



AGENDA

Wisconsin Rapids Board of Education
Personnel Services Committee

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

Sandra Hett, Chair
Larry Davis
Mary Rayome
John Krings, President

June 3, 2019

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

Time: Immediately following the Educational Services Committee meeting, but not before 6:30 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
- IV. Updates and Reports
 - A. Staffing Updates for 2019-2020
- 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.



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BACKGROUND

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Time: Immediately following the Educational Services Committee meeting, but not before 6:30 p.m.

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

The administration recommends approval of the following professional staff appointments for the 2019-2020 school year:

Mary Kenas	Location: Washington Elementary School Position: Teacher (1.0 FTE) Education: BS – UW Stevens Point – May 1993 Major/Minor: Elementary Education/Coaching Salary: \$44,500
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William Hamilton	Location: Grant Elementary School Position: Teacher (1.0 FTE) Education: Master’s – Viterbo University – July 2003 BA – Lakeland College – May 1994 Major/Minor: General Education, Elementary-Middle Education/General Science and Coaching Athletics Salary: \$52,000
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Craig Dakins	Location: Woodside Elementary School Position: Teacher (1.0 FTE) Education: BS – UW Stevens Point – May 2019 Major/Minor: Elementary Education/Natural Science Salary: \$40,000
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Brooke Groholski	Location: Woodside Elementary School Position: Teacher (1.0 FTE) Education: BS – UW Oshkosh – May 2019 Major/Minor: Early Childhood, Special Education Salary: \$40,000
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Maureen Rust	Location: Grant Elementary School Position: Teacher (1.0 FTE) Education: BS – UW Stevens Point – December 2018 BA – UW Eau Claire – May 1996 Major/Minor: Early Childhood, English/Speech Communication Salary: \$41,500
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Cassidy Hardina	Location: Position: Education: Major/Minor: Salary:	Mead Elementary School Teacher (1.0 FTE) BS – UW Stevens Point – May 2019 Early Childhood Education/Early Childhood Special Education \$40,000
Jack Smalley	Location: Position: Education: Major/Minor: Salary:	Lincoln High School Teacher (1.0 FTE) BS – UW La Crosse – May 2019 Broadfield Social Studies and History \$40,000
Maesa Streich	Location: Position: Education: Major/Minor: Salary:	WRAMS Teacher (1.0 FTE) BS – UW Stevens Point – May 2019 Elementary and Special Education/Learning Disabilities \$40,000
MaKayla Cywinski	Location: Position: Education: Major/Minor: Salary:	Woodside Elementary School Teacher (1.0 FTE) Master’s – U of MN, Twin Cities – May 2019 BS – U of MN, Twin Cities – December 2017 Elementary Education \$45,000
Melissa Teasdale	Location: Position: Education: Major/Minor: Salary:	Mead Elementary School Teacher (1.0 FTE) BS – UW Oshkosh – January 2012 Elementary Education/Spanish \$42,750
Robert Cummings	Location: Position: Education: Major/Minor: Salary:	Mead Elementary School Teacher (.59 FTE) Master’s – Viterbo University – July 1996 BA – UW Oshkosh – May 1979 Art Education \$27,000
Sierra Frank	Location: Position: Education: Major/Minor: Salary:	Grant Elementary School Teacher (1.0 FTE) BS – UW Stevens Point – May 2019 Elementary Education/English as a Second Language \$40,000

The administration recommends approval of the following 2019 summer school support staff appointments:

Name	Summer School Position	Location	Hourly Wage
Machelle Anderson	Secretary	Grove	\$16.37
Crystal Fraundorf	Secretary – Session I	LHS	\$16.07
Tania Halbersma	Secretary – Session II	LHS	\$14.50
Melissa Wagner	Attendance Secretary	LHS (Secondary)	\$13.00
Janet Babcock	Instructional Aide	Grove	\$13.00
Connie Behrend	Instructional Aide	Grove	\$13.00
Nicole Crowley	Instructional Aide	RCHS/LHS	\$13.00
Lori Hogue	Instructional Aide	LHS	\$13.00
Cheryl Koch	Instructional Aide	WRAMS (Middle School)	\$13.00
Julie Kutella	Instructional Aide	LHS	\$13.00
Holly McMiller	Instructional Aide	Grove	\$13.00
Karey Netz	Instructional Aide	LHS	\$13.00

