



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

October 2, 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. Resignations
 - C. Retirements
 - D. Board Policy Review
 - E. Custodial and Maintenance Staff Handbook
- 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

October 2, 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 support staff appointments:

Kelli Sawyer	Location: VCA Position: Noon Aide (1.0 hr/day) Effective Date: September 18, 2017 Hourly Wage: \$12.28 (starting rate) / \$12.93 (after 60 days)
Michelle Diebel	Location: THINK Academy Position: Noon Aid (1.5hrs/day) Instructional Aide (1.25 hrs/day) Effective Date: September 18, 2017 Hourly Wage: \$12.28 (starting rate) / \$12.93 (after 60 days) Noon Aide \$14.36 (starting rate) / \$15.12 (after 60 days) Instructional Aide
Dawn LaMarche	Location: Grant Elementary School Position: Instructional Aide 5K (5.5hrs/day) Effective Date: September 11, 2017 Hourly Wage: \$14.36 (starting rate) / \$15.12 (after 60 days)
Darlene Ashbeck	Location: Howe Elementary School Position: Second Cook (7.25 hrs/day) Effective Date: September 11, 2017 Hourly Wage: \$15.19
Carrie Schultz	Location: Grant Elementary School Position: Instructional Aide 5K (5.5 hrs/day) Effective Date: September 11, 2017 Hourly Wage: \$14.36 (starting rate) / \$15.12 (after 60 days)
Cassidy Hardina	Location: Mead Elementary Charter School Position: Special Education Aide (7.0 hrs/day) Effective Date: September 25, 2017 Hourly Wage: \$14.36 (starting rate) / \$15.12 (after 60 days)

Deena Reimer	Location:	Woodside Elementary School
	Position:	Noon Aide (1.75 hrs/day)
	Effective Date:	September 25, 2017
	Hourly Wage:	\$12.28 (starting rate) / \$12.93 (after 60 days)
William Fisher	Location:	Lincoln High School
	Position:	Custodian (8.0 hrs/day)
	Effective Date:	September 25, 2017
	Hourly Wage:	\$22.27
Lisa Gamboa	Location:	WRAMS
	Position:	Baker (6.75 hrs/day)
	Effective Date:	September 25, 2017
	Hourly Wage:	\$14.34 (starting rate) / \$15.09 (after 60 days)
Mindy Engelhardt	Location:	Howe Elementary School
	Position:	Noon Aide (1.5 hrs/day)
	Effective Date:	October 2, 2017
	Hourly Wage:	\$12.28 (starting rate) / \$12.93 (after 60 days)

B. Resignations

The administration recommends approval of the following support staff resignations:

Lynn Nelson	Location:	Grove Elementary School
	Position:	Noon Aide (1.5 hrs/day)
	Effective Date:	September 28, 2017
	Date of Hire:	April 20, 2015
Roy Woyak	Location:	District
	Position:	Van Driver
	Effective Date:	September 18, 2017
	Date of Hire:	August 28, 2012
Mary Marzofka	Location:	THINK Academy
	Position:	Secretary (7/5 hrs/day)
	Effective Date:	October 13, 2017
	Date of Hire:	February 6, 1995

C. Retirements

The administration recommends approval of the following support staff retirement:

Terri Huebner	Location:	Lincoln High School
	Position:	Faculty Clerk/Study Hall Aide (7.0 hrs/day)
	Effective Date:	November 28, 2017
	Date of Hire:	August 24, 1981

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

Suzanne Onesti	Location:	Woodside Elementary School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	December 31, 2017
	Date of Hire:	August 27, 1990

D. Board Policy Review

Board Policy 851 – Advertising in the Schools – Second Reading.

This policy was reviewed and approved for first reading at the regular Business Services Committee meeting in August 2017; and then reviewed and tabled for second reading at the Personnel Services Committee on September 5, 2017. Additional revisions were made to the policy as a result of Board discussion held at the September 11, 2017 meeting, and are being brought through for possible approval. The administration recommends approval of Board Policy 851 – Advertising in the Schools for second reading. (*Attachment A*)

Board Policy 460 – Student Awards and Scholarships – Second Reading.

This policy was reviewed and approved for first reading at the regular Personnel Services Committee meeting in September 2017. The administration recommends approval of Board Policy 460 – Student Awards and Scholarships for second reading. (*Attachment B*)

Board Policy 522.41 – Conflict of Interest – First Reading.

