



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

July 5, 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. Retirements
 - C. Board Policy Review
 - D. Athletic Co-Curricular Pay for Coaches
- IV. Updates and Reports
 - A. Substitute Teacher Pay
 - B. Employee Wage and Benefit Compensation Considerations
- 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

Sandra Hett, Chair
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July 5, 2017

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

- | | |
|---------------|--|
| Joely Tracy | Location: LOT w/BBLC
Position: Teacher (1.0 FTE)
Education: BS – UW Stevens Point – May 2005
Major/Minor: Elementary Education, Early Childhood Special Education
Salary: \$46,250 |
| Kayla Wolosek | Location: Woodside Elementary School
Position: Teacher (1.0 FTE)
Education: BS – UW Stevens Point – June 2017
Major/Minor: Elementary Education, Cross Categorical Special Education, Learning Disabilities
Salary: \$40,000 |
| Megan Thayer | Location: East Junior High School
Position: Teacher (1.0 FTE)
Education: Master’s – UW Whitewater – May 2008
BS – U of MN, Morris – May 2001
Major/Minor: English, Special Education
Salary: \$51,000 |

The administration recommends approval of the following support staff appointments:

- | | |
|---------------|---|
| Amanda Mrozek | Location: THINK Academy
Position: 4K Aide (6.0 hrs/day)
Effective Date: September 5, 2017
Hourly Wage: \$14.91 |
| Ann Sculley | Location: WRAMS
Position: Supervisory Aide (5.75 hrs/day)
Effective Date: September 5, 2017
Hourly Wage: \$13.80 (starting rate) / \$14.52 (after 60 days) |

B. Retirements

The administration recommends approval of the following support staff early retirements:

Michael Fish	Location:	District
	Position:	Maintenance (8.0 hrs/day)
	Effective Date:	June 30, 2017
	Date of Hire:	August 26, 1997
Nancy Sparhawk	Location:	Mead
	Position:	Second Cook (7.75 hrs/day)
	Effective:	June 2, 2017
	Date of Hire:	October 20, 1986

C. Board Policy Review

Board Policy 458 - Student Wellness – Second Reading

This policy was reviewed and approved for first reading at the regular Business Services Committee meeting in June 2017. The administration recommends approval of Board Policy 458 Student Wellness for second reading. (*Attachment A*)

Board Policy 458 Rule - Nutrition Guidelines – Second Reading

This policy was reviewed and approved for first reading at the regular Business Services Committee meeting in June 2017. The administration recommends approval of Board Policy 458 Rule - Nutrition Guidelines for second reading. (*Attachment B*)

Board Policy 760 Rule - Food Services Management Guidelines – Second Reading

This policy was reviewed and approved for first reading at the regular Business Services Committee meeting in June 2017. The administration recommends approval of Board Policy 760 Rule - Food Services Management Guidelines for second reading. (*Attachment C*)

D. Athletic Co-Curricular Pay for Coaches

Discussion and possible action on pay rate adjustments for athletic co-curricular coaching assignments.

IV. Updates and Reports

A. Substitute Teacher Pay

Discussion on a potential pay increase for substitute teachers to take effect beginning with the start of the 2017-18 school year.

B. Employee Wage and Benefit Compensation Considerations

Discussion on wage and benefit compensation for office/clerical and aide support staff and other non-represented employees.

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 Nutrition Guidelines~~ 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 District will follow the USDA School Nutrition Guidelines in planning food served in the school nutrition program and Ala carte sales.~~
- 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 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.~~
- ~~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).~~

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/~~NAPSE~~ **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 ~~required~~ 20 minutes of physical activity recommended by DPI/~~NAPSE~~ **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 all 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.

Evaluation

The District Wellness Committee will meet at least once each ~~semester~~ trimester to evaluate the effectiveness of the school wellness policy and progress in attaining the policy goals, and a report will be provided to the Board of Education annually.

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
TBD

458-RULE NUTRITION GUIDELINES

District staff is strongly encouraged to support a culture of health and wellness for our students. The following guidelines implement the current Dietary Guidelines for Americans for all foods and beverages provided to students by the School District of Wisconsin Rapids on school property during the school day. Wisconsin Rapids Public Schools encourages healthy food and beverage choices at school functions held during the instructional day. Providing soda at classroom functions is strongly discouraged. Water is the most healthy drink choice for staff, parents, and students.

The school principals, in cooperation with the Director of Food Service and/or designee, are responsible for supporting and monitoring the intent of these guidelines.

