Reports
 - A. 2019-2020 Professional Staff Hiring 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.

C. Retirement

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

LeeAnn Tack	Location:	Woodside Elementary School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	June 7, 2019
	Date of Hire:	August 24, 1995

D. Board Policy Review

Board Policy 447.11 - Use of Seclusion and Physical Restraint with Students, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in March 2019. The administration recommends approval of Board Policy 447.11 - Use of Seclusion and Physical Restraint with Students for second reading. (*Attachment A*)

Board Policy 447.11 Exhibit - Form for Notification & Reporting of Physical Restraint and/or Seclusion, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in March 2019. The administration recommends approval of Board Policy 447.11 Exhibit - Form for Notification & Reporting of Physical Restraint and/or Seclusion for second reading. (*Attachment B*)

Board Policy 447.1 - Physical Force and Corporal Punishment, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in March 2019. The administration recommends approval of Board Policy 447.1 - Physical Force and Corporal Punishment for second reading. (*Attachment C*)

E. Project Search Custodian Helper Position

The administration recommends approval of a new Project Search Custodian Helper position. (*Attachment D*)

IV. Updates and Reports

A. 2019-2020 Professional Staff Hiring Update

The Committee will be provided an update on proceedings with the hiring of new professional staff for the 2019-2020 school year.

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

447.11 USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS

It is the policy of the School District of Wisconsin Rapids to permit the use of seclusion and restraint only when a student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, it is the least restrictive intervention feasible, and it is performed in a manner consistent with this policy and the law. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others.

All employees and "covered individuals" shall comply with State and Federal law regarding the use of seclusion and physical restraint.

SECLUSION

Seclusion is defined in the law as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

Individuals covered by the law include employees of a public or charter school, and student teachers. The law specifically includes individuals contracted with the school to provide services, such as CESA employees and student teachers.

The "covered individuals" (school employees and contracted individuals who provide services for a public or charter school) may use seclusion with a student only if all of the following apply:

- A. The student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others and it is the least restrictive intervention available;
- B. The seclusion lasts only as long as necessary to resolve the risk to physical safety;
- C. A covered individual maintains constant supervision of the student;
- D. The seclusion room or area is free of objects or fixtures that may injure the student;
- E. The student has adequate access to bathroom facilities, drinking water, necessary medication, and meals;
- F. No door connecting the seclusion room or area to other rooms or areas is capable of being locked.

PHYSICAL RESTRAINT

Physical restraint is defined as a restriction that immobilizes or reduces the ability of a student to freely move his/her torso, arms, legs, or head. The "covered individuals" may only use physical restraint on or with a student only if all of the following apply:

- A. The student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others and it is the least restrictive intervention available.
- B. The degree of force used and the duration of the physical restraint do not exceed the degree and duration that are reasonable and necessary to resolve the risk.
- C. There are no medical contraindications to the use of physical restraint;
- D. None of the following maneuvers or techniques are used:
 - 1. those that do not give adequate attention and care to protecting the student's head
 - 2. those that cause chest compression
 - 3. those that place pressure or weight on the student's neck or throat

4. it does not constitute corporal punishment
5. neither mechanical nor chemical restraints are used

Actions that are specifically excluded from the definitions of seclusion and physical restraint above include: 1) if a student is not confined to an area from which she/he is physically prevented from leaving; 2) directing a disruptive student to temporarily separate himself/herself from the general activity in the classroom to allow the student to regain control, or for the teacher to maintain or regain classroom order; 3) directing a student to temporarily remain in the classroom to complete tasks; or 4) briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort, or redirect the student.

PARENTAL NOTICE AND WRITTEN REPORT REQUIREMENTS

Whenever seclusion or physical restraint is used with or on a student, the Principal or his/her designee shall notify the student's parent or guardian as soon as practicable but no later than one (1) business day after the incident. The notice shall advise the parent of the incident and of the availability of the written report.

The Principal shall prepare this written report, in consultation with the individuals involved, within two (2) business days of the incident. The written report shall include details of the student and staff involved in the incident; the date, time, and duration of the use of seclusion or physical restraint; a description of the incident including the actions of the student before, during, and after the incident; and the names and titles of the covered individuals present during the incident. This written report shall be retained as a record by the school district and within three (3) business days of the incident, the report shall be made available to the parent for review.

Annually by September 1, the Principal of each school or his/her designee shall submit to the Board a report containing all of the following: 1) the number of incidents of seclusion and of physical restraint in the school during the previous school year; and 2) the total number of pupils who were involved in the incidents, and the number of children with disabilities who were involved in the incidents.