Discussion and possible action on proposed changes to Board Policy 522.41 – Conflict of Interest for first reading. (*Attachment C*)

Board Policy 526 – Staff Complaints and Grievances – First Reading.

Discussion and possible action on proposed changes to Board Policy 526 – Staff Complaints and Grievances for first reading. (*Attachment D*)

Board Policy 528 – Union Contracts and Agreements – First Reading.

Discussion and possible action on proposed changes to Board Policy 528 – Union Contracts and Agreements for first reading. (*Attachment E*)

E. Custodial and Maintenance Staff Handbook

Discussion and possible action on proposed language changes in the Custodial and Maintenance Staff Handbook.

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

851 ~~ADVERTISING IN THE SCHOOLS~~ MEDIA DISTRIBUTION IN SCHOOLS / ADVERTISING / SPONSORSHIP OR COMMEMORATIVE NAMING RIGHTS FOR DISTRICT FACILITIES OR EDUCATIONAL SPACES

School-Sponsored Media

School-sponsored publications, announcements, radio and television programs may, with certain restrictions, carry advertising and promotional material from sources solicited by school organizations and from non-school individuals, groups or organizations.

Advertising copy solicited by school organizations shall meet the following criteria:

- Excessive solicitation of the same sources should be avoided. Principals shall require a list of all advertisers to be contacted during the year from sponsors of publications.
- Advertising copy promoting the use and sale of materials or services which are inconsistent with school objectives is not to be permitted in school publications.
- The processes of soliciting advertising, preparing copy and publication shall be permitted to the extent that, in the judgment of the instructional staff, such processes further the educational well-being of the students rather than exploiting them to raise money.

The administration may, at its discretion, accept advertising copy offered by non-profit, community or non-school agencies or organizations as long as promulgation of the copy does not infringe upon the school program.

Media Not Directly School Connected

Students and staff are to be protected from intrusions on their time during the school day by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the schools.

The Superintendent and principals are urged to interpret this policy strictly. Exceptions may be made when, in their judgment, the best interests of the students will be served. In case of differences of opinion, the decisions of the Superintendent will be final.

Non-district related material, such as fliers, promotional literature, circulars, announcements, and tickets for admission-charged functions are not to be distributed through the school or on school premises without approval from the Superintendent or his/her designee. Approved copy may also be posted on the District website or through social media when appropriate.

CRITERIA TO BE CONSIDERED FOR DISTRIBUTION APPROVAL

Any media distributed shall not promote the use of tobacco, alcohol or other harmful substances; shall not promote specific religion, political ideology, political candidate, political issue or any form of gambling; shall not be considered libelous, offensive, vulgar, discriminatory, racially or ethnically

offensive, factually inaccurate, sexually explicit; shall not violate any laws or regulations, and shall not be otherwise inappropriate for school use and student access.

- a) Programs being promoted should be grade level or school appropriate.
- b) Programs should enhance the District/school curriculum.
- c) Requests which involve some advertising or solicitation should provide a benefit to the children academically, socially, or in some other wholesome manner.
- d) Organizations must be non-profit (have a non-profit tax number). Materials distributed should not directly contribute to the personal gain of an individual, business, or company.
- e) Organizations interested in having students participate in a fundraising type of activity or solicit funds will have their information forwarded to the Principal for consideration to involve their Parent Teacher Organizations or School Clubs as appropriate.
- f) Organizations interested in distributing a flyer in the elementary buildings will forward a sample flyer to the Superintendent or his/her designee for approval before distribution is allowed.
- g) Once approved, all flyers/brochures will be bundled according to the distribution list provided by the District, and delivered to the District office for distribution to the buildings. No flyers are to be dropped off directly at the buildings.
- h) Flyers will be distributed to students in grades 4K-5. Grades 6-8 will have flyers made available in the school office and an announcement will be made for interested students to pick up. No flyers will be distributed to grades 9-12 students.

ADVERTISING IN DISTRICT FACILITIES OR EDUCATIONAL SPACES

~~The Board of Education shall retain authority to accept or reject any and all proposed advertising.~~ All advertising must adhere to general high standards of suitability and shall be reviewed and approved by the Superintendent or his/her designee. No advertising shall conflict with the Board's mission, policies or the District's curriculum or instructional program.

