



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

December 2, 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. Resignation
 - C. Board Policy Review
 - D. Wage Increase
 - E. Emergency School Closure for Hourly Support Staff
 - F. Elementary Keyboarding
- 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.

Board Policy 453.4-Rule Medication Administration Procedures, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in November 2019. The administration recommends approval of Board Policy 453.4-Rule Medication Administration Procedures for second reading. (*Attachment B*)

Board Policy 537 Professional Staff Growth and Development, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in November 2019. The administration recommends approval of Board Policy 537 Professional Staff Growth and Development for second reading. (*Attachment C*)

Board Policy 537.1 Attendance at Workshops and Conferences, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in November 2019. The administration recommends approval of Board Policy 537.1 Attendance at Workshops and Conferences for second reading. (*Attachment D*)

Board Policy 537.2 New Colleague Orientation, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in November 2019. The administration recommends approval of Board Policy 537.2 New Colleague Orientation for second reading. (*Attachment E*)

D. Wage Increase

Discussion and possible action on a wage increase for the year-round registrar position at the high school, to be in alignment with other District year-round clerical positions.

E. Emergency School Closure for Hourly Support Staff

Administration will share an option for hourly staff to make up lost hours due to emergency school closures and recommend approval of the proposed language changes to the Emergency School Closures section in the Food Service and Office/Clerical and Aide Support Staff Handbooks. (*Attachments F & G*)

F. Elementary Keyboarding

Discussion and possible action on an FTE increase for the elementary keyboarding professional staff position.

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

453.4 ADMINISTERING MEDICATIONS TO STUDENTS

Medications should be administered to school children by parents at home whenever possible. *School staff will not dispense medications or substances that are not regulated by the Food and Drug Administration (FDA) such as herbal or homeopathic remedies. All medications must be recognized as drugs in the official United States Pharmacopoeia and National Formulary or Official Homeopathic Pharmacopoeia of the United States.* The school nurse and other designated persons may administer medications to students under established procedures. School personnel authorized to administer medications to students shall be provided with appropriate instruction.

Before any prescription medication may be administered to a student in the Wisconsin Rapids Public School District, proper procedures for administering medication to students must be followed. *Approved* ~~*Non*~~-prescription medications will be administered only with written parental instructions and consent. However, this policy shall not prohibit the older and reliable high school student from assuming responsibility for self-administration and storage of *approved* non-prescription products. *Approved* ~~*Non*~~-prescription medications may be carried or kept in the student locker in small quantities only. All medications must be in the original labeled container. Students are, under no circumstances, to administer any over-the-counter *or prescription* medications to other students.

Asthmatic students may possess/use asthma inhalers in accordance with state law and established procedures.

School employees, school volunteers and school bus drivers may administer epinephrine to any student who appears to be experiencing a severe allergic reaction, even in situations when written physician instructions and parent consent are not on file with the District authorizing such medication administration. Such action must be consistent with state law and established procedures.

LEGAL REF.: Section 118.255 Wisconsin Statutes
118.29
118.291
121.02(1)(g)
146.81
448
PI 8.01 (2)(g), Wisconsin Administrative Code

CROSS REF.: 453.4-Rule, Medication Administration Procedures
~~Emergency Care Handbook~~ *School Health Manual*

ADOPTED: April 14, 1997

REVISED: August 13, 2001
TBD

453.4-RULE MEDICATION ADMINISTRATION PROCEDURES

Medication may be administered to students only in accordance with the following procedures:

Prescription Medications

1. Prescription medication may be administered when the "Orders for Administering Prescription Medication in School" form, including the parent/guardian's written consent, has been filled out and returned to the school principal, the school nurse, or the individual administering medication.
2. Medication must be provided in the original prescription bottle and must have the following information printed on the container:
 - a. Student's full name
 - b. Name of medication and dosage
 - c. Administration instructions, including Time to be administered
 - d. Prescribing physician's name
3. Medications classified as non-controlled substances such as antibiotics, eye drops, and inhalers for treatment of asthma may be sent to school with a student for delivery to the office. These medications must be in a pharmacy-labeled container, placed in a sealed envelope, labeled with the student's name and if in pill form, the number of pills sent.
4. Any medication identified as a controlled substance such as medication for treatment of ADD/ADHD, anxiety, or pain must be delivered to the school office by a parent, guardian, or other responsible adult. These medications must be in a pharmacy-labeled container, placed in a sealed envelope, labeled with the student's name, and if in pill form, the number of pills sent.
5. The length of time the medication is to be administered shall be included in the written instructions from the prescribing physician. Further written instructions must be received from the physician if the medication is to be discontinued or the original instructions regarding dosage or time the medication is to be administered are changed.
6. A new "Orders for Administering Prescription Medication in School" form must be completed annually.
7. ~~Over the Counter Medication~~ *This language under "a" and "b" is being moved to a different section in the policy.*
 - ~~a. School personnel should, under no circumstances, administer over the counter medication to students without having written authorization from the student's parent/guardian.~~
 - ~~b. The school shall administer over the counter medication for a maximum of three consecutive days. It is the District's philosophy that if the student requires over the counter medication for more than three days, they should be seen by a physician. Diagnosis and treatment of illness and the prescribing of medications are never school responsibilities and should not be undertaken by any school personnel.~~
8. 7. Medication will be offered to the student at the designated time and be administered by the school nurse, health aide, or, if unavailable, by other designated school personnel. If the student refuses, the parent(s)/guardian should be informed.
9. 8. All prescription medication administered at the school will be kept in a locked cubicle, drawer, or other safe place. Only limited quantities of medication are to be kept at school.
10. 9. Asthmatic Pupils' Use of Inhalers

An asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity, or under the supervision of a school authority if all the following are true:

- a. The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
- b. The pupil has the written approval of his/her health care provider and, the written approval of his/her parent or guardian.
- c. The pupil provides the school with a copy of this approval.

No school district, school board or school district employee is liable for damage to a pupil caused by a school district employee who prohibits a pupil from using an inhaler because of the employee's good faith belief that the requirements above had not been satisfied or who allows a pupil to use an inhaler because of the employee's good faith belief that the requirements above had been satisfied.

~~11.~~ 10. Administration of Epinephrine to Students

School employees, school volunteers, and school bus drivers may administer a student's prescribed epinephrine if he/she appears to be experiencing a severe allergic reaction, even in situations when written physician instructions and parent consent are not on file with the District authorizing such medication administration. Employees, volunteers, and bus drivers must:

- a. Report the suspected allergic reaction, as soon as practical, by calling 911.
- b. If in an area where 911 is not available, they must call an emergency medical service provider.

Immunity is provided from civil liability for those persons who administer epinephrine in the above situations.

Students with epinephrine auto-injectors may possess and self-administer for the purpose of treating a severe allergic reaction to include anaphylaxis with the written approval of a license practitioner and parent/guardian.

Non-Prescription Medications

- 1. Non-prescription medication (e.g., Tylenol) may be administered to students by school personnel with written instructions and consent by the parent/guardian or adult student. The non-prescription medication must be delivered to school personnel by the student's parent/guardian or adult student.**
- 2. School personnel should, under no circumstances, administer over-the-counter medication to students without having written authorization from the student's parent/guardian.**
- 3. The school shall administer over-the-counter medication for a maximum of three consecutive days. It is the District's philosophy that if the student requires over-the-counter medication for more than three days, they should be seen by a physician. Diagnosis and treatment of illness and the prescribing of medications are never school responsibilities and should not be undertaken by any school personnel.**
- 4. A request to administer a non-prescription medication in the dosage other than the recommended therapeutic dose must also be accompanied by the written approval of a licensed practitioner and parent/guardian.**
- 5. This policy shall not prohibit the older and reliable high school students from assuming responsibility for self-administration and storage of non-prescription products. Non-prescription medications may be carried or kept in the student locker in small quantities only. All medications must be in the original labeled container. Students are, under no circumstances, to administer any over-the-counter medications to other students.**