INDIVIDUAL EDUCATION PROGRAM (IEP) REQUIREMENTS

The law requires that for students with identified disabilities under the Individuals with Disabilities in Education Act (IDEA), the first time that seclusion or physical restraint is used on a "child with a disability," the student's Individual Education Program (IEP) team must convene as soon as possible after the incident. The IEP team shall review the student's IEP to ensure that it contains appropriate positive behavioral interventions and supports to address behaviors that are of concern and to revise the IEP if necessary.

MANDATORY TRAINING FOR STAFF

Staff who engage in the lawful use of physical restraint shall obtain training as to the methods of preventing the need for physical restraint, identification of dangerous behaviors that may indicate the need for physical restraint and the methods of evaluating risk of harm such that physical restraint is warranted, experience in administering and receiving various types of restraint, instruction on the effects of restraint, monitoring signs of distress during restraint, obtaining medical assistance and demonstrating proficiency in administering physical restraint.

Pursuant to State law, the Superintendent or his/her designee shall create and maintain a record of the training received by the employees and school staff covered by the State law governing seclusion and restraint.

LIMITED TRAINING REQUIREMENT EXCEPTION

Training for staff in the use of physical restraint is required unless the situation is an emergency and a trained individual is not immediately available due to the "unforeseen nature of the emergency." However, at a minimum the school in which physical restraint is used must ensure that at least one (1) employee has been trained in its use.

DISCIPLINARY ACTION FOR A VIOLATION OF THIS POLICY

In addition to any penalty prescribed by law, the Superintendent or his/her designee is directed by this policy to see that a Board employee who intentionally, knowingly, or recklessly violates this policy is subject to a disciplinary action up to and including dismissal. A Board employee engages in conduct "intentionally" if, when s/he engages in the conduct, it is his/her conscious objective to do so. A Board employee engages in conduct "knowingly" if, when s/he engages in the conduct, s/he is aware of a high probability of a violation of this policy.

A Board employee engages in conduct “recklessly” if s/he engages in conduct in violation of this policy in a plain, conscious, and unjustifiable disregard of harm that might result to a student and the disregard involves a substantial deviation from acceptable standards of conduct established by this policy.

RETALIATION FOR FULLY IMPLEMENTING OR REPORTING VIOLATIONS

No Board employee shall be permitted to retaliate against a person for reporting or objecting to actions in violation of this policy or providing information regarding a violation of this policy.

LEGAL REF.: **Sections** **115.787(2)(i)** **Wisconsin Statutes**
 115.787(3)(b)(l)
 118.13
 118.164
 118.305
 118.31
 939.48
Individuals with Disabilities Education Act (IDEA)

CROSS REF.: **411 Rule, Student Non-Discrimination and Anti-Harassment**
 447.I, Physical Force and Corporal Punishment
 447.II, Exhibit – Notification & Reporting of Physical Restraint and/or Seclusion

APPROVED: **TBD**



Wisconsin Rapids Public Schools Notification & Reporting of Physical Restraint and/or Seclusion

Parents of pupil must be notified of the incident no later than 1 business day.

This report shall be completed within 2 business days of the incident and must be available for review by the pupil's parents within 3 business days of the incident.

Person Completing Report:	School Building:	Date of Report:
Pupil Name:	Grade:	Date of Incident:
Parent Name:		Date/Method of Notification:

Incident Written Report *(use additional pages as needed)*

SECLUSION	Yes / No	Date:	Time: _____ a.m./p.m. (circle)	Duration:	Location:
RESTRAINT	Yes / No	Date:	Time: _____ a.m./p.m. (circle)	Duration:	Location:

Description of clear, present, and imminent risk:
Description of strategies used to de-escalate student prior to seclusion/restraint:
Description of pupil's actions:
<i>Before the incident:</i>
<i>During the incident:</i>
<i>After the incident:</i>
Name/Title of Staff Member(s) involved in incident:
List date(s), method(s), and outcome(s) for debriefing incident with student, parent, and staff (use additional pages as needed):
List any follow-up actions needed such as student meeting, IEP review, etc. (use additional pages as needed):
Principal/Designee Signature:
Date: _____

This incident was recorded and report was filed in the building level seclusion and restraint log on the following date: _____
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447.1 PHYSICAL FORCE AND CORPORAL PUNISHMENT

No official, employee, or agent of the Board may subject a district student to corporal punishment. Corporal punishment means the intentional infliction of physical pain, which is used as a means of discipline. Corporal punishment does not include actions consistent with an individual educational program for students with exceptional educational needs developed under state law or reasonable physical activities associated with athletic training.