1. Any advertisement shall not promote the use of tobacco, alcohol or other harmful substances; shall not promote any form of gambling, specific religion, political ideology, political candidate, political issue; shall not be considered libelous, offensive, vulgar, discriminatory, racially or ethnically offensive, factually inaccurate, sexually explicit; shall not violate any laws or regulations, and shall not be otherwise inappropriate for school use and student access.

2. The amount of advertising space allotted in District facilities or educational spaces shall be approved by the Superintendent or his/her designee. Sponsorship agreements and rates to advertise based upon available space will be determined by the Administration. The Board will occasionally be updated on fees and promotions approved under the auspices of this policy. Advertising in District facilities and educational spaces does not require explicit approval by the Board; however, the Board reserves the right to accept or reject any advertising. The Director of Business Services or his/her designee shall be responsible for the receipt, deposit, and proper accounting of any and all revenue generated.

3. Any contractual agreements between the District and an organization or vendor for advertising must be approved by the Superintendent or his/her designee and reviewed by the Director of Business Services.

CONSIDERATIONS FOR SPONSORSHIP NAMING RIGHTS

“Naming rights for the purposes of this policy shall be construed as the naming of a facility, space, etc., for a time period of one year or longer and with a “significant” donation. This is different from other advertising referenced in this policy as it requires an extended timeframe in addition to a significant donation.

- a) Cash donations of a significant value for a specific District facility or educational space are defined as a contribution that without which the facility or educational space would not be affordable to the District.
- b) In-kind donations of a significant value and sustained throughout the term of the agreement may be considered. In-kind donations may include:
 - i. Product donations of a significant value;
 - ii. Externship or internship opportunities or training/development programs for students or staff;
 - iii. Student mentoring, student scholarships;
 - iv. Student transportation to and from select events;
 - v. Speaker’s or facilitator’s time or fees for relevant or requested school events;
 - vi. Field trips and tours within the sponsor’s place of business (subject to appropriate waivers to be provided by attendees);
 - vii. Services as it relates to the sponsor’s place of business at reduced costs when mutually beneficial for both parties (and subject to availability and agreement as to costs);
 - viii. Volunteer hours that significantly contribute to student learning;
 - ix. Serving on District/Academy Advisory Councils or Committees;
 - x. Other significant in-kind contributions.
- c) The ability of the sponsor’s contribution to have long-term impact on the quality of a program or facility.

Determination of Specific Name to be Used

An agreement between the District and sponsor shall include a license granting the District the right to use the name, logo, or branding requested by the sponsor of said sponsor. All uses of such name, logo, branding will be defined in the sponsor agreement.

Approval Process

~~Administration~~ Interested parties shall bring any proposed sponsorship agreement to the Superintendent for consideration and Board approval. The sponsorship agreement, if approved, shall include the specific sponsor-related name for the District facility or educational space, the length of the sponsorship, the licensing rights granted to the District by the sponsor, and the sponsor’s cash donation(s) or in-kind contribution(s). The Board of Education shall retain authority to accept or reject any and all proposed sponsorship agreements.

The Director of Business Services or his/her designee shall be responsible for the receipt, deposit, and proper accounting of any and all cash or contribution sponsorship amounts.

COMMEMORATIVE NAMING OR RENAMING OF DISTRICT EDUCATIONAL FACILITIES

The Board of Education shall be the sole body to approve the official naming of any new District facility or renaming of any existing District facility. When the need arises, the following procedures will be used:

- A. The Board may appoint an ad-hoc committee to consider and recommend names. Membership is to include staff, a student representative, and citizen representatives of the community.

- B. This committee can recommend up to three names in order of preference to the Board for consideration. The Board will make the final selection.
- C. The committee may use the following sources for the suggestion of names:
 - a. Public participation
 - b. Student participation
 - c. Faculty/staff participation
 - d. Previous file of suggested names – a permanent file of previously suggested names shall be maintained by the Superintendent or his/her designee. All nominations shall be in writing and should contain the rationale for each name.
- D. The committee will observe the following guidelines when developing the name list:
 - a. Name is to be easily identifiable with the facility
 - b. Name should not be in conflict with the names of other facilities in the District
 - c. Name should have significance for people using the facility
- E. The names of persons or places from the following categories may be considered:
 - a. Areas within the District
 - b. Arts
 - c. Business
 - d. Education
 - e. Government
 - f. History
 - g. Humanitarianism
 - h. Industry
 - i. Inventions
 - j. Labor
 - k. Military Services
 - l. Philanthropy
 - m. Professions
 - n. Science
- F. Consideration for nominations of persons' names must be limited to candidates of exemplary moral character, who have made outstanding contributions, who have historical significance, who have performed service to the community or humanity, or who have displayed outstanding leadership.
- G. Criteria for using persons' names shall include the following: 1) first consideration shall be given to local persons, but; 2) additional consideration may be given to state, national and international persons.