CATEGORY	ELEMENTARY SCHOOL	MIDDLE SCHOOL JUNIOR HIGH	HIGH SCHOOL
School Snacks/Birthday Treats/Class Activities/Awards	Nutritious snacks are strongly recommended for school or class activities and awards. See the “Healthy Classroom Snack” resource developed for the district and parents. We strongly encourage that classroom snacks not be served within one hour before or after scheduled school mealtimes. To support a culture of health and wellness of our students, we strongly encourage staff to utilize non-food rewards when possible or provide foods suggested on the Healthy Classroom Snack document <u><i>found on the Student Wellness Website: http://www.wrps.org/foodservice/wellness.cfm</i></u> . If providing food rewards not on the suggested food list, use extremely small servings infrequently. When curricular-based food experiences are planned, staff and students are strongly encouraged to seek out healthy nutritious choices when appropriate.		
Vending Machines <ul style="list-style-type: none"> • Food • Beverages 	Vending foods will not be provided to students at any grade level. Vending beverages will not be provided to students at elementary grade level.	Choices at the middle school and junior high level provide water only. Vending machines shall be turned off during the instructional day.	Choices at the high school level meet the criteria below: <ul style="list-style-type: none"> • 100% Fruit Juices • Sports Drinks • Water, flavored water • Diet Soda The soda machine located near the food service area shall be turned off during school breakfast and lunch meal times.

CATEGORY	ELEMENTARY SCHOOL	MIDDLE SCHOOL JUNIOR HIGH	HIGH SCHOOL
School Meals <ul style="list-style-type: none"> • Ala Carte Food & Beverage 	Ala carte beverage choices will be limited to 100% juices and milk.	<p>Ala carte food choices will adhere to nutrition standards based on the current Dietary Guidelines for Americans and/or USDA Guidelines. <u>All food and beverages sold and served outside of the school meal programs (“competitive” foods and beverages) shall, at a minimum, meet the standards established in USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. The standards are available at http://fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks.</u></p> <p>Single menu items will be available for ala carte purchases at the junior high or high school only. Beverage choices will include:</p> <ul style="list-style-type: none"> • 100% Fruit Juice • Milk • Water or flavored water <p>The District will offer, promote, and competitively price healthy foods to be more attractive to students than unhealthy ones.</p>	
<ul style="list-style-type: none"> • Breakfast, Lunch & Snacks 	School breakfasts, lunches, and snacks will meet or exceed nutrient standards established by USDA. Meals consist of the following food groups: Fruit, Vegetable, Milk, Grain, and Meat/Alternate.		
School Store/ Snack Carts	<p>Healthy snacks and beverages are strongly recommended for <u>All food and beverages sold at school stores, snack carts, or snacks sold in classrooms during the instructional day shall, at a minimum, meet the standards established in USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. The standards are available at http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks.</u> See the “Recommended Food List for School Stores” resource developed for the district. School stores/snack carts shall not sell food items during the school breakfast or school lunch meal times <u>unless they have received prior approval from administration.</u> School stores and snack carts will follow any USDA Guidelines established related to Ala Carte sales.</p>		
Fundraising	<p><u>The District adheres to the Wisconsin Department of Public Instruction fundraiser exemption policy and allows two exempt fundraisers per student organization, per school, per year. All other fundraisers sold during the school day will meet the Smart Snacks nutrition standards, available at http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks. No restrictions are placed on the sale of food/beverage items sold outside of the school day.</u> Students, staff, and parents are strongly encouraged to consider alternative fund raising strategies that use healthy food choices or non food items. A Healthy Fundraising resource guide will be provided to parent organizations at schools to assist them with offering fundraising choices that support a culture of health and wellness for the students. Foods sold for fundraising shall not compete with the National School Lunch or Breakfast programs.</p>		
<u>Marketing</u>	<p><u>Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags EXCEPT when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fundraisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.</u></p>		

LEGAL REF: Healthy Hunger Free Kids Act of 2010
 CROSS REF: 458 – Student Wellness Policy

APPROVED: June 12, 2006
 REVISED: November 12, 2012
TBD

760-Rule – FOOD SERVICES MANAGEMENT GUIDELINES

The ~~Supervisor~~ **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 schools**, 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. At the junior high schools, cash will not be accepted at lunch from students or permanent school staff who have been issued a PIN. Cash will be accepted on the serving line only from staff and students who have not been issued a PIN (i.e., substitutes, staff who work in multiple buildings, foreign exchange students, etc.)~~

~~g.~~ Breakfast a la Carte purchases at the junior high schools may be paid for with cash or charged to the student account. An approval form must be signed by the parent/guardian if they wish to allow the student to charge breakfast a la Carte items to their account. The school principals, in cooperation with the Supervisor of Food Services, determine how breakfast a la Carte payments will be handled at an individual school.

~~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 additional lunches may be charged
- Middle School: up to three additional lunches 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.

~~i.~~ If the student or staff member runs out of funds, he/she may receive up to three additional meals. If a deposit to the student or staff member account has not been made within that time, meals from that account will be discontinued until a payment has been received.

~~h.~~ Staff members are not allowed to charge meals or incur a negative balance in their school lunch account.

~~j.~~ 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.

~~k.~~ i. 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. 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
TBD