



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

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

**AGENDA**

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

November 4, 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. Board Policy Review
  - C. Cheer Coaching Position
- IV. Updates and Reports
  - A. 2019-20 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**

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**BACKGROUND**

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

November 4, 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

The administration recommends approval of the following support staff appointments:

Erica Peplinski                      Location: District  
Position: Technology Department Secretary (8.0 hrs/day)  
Effective Date: December 13, 2019  
Hourly Rate: \$16.64 (starting rate) / \$17.50 (after 60 days)

Chelsey Mazurek                      Location: Washington Elementary School  
Position: Office/Health Aide (5.5 hrs/day)  
Effective Date: November 11, 2019  
Hourly Rate: \$14.10 (starting rate) / \$14.83 (after 60 days)

Kellie Garski                              Location: Grove Elementary School  
Position: Special Education Aide (4.0 hrs/day)  
Effective Date: October 31, 2019  
Hourly Rate: \$14.99 (starting rate) / \$15.77 (after 60 days)

Kellie Garski                              Location: Grove Elementary School  
Position: Noon Duty Aide (1.5 hrs/day)  
Effective Date: October 31, 2019  
Hourly Rate: \$12.82 (starting rate) / \$13.49 (after 60 days)

B. Board Policy Review

Board Policy 449 - Rights and Responsibilities of Divorced/Separated Parents/Guardians and Parents/Guardians Not Sharing the Same Household, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in October 2019. The administration recommends approval of Board Policy 449 - Rights and Responsibilities of Divorced/Separated Parents/Guardians and Parents/Guardians Not Sharing the Same Household, Second Reading for second reading. (*Attachment A*)

Board Policy 443.3 - Smoking and/or Use of Tobacco/Nicotine Products or Electronic Smoking Devices by Students, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in October 2019. The administration recommends approval of Board Policy 443.3 - Smoking and/or Use of Tobacco/Nicotine Products or Electronic Smoking Devices by Students for second reading. *(Attachment B)*

Board Policy 522.2 - Smoking and/or Use of Tobacco/Nicotine Products or Electronic Smoking Devices by Employees, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in October 2019. The administration recommends approval of Board Policy 522.2 - Smoking and/or Use of Tobacco/Nicotine Products or Electronic Smoking Devices by Employees for second reading. *(Attachment C)*

Board Policy 831 - Smoking and/or Use of Tobacco/Nicotine Products or Electronic Smoking Devices on School Premises, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in October 2019. The administration recommends approval of Board Policy 831 - Smoking and/or Use of Tobacco/Nicotine Products or Electronic Smoking Devices on School Premises for second reading. *(Attachment D)*

C. Cheer Coaching Position

Discussion and possible action on an additional cheer coaching position.

IV. Updates and Reports

A. 2019-20 Open Enrollment Update

Open enrollment data for the 2019-20 school year will be reviewed and discussed. *(Attachment E)*

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

#### **449 RIGHTS AND RESPONSIBILITIES OF DIVORCED/SEPARATED PARENTS/GUARDIANS AND PARENTS/GUARDIANS NOT SHARING THE SAME HOUSEHOLD**

It is the goal of the School District of Wisconsin Rapids to work in the best educational interests of each student while working in partnership with the student's parents/guardians. The District recognizes that while the parents of some students may be divorced, separated, or otherwise not sharing the same household, unless otherwise provided by a court order or other legally required reason, both parents have a right to be informed of and involved in their child's educational program.

In order to maintain a collaborative relationship with both parents/guardians, the District will maintain strict neutrality between parents/guardians who are involved in an action affecting the family, unless otherwise directed by a court order, a parenting plan, subpoena or other court document. District employees, in their official capacities, will not voluntarily participate in family law court proceedings or related matters.

It is important for the District to have the information necessary to make appropriate decisions regarding the student's school programs and the parent's/guardian's involvement with the schools, particularly where the parents/guardians have been involved in family law matters. Upon enrollment or when issued by a court or agency, the parents/guardians shall provide the District with:

1. The most recent court-related documents that provide information on residency, legal custody, physical placement arrangements, educational decision-making authority, and other matters relevant to the District so that the District may abide by those decisions and orders;
2. Any legal action affecting the family that might have an impact on parent involvement and participation in the schools; and
3. Any court order that may define or restrict a parent's rights in relation to children enrolled in the District.

