



Wisconsin Rapids Board of Education
Personnel Services Committee

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

MINUTES

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.

Committee Members Present: Sandra Hett, John Krings, and Larry Davis

Others Present: Brian Oswall

I. Call to Order

Sandra Hett called the meeting to order at 6:30 p.m.

II. Public Comment

There was no public comment.

III. Actionable Items

A. Appointments

PS – 1 Motion by Larry Davis, seconded by John Krings to approve the following support staff appointments:

Vicky Belke	Location:	Lincoln High School
	Position:	Special Education Aide

Cynthia Krush	Location:	Lincoln High School
	Position:	Special Education Aide

Sandra Southworth	Location:	Mead Elementary School
	Position:	Club Mead Aide

Motion carried unanimously.

B. Resignation

PS – 2 Motion John Krings, seconded by Larry Davis to approve the following support staff resignation:

Denise Provost	Location:	Washington Elementary School
	Position:	Special Education Aide

Motion carried unanimously.

C. Board Policy Review

Board Policy 453.4 Administering Medications to Students, Second Reading

PS – 3 Motion by Larry Davis, seconded by John Krings to approve Board Policy 453.4 Administering Medications to Students for second reading.

Motion carried unanimously.

Board Policy 453.4-Rule Medication Administration Procedures, Second Reading

PS – 4 Motion by John Krings, seconded by Larry Davis to approve Board Policy 453.4-Rule Medication Administration Procedures for second reading.

Motion carried unanimously.

Board Policy 537 Professional Staff Growth and Development, Second Reading

PS – 5 Motion by Larry Davis, seconded by John Krings to approve Board Policy 537 Professional Staff Growth and Development for second reading.

Motion carried unanimously.

Board Policy 537.1 Attendance at Workshops and Conferences, Second Reading

PS – 6 Motion by John Krings, seconded by Larry Davis to approve Board Policy 537.1 Attendance at Workshops and Conferences for second reading.

Motion carried unanimously.

Board Policy 537.2 New Colleague Orientation, Second Reading

PS – 7 Motion by Larry Davis, seconded by John Krings to approve Board Policy 537.2 New Colleague Orientation for second reading.

Motion carried unanimously.

D. Wage Increase

Brian Oswald, Director of Human Resources, shared with the Committee the changes to the LHS registrar position over the past two years and how the position is now a year-round position.

PS – 8 Motion by John Krings, seconded by Larry Davis to approve a \$1.00 above base increase for the LHS registrar position, effective December 13, 2019, to be in alignment with other District year-round clerical positions.

Motion carried unanimously.

E. Emergency School Closure for Hourly Support Staff

Brian Oswald, Director of Human Resources, shared an option for professional development opportunities for hourly staff to make up lost hours due to emergency school closures and proposed language changes to the Emergency School Closure section in the Food Service and Office/Clerical and Aide Support Staff Handbooks. The Committee asked if the professional development sessions would work for the variety of people attending, if last year's weather is just an anomaly making this change unnecessary, and if tracking the make-up hours would be difficult. Mr. Oswald explained that programming would be created to fit the different jobs and hours of the attendees and support staff would clock in/out so tracking would not be difficult.

PS – 9 Motion John Krings, seconded by Larry Davis to approve the option for hourly support staff to make up lost hours due to emergency school closures as presented by administration and proposed language changes to the Food Service and Office/Clerical and Aide Support Handbooks as presented in attachments.

On a roll call vote, motion passed 2 -1. Sandra Hett voted no.

F. Elementary Keyboarding

Brian Oswald, Director of Human Resources, shared the need to increase the FTE of the elementary keyboarding position by a .18 FTE due to the addition of the second grade keyboarding curriculum at all elementary buildings. This will be effective when second grade keyboarding begins in the spring of 2020.

PS – 10 Motion by Larry Davis, seconded by John Krings to approve an increase to the elementary keyboarding position by a .18 FTE when second grade keyboarding begins in the spring of 2020.

Motion carried unanimously.

IV. Consent Agenda

- Motions:
- PS – 1 Support Staff Appointments
 - PS – 2 Support Staff Resignation
 - PS – 3 Board Policy 453.4 Administering Medications to Students, Second Reading
 - PS – 4 Board Policy 453.4-Rule Medication Administration Procedures, Second Reading
 - PS – 5 Board Policy 537 Professional Staff Growth and Development, Second Reading
 - PS – 6 Board Policy 537.1 Attendance at Workshops and Conferences, Second Reading
 - PS – 7 Board Policy 537.2 New Colleague Orientation, Second Reading
 - PS – 8 Wage Increase, LHS Registrar Position
 - PS – 9 Emergency School Closure for Hourly Support Staff
 - PS – 10 Elementary Keyboarding

V. Adjournment

Ms. Hett adjourned the meeting at 6:53 p.m.