Name	Summer School Position	Location	Hourly Wage
Cheryl Panter	Instructional Aide	LHS	\$13.00
Carrie Schultz	Instructional Aide	LHS	\$13.00
Kay Friday	Food Service	WRAMS/Mead Park	\$15.66
Cindy O'Loughlin	Food Service	LHS	\$15.66
Virginia Hafermann	Food Service	LHS	\$15.66
Kelly Alekna	Tennis	LHS	\$7.50
Taylor Wentland	Tennis	LHS	\$7.50
Kaela Hill	Gymnastics	LHS	\$7.50
Danelle Hove	Gymnastics	LHS	\$7.50
Regan Schroeder	Gymnastics	LHS	\$7.50
Olivia Skifton	Gymnastics	LHS	\$7.50
Bailey Turner	Gymnastics	LHS	\$7.50
Tyla Weidman	Gymnastics	LHS	\$7.50

**Hourly rate for Summer Swim workers vary by job for the day: Locker Room - \$7.50, Lifeguard - \$9.00, Swim Instructor - \$10.00, Head Lifeguard - \$13.00*

Jillian Alekna	Swim	LHS
America Arts	Swim	LHS
Olivai Bean	Swim	LHS
Clint Dahlman	Swim	LHS
Carl DeLuca	Swim	LHS
Jillian Engelbright	Swim	LHS
Hannah Felker	Swim	LHS
Logan Felker	Swim	LHS
Kiralyn Felts	Swim	LHS
Kalie Forcier	Swim	LHS
Megan Gawlitta	Swim	LHS
Zoe Gilmaster	Swim	LHS
Ellie Heiman	Swim	LHS
Marlene Holtz	Swim	LHS
Morgan Jarosinski	Swim	LHS
Sarah Korte	Swim	LHS
Madeline Krzykowski	Swim	LHS
Grace Mortenson	Swim	LHS
Mary Neve	Swim	LHS
Elizabeth O'Conner	Swim	LHS
Simon O'Day	Swim	LHS
Olivia Peplinski	Swim	LHS
Adam Price	Swim	LHS
Meadow Schroer	Swim	LHS
Tyler Schultz	Swim	LHS
Kayeln Schulze	Swim	LHS
Becca Sneen	Swim	LHS
Elizabeth Sonnenberg	Swim	LHS
Paige Stimac	Swim	LHS
Maggie Weiland	Swim	LHS
David Wittenberg	Swim	LHS
Paige Wogahn	Swim	LHS

The administration recommends approval of the following 2019 summer support staff appointments:

Name	Summer Position	Location	Hourly Wage
August Bambenek	Technology Support	District	\$10.00
Emma Mischnick	Technology Support	District	\$10.00
Justin Abraham	Technology Support	District	\$10.00
Nu Thao	Technology Support	District	\$10.50
Oliver Sawyer	Technology Support	District	\$10.50
Zachary Kozlowski	Cleaner	District	\$9.00

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

458 STUDENT WELLNESS POLICY

Policy

Wellness influences a child’s development, health, well-being and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with their bodies ready to take advantage of the learning environment. This district-wide nutrition and physical education/activity policy encourages all members of the school community to act as positive healthy role models and create an environment that supports lifelong healthy eating habits and regular physical activity.

School Meal Programs

- The District is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices.
- All meals meet or exceed current nutrition requirements established under the Healthy Hunger-Free Kids Act of 2010 (www.fns.usda.gov/sites/default/files/dietaryspecs.pdf).
- All schools in the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and School Breakfast Program (SBP).
- Withholding food as a punishment shall be strictly prohibited.
- Drinking water is available for students during mealtimes.
- The school nutrition programs, in partnership with other school departments and community organizations, will work to market and promote locally grown (if possible) food to students, and promote participation in the school nutrition program.
- The District will provide students with a positive eating environment and with appropriate time to eat. The School Nutrition Association recommends at least 20 minutes for lunch and 15 minutes for breakfast.

Nutrition Education and Promotion

- Nutrition education will be integrated into curricular areas (where appropriate) to provide students (K-12) with a consistent message of building habits that support a healthy lifestyle.
- School nutrition services shall use the Smarter Lunchroom Self-Assessment Scorecard to determine ways to improve the schools meals environment.
- The District school wellness policy and other wellness/nutrition resources will be available on the District website.
- The District will provide healthy food and beverage recommendations to parents, students, and staff to promote healthy food choices at school, in the classroom, and in fundraising. (See District Guidelines).