Parents/guardians who share legal custody may each make educational decisions for their student. Unless the parent/guardian has been denied periods of physical placement with the child or a court order, parenting plan, or other court document or law provides otherwise, parents/guardians may view their child's school records, receive school progress reports and mailings, attend parent/teacher conferences, and visit their child at school and remove their child from school grounds.

When initially enrolling a student in the District, the parent/guardian completing the enrollment process must designate the primary household in which the student will reside. In circumstances where divorced, separated or parents/guardians not residing within the same household share physical custody (50% with one parent/guardian and 50% with the other parent/guardian), one parent/guardian's household must be designated as the primary household. Once designated, the student's primary household shall remain as originally designated unless altered by a court order indicating that the student's primary household has changed to the other parent/guardian. The District shall require the agreement of all parties who share legal custody to move a student to a different school within the District except as otherwise provided by a court order, parenting plan, other court document, or the law. A student's parents/guardians may change the student's primary household once during the period of the student's enrollment in the District by mutual agreement and petition by all custodial parents/guardians to the school enrollment office. The designated primary household will be used for the purpose of determining the student's school attendance area, and the primary household will be responsible for completing the annual online enrollment verification process.

Each parent/guardian is individually responsible for observing his/her respective parenting rights, obligations, and restrictions in all of the parent/guardians' interactions with the District. The following guidelines shall apply to the enforcement of such rights, obligations, and restrictions:

1. As a general rule, if one parent believes that the other parent is acting in a manner that is inconsistent with such rights, obligations, or restrictions, his/her primary method of obtaining recourse is to seek enforcement of applicable laws, court orders, and agreements by involving law enforcement and/or the courts.
2. If parents/guardians disagree with one another about their respective rights, obligations, or restrictions, it is the responsibility of the parents to obtain appropriate clarifications of, or modifications to, any applicable agreements or court orders through the family court system.
3. The District will not be responsible for monitoring, interpreting, and/or enforcing any physical placement order/schedule. If a dispute occurs on District premises regarding physical placement, the District will contact law enforcement authorities to assist the parents/guardians in the dispute.

In the event that the parent/guardian advises the District that a court order restricts parental rights in relation to students enrolled in the District, the parent should provide the District with the court order providing such restriction(s). The District may also ask the other parent/guardian to provide the court order if the parent/guardian asserting that a court order restricting parental rights exists fails to provide the court order to the District. Any relevant information from a court order restricting parental rights shall be entered in the student's records and shared with the student's classroom teacher(s) and other relevant staff. Should neither parent/guardian provide the District with a copy of a court order restricting parental rights, neither parent/guardian shall be deemed to have rights superior to the other with respect to any student enrolled in the District or with respect to parent/guardian participation in school-related activities.

Absent a court order setting forth restrictions on parental rights, both parents/guardians will be presumed to have the ability to visit their student(s) at school. If the District has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following shall apply:

1. A custodial parent/guardian or joint custodial parent/guardian or a parent/guardian with physical placement rights may visit their student(s) at school during school hours in accordance with the District's visitor policy, unless the visitation is prohibited by a court order provided to the District, without the written authorization of the custodial or joint custodial parent/guardian. Unless expressly prohibited by a court order, it is not a violation of District policy for such a parent/guardian to, for example, volunteer in his/her child's class, eat lunch with his/her child, or chaperone a school field trip on a day when the parent does not have physical placement of the student.
2. Pursuant to the District's visitor policy, the District may prohibit either parent/guardian (regardless of custodial status and the language of a court order) from entering the school during school hours, or otherwise participating in school sponsored activities, if the parent/guardian disrupts the educational environment or the parent/guardian's presence is detrimental to the health, safety, academic learning or productivity of students or others at school.
3. A parent/guardian who has been denied physical placement with the child is not permitted to remove a child from school grounds. Where a parent/guardian who has been denied periods of physical placement attempts to remove a child from school, the school shall contact law enforcement.
4. Any person who is prohibited from having contact with a student of the District under a court order is prohibited from entering onto school grounds or into school buildings where the student/child may be present.