Other Prescription and Non-Prescription Medicines

1. Nutritional supplements or herbal, natural, or other non-traditional alternative medications or investigational medications will not be given in the school setting unless such medication is approved by the Food and Drug Administration (FDA) or prescribed by a practitioner. If FDA approved or prescribed by a practitioner, the following criteria must be met:

- a. the original container is provided;
- b. use for student is indicated;
- c. appropriate dosing for student is clearly stated on the label/packaging insert;
- d. possible side effects are listed;
- e. signed parent/guardian statement is provided;
- f. signed practitioner consent is provided if non-FDA approved

2. Products containing cannabinoids (CBD) on school property or at school-related functions are allowable if the following conditions are met:

- a. Written authorization from parent/guardian is provided;
- b. The student's parent/guardian must provide the District with written certification from a physician licensed in the State of Wisconsin stating that:
 - i. the student may use CBD to treat a medical condition,
 - ii. the student is required to consume CBD during the school day or at a school-related function
- c. The written physician's certification form is to include:
 - i. physician's name,
 - ii. name and address of the patient for whom the certification is issued,
 - iii. a date in which the letter or document was issued (no more than one year old) and must not be expired,
 - iv. physician's signature
- d. The CBD product must be self-administered or administered by a parent/guardian.
- e. The CBD product must:
 - i. be in the original container,
 - ii. contain appropriate dosing for the student (clearly stated on the label/packaging insert or on physician's certification),
 - iii. have possible side effects listed,
 - iv. have a signed parent/guardian statement provided.
- f. The CBD product will be kept and administered in the school office or other locations consistent with where prescription medications are stored.
- g. The student's parent/guardian must provide the District with production information from the manufacturer or seller of the CBD product to be administered to the student that states the CBD does not contain any THC.

~~12.~~ For all medication given at school, An accurate and confidential system of recordkeeping shall be established for each student receiving medication.

- a. It is advisable to have in the principal's or school nurse's office a list of students needing medication during school hours, including the type of medication, the dose, and the time to be given. This list should be updated periodically.
- b. An individual record for each student receiving medication shall be kept, including the type of medication, the dose, the time given and who dispensed the medication.
- c. School personnel are asked to report any potential side effects of students on medication.

Medication Administration During Overnight Field Trips

1. Parents/guardians or adult students may request that the student be permitted to self-carry and self-administer permissible medication(s) during the course of an overnight field trip and must complete an "Orders for Administering Prescription Medication in School" form in accordance with District procedures. Such permission may be revoked by the building principal in consultation with the school nurse for failure to comply with the conditions.
2. The following conditions must be met for a student to self-carry and self-administer permissible medication(s):
 - a. The parent/guardian or adult student has filed the proper form and the form is on file with the school indicating permission for the student to self-carry and self-administer the medication, and
 - b. Where applicable, the physician has completed the required form granting permission for the student to self-carry and self-administer the medication, and
 - c. The student has signed the required form agreeing to comply with the self-carry rules.
3. Certain medications may not be permitted to be self-carried and self-administered by a student such as controlled substances, anxiety or relaxant medication, and additional medications at the nurse's discretion that are high risk for misuse.
4. Students who have filed the required form with the school to carry and self-administer medication (epi pens, albuterol inhaler, glucagon, insulin, and all diabetic supplies) shall not be required to complete additional forms to self-administer medication for overnight field trips.