Physical Education / Activity Guidelines and Standards

The physical education curriculum teaches children the importance of physical exercise and exposes students to a wide range of physical activities so that students develop the knowledge and skills to be physically active for life. The curriculum promotes lifelong physical activity and fitness, as well as healthy eating.

A quality physical education program is an essential component for all students to learn about and participate in through physical activity.

- The District provides K-12 students with a physical education program that meets DPI/SHAPE standards.
- The District ensures that all physical education teachers are highly qualified. The District will support continuing education opportunities to those individuals.
- The physical education curriculum emphasizes knowledge and skills for a lifetime of regular physical activity, be consistent with state and national standards, include a wide variety of physical activities, and encourage participation in physical activity after school and outside of school.

The District implements sequential physical education curricula and instruction in grades K-12 which:

- Emphasize enjoyable participation in physical education activities that are easily done throughout life.
 - Offer a diverse range of noncompetitive and competitive activities for different ages and abilities.
 - Help students develop the knowledge, attitudes, and skills they need to adopt and maintain a physically active lifestyle.
- The District provides physical and social environments that encourage and enable safe and enjoyable physical activity.
 - The District encourages parents/guardians to support their children's participation in physical activity and to include physical activity in family events.
 - Substitutions for physical activity curriculum will not be permitted without proper medical documentation.
 - Students will be given the opportunity for physical activity during the school day as appropriate. Giving or restricting physical activity will not be encouraged as punishment for students and should not compromise the 20 minutes of physical activity recommended by DPI/SHAPE.
 - When recess is indoors due to inclement weather, supervising staff should encourage movement and physical activity whenever possible by utilizing tools such as www.gonoodle.com in the classroom.
 - The District regularly evaluates physical activity instruction, programs and facilities.

Extra Curricular Opportunities

- The District offers physical activity programs outside the school day to interested students as resources permit.
- The District encourages students and families to engage in school and community events that promote movement and physical activity.

Community Engagement

- The District shall invite a diverse group of stakeholders to participate in the development, implementation, and periodic review and update of the wellness policy. Stakeholders may include district staff members, community members, parents, and students. The District shall provide information on how the public can participate in the school wellness committee on the school website.

Policy Leadership

The Director of Food Services will implement and ensure compliance with the policy by leading the review, update, and evaluation of the policy.

Evaluation

The District Wellness Committee will meet at least once each trimester to evaluate the effectiveness of the school wellness policy and progress in attaining the policy goals. **The Wellness Committee will evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy as established by the U.S. Department of Agriculture. A** and a report will be provided to the Board of Education ~~annually~~ **every time the triennial assessment is completed.**

The District will actively inform families and the public about the content of, and any updates to the policy through the District website and Board of Education meetings.

The Director of Food Service and building administrators will be responsible for ensuring that each school implements practices and procedures for meeting the requirements of the school wellness policy.

LEGAL REF: Healthy Hunger Free Kids Act of 2010

CROSS REF: 458 Rule – Nutrition Guidelines

APPROVED: June 12, 2006

REVISED: November 12, 2012
July 10, 2017
TBD

760 FOOD AND NUTRITION SERVICES PROGRAM

The School District of Wisconsin Rapids believes:

- That a healthy, well-nourished child is better prepared to learn.
- In providing meals and nutrition services for all its students and staff. The District may also provide services to programs outside the District when resources allow and when mutual benefits are derived.
- All children need to receive nutritionally adequate meals and nutrition education. The District will design the School Food and Nutrition Program to encourage students to participate.
- The School Food and Nutrition Program shall serve as a learning laboratory to the instructional program as needed, providing nutritional information and food service technology as related to the curriculum.
- The District shall promote public policy that will provide adequate funding for child nutrition programs in the schools.

Goals of the Wisconsin Rapids School Food and Nutrition Program

1. Encourage and support the implementation of a nutritionally adequate, developmentally appropriate, educationally sound, financially accountable, non-profit school food and nutrition program that meets USDA requirements.
2. Ensure that all students eligible for free or reduced meals have received information regarding this opportunity so low-income children can have healthy food available at reduced/free pricing.
3. Work for the highest standards in the school food and nutrition program with emphasis on nutritionally sound meals and healthy food choices that meet or exceed USDA guidelines and are acceptable to students.
4. Ensure maximum participation in the school meals program by promoting the program to parents, staff and students, and seeking their input on menu development and program design.
5. Plan menus that consider the cultural diversity of the students in the district and allow students to try new foods as part of the learning experience.
6. Serve meals in a pleasant environment with sufficient time for eating, while fostering good manners and respect for fellow students.
7. Encourage the use of fresh fruits and vegetables on the menu when economically feasible.
8. Obtain information from vendors, when available, regarding their position on bovine growth hormone and genetically modified foods; minimize or eliminate the use of these products when scientific evidence supports this need and sufficient labeling and vendor information is available.
9. Encourage and develop the highest standards and provide appropriate educational programs for professional growth of the school food and nutrition personnel.