Parts of extra-curricular facilities, such as auditoriums, athletic fields, etc., if named, are to be named following the criteria established within this policy; however, paragraph (G) shall not be required but may be used at the discretion of the Board of Education or its ad-hoc committee. These facilities may be marked by an appropriate plaque or sign commemorating that individual's contribution.

The Board shall make the final decision on all facility names. Once a facility has been officially named, it shall not be renamed except for reasons deemed to be compelling by the Board.

LEGAL REF: Wisc. Statutes 120.12(1), 120.13

CROSS REF.: 850, Public Solicitations in the Schools
 840, Public Gifts to the Schools
 841, Projects Funded by Community Groups
 460, Student Awards and Scholarships

APPROVED: November 11, 1974

REVISED: June 17, 2002
TBD

460 STUDENT AWARDS AND SCHOLARSHIPS

Student excellence in any area of school life should receive recognition. All awards must be justified on the basis of worthy contributions to the school community.

The school district may accept plaques, gifts, or memorials honoring students or graduates of the district for outstanding achievement or personal sacrifice. The acceptance of such plaques, gifts or memorials from persons not connected with the schools is not approved unless the school staff determines that the origins and purposes of such trophies, prizes or awards are consistent with school goals.

The Board encourages the professional staff to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the schools should be pointed out.

Recipients of awards ~~must~~ *may* be approved by group action. ~~including students, teachers and administration.~~ In some cases interested citizens may be involved, but the final selection shall reside within the school staff.

The School District of Wisconsin Rapids does not discriminate in the awarding of and/or the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of gender, age, race, color, creed, religion, genetic information, handicap or disability, national origin, ancestry, citizenship, arrest record, conviction record, pregnancy, marital or parental status, sexual orientation, transgender status, gender identity, or physical, mental, emotional, or learning disability or handicap 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, 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. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Sections 39.41 Wisconsin Statutes
39.415
118.13
118.27
PI 9.03(1), Wisconsin Administrative Code

CROSS REF.: 345.311, Procedures for Academic Excellence Scholarships
345.12, Procedures for Wisconsin Technical Excellence Scholarships
411, Student Non-Discrimination and Anti-Harassment
460-Rule, Student Award Guidelines
~~411 Rule, Student Discrimination and Harassment Complaint Procedures~~
511, Non-Discrimination and Equal Employment Opportunity

APPROVED: November 11, 1974

REVISED: August 13, 2001
February 11, 2008
TBD

~~522.41 CONFLICT OF INTEREST~~

See Policy 165

DELETED

526 — STAFF COMPLAINTS AND GRIEVANCES

The Board will cooperate with employees through their association(s) in establishing grievance procedures. Such grievance machinery shall be looked at as an approach to resolving contract language interpretation and administration.

Actions with reference to discipline, reprimand, reduction in rank, or withholding of increments shall be made public according to current open records statutes.

LEGAL REF.: ~~Wis. Stats. 19.31 – 19.39~~
19.55

CROSS REF.: ~~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 11, 1974~~

REVISED: ~~January 14, 2002~~

DELETED

528 — UNION CONTRACTS AND AGREEMENTS

~~The Wisconsin Rapids Board of Education has the authority to enter into a Collective Bargaining Agreement (Contract) as well as other agreements, memorandums of understanding and resolutions with the unions representing the employees of the District.~~

~~There are times when this authority is delegated by the Board to the administrative staff, through the Grievance Procedure in the Contracts or by a motion at a meeting.~~

~~The following shall be the policy of the Board whenever the District either directly or through any employee or representative enters into any of the aforesated agreements or resolutions with the unions. The Staff Representative, UniServ Director, Business Agent or any non-employee formally representing the union employees, irrespective of title, shall be the first to execute the document prior to the union employees signing it.~~

~~The Board, authorized employees or representatives shall not sign any of the aforesated documents until after all union signatures have been obtained.~~

~~APPROVED: November 13, 2006~~