LEGAL REF:    Sections 118.125(2)m    Wisconsin Statutes  
                           Sections 767.41

CROSS REF:    347, Student Records  
                           347 Rule (1), Guidelines for the Control and Maintenance of Student Records  
                           347 Rule (2), Student Records Files  
                           455, School Safety  
                           860, Visitors to the Schools  
                           860 Rule, Guidelines for Visitors to the Schools  
                           860 Exhibit, Loitering in Schools and Playgrounds Ordinance

APPROVED:    TBD

### **443.3 SMOKING AND/OR USE OF TOBACCO/NICOTINE PRODUCTS OR ELECTRONIC SMOKING DEVICES BY STUDENTS**

The Board of Education recognizes that the use of commercial tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board believes that the use or promotion of commercial tobacco products, including electronic smoking devices, on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. Furthermore, the Board believes that accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors. The Board embraces its obligation to promote positive role models in schools, and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke and commercial tobacco use for students, and visitors. Smoking and/or the use, possession, or transfer of a nicotine product, including smokeless tobacco or electronic cigarette (or e-cigarette) or other electronic nicotine delivery system (ENDS) products is prohibited on District property owned, rented by or under the control of the Board including buildings, grounds, and District vehicles.

It shall be a violation of this policy for any student to possess, use, consume, display, promote, or sell any tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking devices at any time on school property or at off-campus, school-sponsored events. The term “off-campus, school sponsored event” means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances, or theatrical productions. “School property” means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff, and visitors.

The term “electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

Students in violation of this policy will be held to the Student Code of Conduct and/or expectations as outlined in Student Handbooks.

Students in violation of this policy who are participating in WIAA activities will be subject to disciplinary measures as per WIAA guidelines.

Violations shall be processed in accordance with State Statutes and established procedures at each building level.

#### Exceptions

It shall not be a violation of this policy for a person to possess or provide tobacco or tobacco-related devices to any other person as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice. It shall not be a violation of this policy for use of tobacco or tobacco-related devices as part of an educational experience related to indigenous tobacco practices that has been approved by school administrators.

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in District buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older.

LEGAL REF.: Sections 101.123 Wisconsin Statutes  
120.12(20)  
120.44

CROSS REF.: 443 – Student Conduct  
443 Rule – Code of Classroom Conduct  
522.2 – Smoking and/or Use of Tobacco/Nicotine Products or *Electronic Smoking Devices*  
by Staff  
831 – Smoking and/or Use of Tobacco/Nicotine Products or *Electronic Smoking Devices* on  
School Premises

APPROVED: November 13, 1989

REVISED: June 17, 2002  
May 12, 2014  
**TBD**

## **522.2 SMOKING AND/OR USE OF TOBACCO /NICOTINE PRODUCTS OR ELECTRONIC SMOKING DEVICES BY EMPLOYEES**

Smoking and/or the use of a nicotine product, including smokeless tobacco or electronic cigarette (or e-cigarette) or other electronic nicotine delivery system (ENDS) products shall be prohibited on District property owned, rented by, or under the control of the Board including buildings, grounds, and District vehicles.

**The Board of Education recognizes that the use of commercial tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board believes that the use or promotion of commercial tobacco products, including electronic smoking devices, on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. Furthermore, the Board believes that accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors. The Board embraces its obligation to promote positive role models in schools, and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke and commercial tobacco use for students, and visitors.**

**It shall be a violation of this policy for any staff member to possess, use, consume, display, promote, or sell any tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking devices at any time on school property or at off-campus, school-sponsored events. The term “off-campus, school sponsored event” means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances, or theatrical productions. “School property” means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff, and visitors.**

**The term “electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.**

Staff in violation of this policy may be disciplined up to and including termination.

Violations shall be processed in accordance with State Statutes and established procedures at each building level.

LEGAL REF.: Sections 101.123 Wisconsin Statutes  
120.12(20)  
120.44

CROSS REF.: 443.3 – Smoking and/or Use of Tobacco/Nicotine Products **or Electronic Smoking Devices** by Students



831 – Smoking and/or Use of Tobacco/Nicotine Products or *Electronic Smoking Devices* on School Premises

APPROVED: November 13, 1989

REVISED: June 17, 2002  
May 12, 2014  
*TBD*

## 831 **SMOKING AND/OR USE OF TOBACCO/NICOTINE PRODUCTS OR ELECTRONIC SMOKING DEVICES ON SCHOOL PREMISES**

Smoking and/or the use of a nicotine product, including smokeless tobacco or electronic cigarette (or e-cigarette) or other electronic nicotine delivery system (ENDS) products shall be prohibited on District property owned, rented by, or under the control of the Board including buildings, grounds, and District vehicles.

