



*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 2, 2018

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. Board Policy Review
  - D. Employee Handbook Revision
  - E. Athletic Co-Curricular Positions
  - F. Master Swim Program
  - G. Supplemental Pay for Professional Staff Employees
- 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**

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**BACKGROUND**

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July 2, 2018

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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:

Jason Borski	Location:	WRAMS
	Position:	Teacher (1.0 FTE)
	Education:	Certification – Saint Mary’s University – December 2006 BS – UW La Crosse – May 2004
	Major/Minor:	Special Education, Exercise/Sport Science/Psychology
	Salary:	\$47,500

Kristine Nieman	Location:	Grant Elementary School
	Position:	Teacher (1.0 FTE)
	Education:	Master’s – UW La Crosse – May 2004 Certification – UW Stevens Point – June 2018 BS – UW Stevens Point – May 1997, December 2000
	Major/Minor:	Education, Early Childhood Education, Elementary Education, Communicative Disorders/Psychology
	Salary:	\$45,000

Rachel Christian	Location:	Lincoln High School/WRAMS
	Position:	Teacher (1.0 FTE)
	Education:	BS – UW Whitewater – December 2013
	Major/Minor:	Art Education
	Salary:	\$43,000

The administration recommends approval of the following support staff appointments:

James Larson	Location:	District
	Position:	Van Driver
	Effective Date:	September 4, 2018
	Hourly Rate:	\$12.70

Cindy Tork	Location:	East Junior High School/RCHS
	Position:	Custodian (8.0 hrs/day)
	Effective Date:	June 22, 2018
	Hourly Rate:	\$22.27

Charles Ruiz	Location:	East Junior High School
	Position:	Head Custodian (8.0 hrs/day)
	Effective Date:	June 22, 2018
	Hourly Rate:	\$21.16 (starting rate) / \$22.27 (after six months)
Karrie Moore	Location:	Mead Elementary Charter School
	Position:	Secretary (7.5 hrs/day)
	Effective Date:	August 14, 2018
	Hourly Rate:	\$14.99 (starting rate) / \$15.75 (after 60 days)

B. Resignations

The administration recommends approval of the following professional staff resignations:

Jaimeson Granger	Location:	East Junior High/Grant Elementary School
	Position:	Psychologist (1.0 FTE)
	Effective Date:	June 15, 2018
	Date of Hire:	December 5, 2016

Jillian Banser	Location:	Howe Elementary School
	Position:	Counselor (1.0 FTE)
	Effective Date:	June 8, 2018
	Date of Hire:	August 24, 2010

Kelly Saeger	Location:	Mead Elementary Charter School
	Position:	Teacher (.50 FTE)
	Effective Date:	June 8, 2018
	Date of Hire:	August 28, 2007

The administration recommends approval of the following support staff resignations:

Ronald Lorbeck	Location:	District
	Position:	Van Driver
	Effective Date:	April 6, 2018
	Date of Hire:	September 1, 2016

Danielle Witter	Location:	Woodside Elementary School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	June 8, 2018
	Date of Hire:	November 20, 2012

C. Board Policy Review

Board Policy 523.1 Staff Physical Examinations, Second Reading

This policy was reviewed and approved for first reading at the regular Personnel Services Committee meeting in June 2018. The administration recommends approval of Board Policy 523.1 Staff Physical Examinations for second reading. (*Attachment A*)

D. Employee Handbook Revision

Discussion and possible action on recommended language changes to the Post-Employment Insurance Benefit section of the Professional Staff Employee Handbook. (*Attachment B*)

E. Athletic Co-Curricular Positions

Discussion and possible action to approve recommended additions and adjustments to athletic co-curricular coaching positions in the following areas: middle school boys swim, high school cross country, and high school track.

F. Master Swim Program

Discussion and possible action to approve an adult Community Master Swim Program. (*Attachment C*)

G. Supplemental Pay for Professional Staff Employees

Discussion and possible action to approve a supplemental pay increase for the purposes of retaining individual professional staff 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

## 523.1 STAFF PHYSICAL EXAMINATIONS

As a condition of employment, a physical examination, including a ~~chest X-ray or tuberculin test~~ screening questionnaire for tuberculosis, is required of all school employees, in accordance with state law. As per section 118.25 of the statutes, “employees” means a person employed by a school board who comes in contact with children or who handles or prepares food for children while they are under the supervision of school authorities. In the interest of employee wellness, all school employees are encouraged to have a physical examination at least once every five years.

All food handlers are required to ~~have an examination~~ complete a Food Employee Reporting Agreement annually. ~~Additional tuberculin tests are required once every three years. Positive reactors shall have a chest x-ray once every five years. Reimbursement for such examinations and tests shall be at a rate established by the Board. Reimbursement procedures shall be established by the administration.~~

The District also reserves the right to require a health examination before an employee returns to work following illness, other leave, or at any time when the need for such examination may be indicated.

An employee may be exempt from the physical examination requirement for religious reasons if an affidavit has been filed with the Board claiming such exemption. The Board may, however, require a physical examination if there is reasonable cause to believe that such an employee is suffering from an illness detrimental to the health of students. No employee shall be discriminated against by reason of his/her filing of an affidavit.

Staff physical examination forms shall be maintained in a separate file from other personnel records, and shall be treated as confidential medical records. Only the following individuals shall have access to such information:

1. Supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.
2. First aid and safety personnel may be informed, when appropriate, if an employee has a disability, which might require emergency treatment.
3. Governmental officials investigating compliance with the Americans with Disabilities Act shall be provided relevant information on request.