Strategies

- A. Integration into the Curriculum
 - 1. Integrate eating experiences and nutrition education into the curriculum when applicable.
- B. Student Participation
 - 1. Solicit student preferences in planning menus through direct student feedback, taste tests and surveys.
- C. Nutrition Education and Professional Development
 - 1. Provide regular professional development to enable the Food Service staff to become full partners in providing excellent food to our students.
 - 2. Serve as a resource to teachers and Food Service staff on nutrition education topics.
- D. Public Policy
 - 1. Request that State and Federal representatives support legislation for child nutrition programs or other laws that may impact the nutritional health of our students/customers.
- E. Community Use of School District Property
 - 1. District facilities, including school kitchens, shall be available to community based groups for their use and enjoyment under terms established by the Board of Education.

The Food and Nutrition Program shall deliver a program consistent with the District and community beliefs, needs and resources. Students in the school district shall have an opportunity to participate in the National School Lunch, School Breakfast, and Special Milk Program at schools where each program is offered. Students in secondary buildings may also choose from a-la-carte food selections. The district administrator or designee, in accordance with established guidelines, shall administer these programs.

The Board shall establish meal prices annually.

The Food and Nutrition Program shall be operated in accordance with United States Department of Agriculture policy. ~~The school district shall not discriminate in school sponsored food service programs on the basis of gender, race, color, national origin, ancestry, creed, religion, age, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.~~

~~Discrimination complaints shall be processed in accordance with established procedures.~~

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 full priced meals may be charged
- Middle School: up to three 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. **When students are graduating or moving out of the District, they will be notified if they have a balance remaining in their account. If the student has a sibling in the District, the family can elect to transfer the balance to the sibling's account. Students who qualify for free or reduced priced meals will automatically be given a refund if no siblings are left in the District. Families with students who pay full price can choose to either receive a refund or donate the remaining funds to the Student Meal Donation Account if no siblings are left in the District.** 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
 October 8, 2018
TBD

Post-Employment Insurance Benefit

If an employee retires after the age of fifty-seven (57) and after fifteen (15) years of service to the District, unused accumulated sick leave shall be converted to a dollar amount equal to one hundred percent (100%) of the employee's daily rate of pay at the time of retirement multiplied by the number of unused accumulated sick leave days (including accumulated days in the sick/retirement bank where applicable). Such monies shall be applied to the health insurance program monthly premium (including the HRA premium) until the total monies are exhausted.

In order to receive post-employment insurance benefits under this provision, eligible employees must give written notice of their intent to resign or retire **by the following dates:**

- For full-time year round employees, written notice must be submitted thirty (30) days prior to their requested retirement date.

- For all other employees, written notice must be submitted sixty (60) days prior to their requested retirement date. Written notice cannot be submitted prior to the beginning of the school year. Final submission must occur ~~on or~~ before 4:30 pm on May 1 of their final school year of employment.

Written notice shall be given to the Director of Human Resources and can be given by email, facsimile, US Mail or personal service. Notice shall be complete if email or facsimile is used when the notice is time stamped as sent and, in the case of U.S. Mail or personal service, when the written notice is actually delivered to the District's offices.

EMERGENCY SCHOOL CLOSURES

In the event the District or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum, make up all days/hours required to meet the minimum annual school year requirements (days and hours) necessary to guarantee receipt of state aide.

In the event of school closures due to inclement weather, regular full-time employees at Central Office, Buildings and Grounds, and **the Athletic Director's secretary** ~~the Food Services Secretary~~ are expected to report to work. If this is not possible, the option of utilizing vacation time or floating holiday is available.

In the elementary buildings, principals' secretaries may work at the discretion of the building principal. In the secondary buildings, principals' secretaries (excluding assistant principals' ~~and athletic directors'~~ secretaries), and registrars may work at the discretion of the building principal. **The Food Services Secretary and Food Production Coordinator may work at the discretion of the Director of Food Services.**

All other office/clerical and aide support staff employees are off work and the day will be considered a non-paid day without options to "make-up" the non-paid time off.