At times reasonable and necessary force may be used by an official, employee or agent of the Board:

1. To quell a disturbance or prevent an act that threatens physical injury to any person;
 2. To obtain possession of a weapon or other dangerous object within a student’s control;
 3. For the purpose of self-defense or the defense of others, in accordance with state law;
 4. For the protection of property, in accordance with state law;
 5. To remove a disruptive student from a school premises or motor vehicle or from school sponsored activities;
 6. To prevent a student from inflicting harm on him/herself; or
- 1- a. To protect the safety of others;
- 2- b. ~~An official, employee or agent of the Board may use~~ The use of incidental, minor or reasonable physical contact designed to maintain order and control.

The School District of Wisconsin Rapids does not discriminate in disciplinary measures on the basis of gender, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, transgender status, gender identity, or physical, mental, emotional, or learning disability or handicap any other characteristic protected under State or Federal civil rights laws. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 118.31
 120.13(1)
 120.44
 ~~125.09(2)(a)1 and 4~~
 939.48-939.49
 PI 9.03(1), Wisconsin Administrative Code

CROSS REF.: 411 Rule, Student Non-Discrimination and Anti-Harassment Complaint Procedures
 447.11 – Use of Seclusion and Physical Restraint with Students

APPROVED: March 1978

REVISED: August 1987
 September 1988
 August 13, 2001
 February 11, 2008
 TBD

WISCONSIN RAPIDS PUBLIC SCHOOLS

Buildings & Grounds Department



2510 Industrial Street
Wisconsin Rapids, WI 54495
715-424-6718 Fax 715-422-6240

ATTACHMENT D
PSC Meeting – 4/1/19

March 18, 2019

RE: Project Search-Custodian Helper Position
\$9.00/Hour
20 Hours/Week

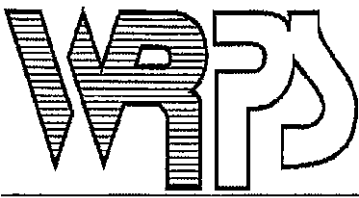
Administration recommends creating a Project Search Custodian Helper position. This would be a full year, part-time position at 20 hours a week.

The position would assist the Buildings & Grounds staff with duties they typically don't have time for in their daily schedules. These duties would include window cleaning, furniture cleaning, washing walls and doors, sanitizing touch points, and keeping the grounds clean of debris.

The position would start as a 10 week externship, which is not paid by the district. If the candidate works out, we would then hire them on a permanent basis.

Sincerely,

Edwin Allison
Buildings & Grounds Director



WISCONSIN RAPIDS PUBLIC SCHOOLS

POSITION TITLE: Project Search- Custodian Helper

REPORTS TO: Director of Buildings & Grounds, Building Administrator and Head Custodian

RATE OF PAY: \$9.00/Hour

QUALIFICATIONS

1. Knowledge of cleaning methods, materials, and equipment.
2. Ability to operate mechanical cleaning equipment.
3. Follow oral and written instructions.
4. Establish and maintain good working relations with the supervisors, teachers, students and outside activity personnel.

ESSENTIAL FUNCTIONS

1. Dust mop, sweep, wet mop.
2. Vacuum rugs and carpeting.
3. Dust and clean walls, doors, windows, woodwork, and other above floor surfaces.
4. Dust, clean, and polish furniture.
5. Notify head custodian of needed repairs to equipment and facilities.
6. Vacuum furniture and drapery.
7. Wash mechanical vents and radiators.
8. Wash and vacuum walls.
9. Perform all other duties as assigned.

PHYSICAL DEMANDS

1. Must be able to stand or walk 4-hours for part-time unrestricted.
2. Must use hands for grasping, pushing and pulling, fine manipulations.
3. Must be able to bend, twist, squat, and climb and reach.
4. Must be able to frequently lift in excess of 50 pounds. Must be able to lift a maximum of 50 pounds above head.
5. Must be able to move classrooms of furniture/chairs for cleaning.

HOURS

1. School Days: 4 p.m. to 8 p.m.
2. Summer Hours: 8 a.m. to 12 Noon

The Wisconsin Rapids Public Schools does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The director of pupil services is the District's compliance officer. If you have concerns, please call 715-424-6718.