*The Board of Education recognizes that the use of commercial tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board believes that the use or promotion of commercial tobacco products, including electronic smoking devices, on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. Furthermore, the Board believes that accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors. The Board embraces its obligation to promote positive role models in schools, and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke and commercial tobacco use for students, and visitors.*

*It shall be a violation of this policy for any staff member to use, consume, display, promote, or sell any tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking devices at any time on school property or at off-campus, school-sponsored events. The term “off-campus, school sponsored event” means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances, or theatrical productions. “School property” means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff, and visitors.*

*The term “electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.*

Individuals not affiliated with the school district who violate this policy will be asked to cease their use of any nicotine product or electronic smoking device or face removal from school district property. Subsequent violations of this regulation may result in debarment from all WRPS property.

Violations shall be processed in accordance with State Statutes and established procedures ~~at each~~ building level.

LEGAL REF.:       Sections   101.123 Wisconsin Statutes  
  120.12(20)  
  120.44

CROSS REF.: 443.3 – Smoking and/or Use of Tobacco/Nicotine Products or *Electronic Smoking Devices* by Students  
522.2 – Smoking and/or Use of Tobacco/Nicotine Products or *Electronic Smoking Devices* by Staff

APPROVED: November 13, 1989

REVISED: July 9, 1990  
June 17, 2002  
May 12, 2014  
*TBD*

**ATTACHMENT E  
PSC Meeting - 11/4/19**

District	Applications Received April 2019		Alternative Exception Apps. Received 2019		2019-20 New Attending				Continuing from 18-19		Total Open Enrolled 2019-2020					
	In	Out	In	Out	In	Out	4K	K-12	In	Out	Open Enrolled In	66.03 In Virtual & 4K		Open Enrolled Out	66.03 Out 4K	
											In	In	In	Out		
Adams-Friendship				2			4K	K-12	2	3	3			1	2	
Almond-Bancroft										2	2				1	
Amherst															5	
Appleton (Virtual)		2								2					2	
Auburndale	1	3		2	1			4		2	20	3	1	1	24	
DC Everest																
Eau Claire																
Grantsburg (Virtual)		2		7						3					3	
Kimberly													1	2		
Marshfield		2		4				4	3	7					14	
McFarland (Virtual)		5		18					2	9					11	
Medford		4		4					4	4					8	
Merrill		1														
Necedah																
Nekoosa	15	13	27	18	1	32			23	44	35	77	4	1	58	6
Northern Ozaukee											1				1	
Pittsville		7		4					4	5	26			4	35	
Port Edwards	11	22	14	4		19			17	43	57	62	3	7	74	6
Saint Croix Central				2												
Spencer																
Stevens Point	6	19	3	9	5	4		8	9	16	27	25	5	46	44	
Stratford													1	1		
Tomorrow River		2							1	1	7				9	
Tri-County	1	1				1		1		5	5	6		3	6	
Waukesha		3							1		5				6	
Wautoma		2													2	
Wauwatosa		1														
Westfield															2	
Wild Rose															1	1
<b>Totals</b>	<b>34</b>	<b>89</b>	<b>44</b>	<b>74</b>	<b>7</b>	<b>56</b>	<b>22</b>	<b>67</b>	<b>115</b>	<b>208</b>	<b>178</b>	<b>16</b>	<b>77</b>	<b>297</b>	<b>12</b>	<b>0</b>

\*Total open enrollment numbers as of October 30, 2019. Final numbers will be available at the November 4, 2019 PSC meeting.

**271                      309**

Ins	4K	23	\$4,663.00		\$107,249.00
	K-12	248	\$7,771.00		\$1,927,208.00
Total Revenue In					\$2,034,457.00
Outs	4K	34	\$4,663.00		\$158,542.00
	K-12	275	\$7,771.00		\$2,137,025.00
Total Revenue Out					\$2,295,567.00
Revenue Difference					-\$261,110.00