APPROVED: October 1991

REVISED: August 13, 2001
November 12, 2007
February 11, 2019
TBD

537 PROFESSIONAL STAFF GROWTH AND DEVELOPMENT

The stature of the teaching profession depends in the final analysis, on the stature of the individuals who constitute its membership. The Board assumes acceptance by its professional staff of certain obligations:

1. To continuously improve student learning through professional development and implementation of best practice.
2. To contribute to the growing body of professional skill and knowledge.
3. To share in creating a collaborative community ~~climate~~ favorable to education student achievement.
4. To assume a ~~full~~ shared ~~of~~ responsibility for maintaining the quality and integrity of the profession.
5. To give active support to groups and individuals in the community who are seeking to improve the quality of education.

Staff Professional Development Activities and Additional Study

~~Staff Professional~~ development activities should be planned ~~on a long-range basis~~ so that each course or project will contribute to the professional growth of the individual staff member as well as to the improvement of each school and the school district as a whole. Professional development should be collaborative, job-embedded, and based on the principles of how adults learn best. The Quality Educator Committee will oversee the quality of professional development activities and make suggestions for improvement.

Staff Professional Development Initiatives

The Council for Instructional Improvement is responsible for the following:

- A. Annually the Council will develop a district ~~staff~~ professional development plan that reflects the District's Strategic Plan and includes District initiatives. ~~This plan~~ This plan which will guide district, building and program plans and activities ~~and district events~~ to be conducted during the school year.
- B. Necessary funds and time as feasible will be made available for the planning, development, and implementation of the professional development program at the district, building, and individual level.

LEGAL REF.: Section 121.02(1)(b) Wisconsin Statutes
 PI 8.01(2)(b), Wisconsin Administrative Code

CROSS REF.: ~~Professional Development in Wisconsin Rapids Public Schools~~
 WREA Agreement

APPROVED: November 11, 1974

REVISED: December 8, 1975
 December 12, 1983
 November 12, 1990
 January 14, 2002
TBD

537.1 ATTENDANCE AT WORKSHOPS AND CONFERENCES

The Board recognizes the value of conference and convention attendance as a means of learning of improvements ***about and implementing best practice, rigorous curriculum, and state and federal mandates*** in education, ~~studying and comparing local practices, and recruiting qualified candidates.~~

The Superintendent ***or his/her designee*** may authorize professional leave for attendance of personnel at state, regional, and national meetings, ***workshops, and conferences*** without pay deduction and with expenses paid by the District according to established allowances. The number of absences for professional leave shall be determined by the Superintendent ***or his/her designee*** and is subject to budget limitations for employing substitutes and reimbursement for travel, ~~meals~~ and lodging.

Non-certificated staff authorized by the Board to attend conferences and conventions are subject to the same policies as professional staff.

The Superintendent shall prepare administrative guidelines on travel and conference attendance and shall submit them for periodic review by the Board.

LEGAL REF.: Section 121.02(1)(b) Wisconsin Statutes

CROSS REF.: ~~WREA Agreement~~

APPROVED: November 11, 1974

REVISED: January 14, 2002
TBD

537.2 NEW STAFF COLLEAGUE ORIENTATION

The administration is responsible for setting up and conducting appropriate orientation sessions and on-going support for all new and transferred employees. Orientation and support for new teachers and other professional staff will be in compliance with Department of Public Instruction (DPI) guidelines and the Educator Effectiveness process. Any orientation costs will be favorably considered by the Board for inclusion in each annual budget.

APPROVED: November 11, 1974

REVISED: January 14, 2002
TBD

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 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' 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.

For the first three emergency school closures of any school year 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.

On the fourth emergency school closure of the school year all other school year office/clerical and aide support staff employees may have the option to make up the fourth day by attending the Spring District Professional Development Day if it is held as planned. In the event the District requires additional emergency school closures, such day(s)/time may be made up at the discretion of the District.

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.

For the first three emergency school closures of any school year all food service employees are off work and the day will be considered a non-paid day without options to “make-up” the non-paid time off.

On the fourth emergency school closure of the school year all food service employees may have the option to make up the fourth day by attending the Spring District Professional Development Day if it is held as planned. In the event the District requires additional emergency school closures, such day(s)/time may be made up at the discretion of the District.