



AGENDA

*Wisconsin Rapids Board of Education
Personnel Services Committee*

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

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

April 3, 2017

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. Resignation
 - C. Board Policy Review
 - D. Food Service Pay Increase
- 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.



Wisconsin Rapids Board of Education
Personnel Services Committee

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

BACKGROUND

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

April 3, 2017

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

The administration recommends approval of the following professional staff appointments for the 2017-2018 school year:

Sawyer Ladick	Location: Lincoln High School Position: LD/ID Teacher (1.0 FTE) Education: BS – UW Eau Claire – May 2017 Major/Minor: Special Education Cognitive/Learning Disability Salary: 2017-18 Entry-level Teacher Pay (not less than \$37,500)
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Hallie Brock	Location: Woodside Elementary School/Vesper Community Academy Position: Speech/Language (1.0 FTE) Education: Master’s – UW Stevens Point – May 2017 BS – UW Eau Claire – May 2015 Major/Minor: Master’s – Speech Language Pathology BS – Communication Sciences and Disorders Salary: \$47,000
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The administration recommends approval of the following support staff appointments:

Mark Sylvester	Location: Mead Elementary Charter School Position: Noon Aide (1.5 hrs/day) Effective Date: March 9, 2017 Hourly Wage: \$12.17 (starting rate) / \$12.81 (after 60 days)
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Troy Brey	Location: Lincoln High School Position: Custodian (8.0 hrs/day) Effective Date: March 17, 2017 Hourly Wage: \$20.38 (starting rate) / \$21.45 (after six months)
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Stacey Bray	Location: Howe Elementary School Position: Noon Aide (1.5 hrs/day) Effective Date: April 3, 2017 Hourly Wage: \$12.17 (starting rate) / \$12.81 (after 60 days)
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Jonathan Moore	Location:	District
	Position:	Relief Custodian (8.0 hrs/day)
	Effective:	March 20, 2017
	Hourly Wage:	\$20.38 (starting rate) / \$21.45 (after six months)

B. Resignation

The administration recommends approval of the following support staff resignation:

Linda Bidwell	Location:	Howe Elementary School
	Position:	Noon Aide (1.5 hrs/day)
	Effective Date:	March 24, 2017
	Date of Hire:	December 19, 2012

C. Board Policy Review

Board Policy 533 Staff Recruiting/Hiring and Board Policy 533-Rule Staff Recruiting/Hiring Procedures – Second Reading.

This policy was reviewed and approved for first reading at the regular Personnel Services Committee meeting in March 2017. The administration recommends approval of Board Policy 533 Staff Recruiting/Hiring and Board Policy 533-Rule Staff Recruiting/Hiring Procedures for second reading. (*Attachments A & B*)

D. Food Service Pay Increase

Discussion and possible action on a 2016-17 wage increase for Food Service employees.

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

533 STAFF RECRUITING/HIRING

The district can secure the kind of teachers and other personnel it wants by an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action, and good personnel practices in dealing with applicants. A personal interview will be required for all people employed by the district.

The superintendent and persons delegated by him/her are responsible for determining the personnel needs of the school district and locating suitable candidates to recommend for employment to the Board.

Unsolicited applications or letters of interest for future or potential employment positions are accepted for all positions except administrative. If vacancies occur in these positions, the unsolicited applications are treated in the same manner as solicited applications for as long as the documents are retained.

The superintendent shall see that persons nominated for employment meet all qualifications established by law and the Board for the type of position for which nomination is made and are able to perform the essential functions of the position.

Employment of all regular teachers shall be by action of the Board upon recommendation of the superintendent.

The School District of Wisconsin Rapids does not discriminate in employment on the basis of ~~race, creed, religion, color, national origin, gender, sexual orientation, marital status, age, political affiliation, disability, handicap, citizenship, ancestry, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or use or nonuse of a lawful product off school premises during non-working hours or any other reason prohibited by law~~ *age, race, color, creed, religion, genetic information, handicap or disability, marital or parental status, gender, sexual orientation, transgender status, gender identity, national origin, ancestry, citizenship, arrest record, conviction record, pregnancy, veteran status, military service, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or use or nonuse of lawful products off District premises during non-working hours and away from District-sponsored activities, or other protected group status, as required by state or federal law.*

All staff employed by the Board shall complete the necessary employment forms required by state and federal laws and regulations.

LEGAL REF.: Sections 111.31 - 111.395 Wisconsin Statutes
118.195
118.20
118.21
118.24
118.25
120.12(1)
121.02(1)(a)

Americans with Disabilities Act of 1990
Immigration Reform and Control Act of 1986

CROSS REF.: Section 504 of the Rehabilitation Act of 1973
533-Rule, Staff Recruiting/Hiring Procedures
533.1, Crime Information Records Check
511, ~~Discrimination and Harassment Prohibited~~ *Non-Discrimination and Equal
Employment Opportunity*
~~WREA Agreement~~
~~AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance)~~
~~AFL-CIO Local 95 Agreement (Office and Professional Employees)~~
~~Substitute Teachers' Agreement~~

APPROVED: November 1974

REVISED: September 1985
January 14, 2002
February 11, 2008

533-RULE STAFF RECRUITING/HIRING PROCEDURES

The following regulations governing the process of recruitment and selection of professional and non-certificated staff are established in harmony with Board policy.

1. The School District of Wisconsin Rapids does not discriminate in employment on the basis of ~~race, creed, religion, color, national origin, gender, sexual orientation, marital status, age, political affiliation, disability, handicap, citizenship, ancestry, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or use or nonuse of a lawful product off school premises during non-working hours or any other reason prohibited by law~~ **age, race, color, creed, religion, genetic information, handicap or disability, marital or parental status, gender, sexual orientation, transgender status, gender identity, national origin, ancestry, citizenship, arrest record, conviction record, pregnancy, veteran status, military service, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or use or nonuse of lawful products off District premises during non-working hours and away from District-sponsored activities, or other protected group status, as required by state or federal law.**
2. ~~Outstanding~~ Colleges, universities, and teacher placement agencies shall be among those sources contacted for recommendations of candidates for professional positions.
3. All candidates shall ~~complete an~~ **submit employment** application ~~form~~ **materials**.
 - a. Candidates for professional positions shall supply the school with transcripts of all college work, ~~a college placement folder, or a professional portfolio.~~
4. ~~All former employment from the first position to the last shall be recorded by the candidate.~~
45. The administration shall make reference contacts on finalists for all positions.
56. Certification status shall be determined where applicable. Candidates shall meet applicable state certification requirements and standards established by the regional accreditation association.
67. The most ~~outstanding~~ **qualified** applicants for each position in the District shall be invited for interview(s) in accordance with established procedures. ~~The purpose of the interview shall be to select professionals of character and intellectual integrity, possessing emotional stability and personalities suitable for living and working with young people.~~
78. An employee shall be appointed only upon the recommendation of the superintendent or his/her designee. Should a person nominated by the superintendent be rejected by the Board, it shall be the duty of the superintendent to make another nomination.
89. A health examination, as required by state law, shall be required of all successful applicants. The medical forms provided by the district must be signed by a licensed examining physician and shall be on file in the district office.

APPROVED: November 11, 1974

REVISED: September 9, 1985
January 14, 2002
February 11, 2008