LEGAL REF.:       Sections   103.15   Wisconsin Statutes  
  118.25  
  121.52(3)  
  Americans with Disabilities Act of 1990

CROSS REF.:       523.2, Staff Communicable Diseases  
~~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:         July 10, 1979  
                          September 12, 1983  
                          December 9, 1991  
                          January 14, 2002  
                          TBD

**Post-Employment Insurance Benefit --**  
Professional Staff Employee Handbook

Attachment B  
PSC Meeting  
7/2/2018

Rev: February 13, 2017

TBA

Eligibility and Application

Any regular full or part-time teacher with at least 15 years of employment in the District, **who is eligible to receive the District health insurance benefit and is electing to take the District's group health insurance plan at the time when the retirement request is submitted**, and who is eligible to receive benefits from the Wisconsin Retirement System is eligible to participate in the ~~early health retirement plan benefit~~ described below. For part-time teachers hired prior to 7/1/1997, the years of service criteria will be based upon the total number of years of service rather than cumulative FTE (seniority).

Teachers age 55 or 56, who meet the aforementioned years of service criteria, may maintain participation in the **District's** group health insurance ~~program~~ **plan at no cost to the District** until age 57. Teachers may retire only at the end of a ~~semester~~ **school year**.

~~Early Retirement~~ benefits described below are available to teachers who retire from their regular duties, age 57 up to Medicare eligibility, not to exceed eight years. ~~Early Health~~ retirement benefits cease upon Medicare eligibility, or eight years from the date of retirement, whichever comes first. **Participants in the health retirement benefit must maintain continuous coverage in the District's group health insurance plan from the time of retirement and up to the time of achieving Medicare eligibility (not to exceed eight years). Should a participant in the health retirement benefit cause a break in coverage to occur with the District's group health insurance plan prior to achieving Medicare eligibility, the health retirement benefit shall cease.**

This policy shall not apply to any teacher who is discharged or non-renewed.

The request for participation in the ~~early health retirement plan benefit~~ must be filed with the district administrator (or designee) no later than the Friday prior to the March Personnel Services Committee meeting for retirement at the end of ~~second semester~~ **the school year**.

## Benefits

*Rev: April 28, 2014*

*TBA*

For those teachers who are eligible **and maintain continuous coverage in the District's group health insurance plan**, the Board shall contribute an amount of money which is the lesser of 85% of the premium for active employees, or 85% of the group health insurance premium during the last year of their employment towards either the annual single **or** family premium for health insurance.

If the employee receives any unemployment compensation or disability insurance benefits from the District during the period of time designated ~~as early retirement~~ **for receipt of the health retirement benefit**, all benefits associated with this section, ~~Voluntary Early Retirement~~ shall cease.

A teacher electing ~~early retirement~~ **to participate in the health retirement benefit** under this provision forfeits all full-time re-employment rights with the District.

# Masters Swim Program

ATTACHMENT C  
PSC Meeting  
7/2/2018

## Program Purpose

- To help former swimmers continue to improve and compete in aquatics
- To offer adults a non-weight bearing option for maintaining cardiovascular health
- To guide the aspiring triathlete in his/her quest to develop swim endurance
- To complete the Wisconsin Rapids Aquatics Program
  - Program offers many opportunities for youth
  - Only current adult options are water aerobics and open lap swim
  - A quality Masters Swim group will solidify the program

## Instructor Responsibilities

- **Offer diversified instructional programming**
  - Must cater to individual interests/goals
  - Any given day will consist of three potential workouts:
    - **Comprehensive:** people capable of swimming all four strokes who seek continued skill improvement. Masters Competition is a consideration for this group
    - **Novice:** individuals desiring a new form of aerobic exercise. All four strokes will be coached. Emphasis will be placed on use of equipment to hone technique and develop fitness.
    - **Fitness:** people looking to improve swim endurance. Freestyle will be the focus of this programming. Open water swim concepts will be instructed depending upon interest.
  - Therefore, the instructor must have vast knowledge of the sport to cater to a likely diverse group of people
- **Willingness to adapt and adjust daily**
  - Adult populations are injury prone
    - Instructor must spontaneously respond to needs/limitations of students
      - Will require individualized instruction/programming at times
- **Establish and maintain a consistent roster**
  - Participant recruitment will never fade, however, early on it will be important for instructor to establish a core group of regular participants

## Program Comparisons - How do other communities organize and fund their programs?

- **Middleton**
  - 3 days a week, 1 optional (no instructor present) - 1 hour per session
  - \$160 for 3 months; \$550 for year
- **Stevens Point**
  - 2 days a week - 60 minute sessions
  - \$45 per session - 3 sessions offered
- **Port Edwards**
  - 2 days a week - 45 minutes per session
  - Included in monthly membership fee of \$46/month

### **Program Outline -Four 8 week sessions**

- Session 1: September 17th - November 8th
- Session 2: November 27th - January 31st (Off week of Dec 24th/Jan 1st)
- Session 3: February 26th - April 25th (Off week of March 25th)
- Summer Session - June 10th - August 9th

Each session during the school year has 20 classes with a coach - 16 weekday classes (Tuesday and Thursday mornings 5:30-7:00) and 4 weekend classes (7:30-9:00 am). It also has 8 optional sessions without a coach. Summer session is 8 coached sessions and 8 sessions without a coach.

### **Credentials**

- 14 years of competitive swimming
- Private swim instructor
- 6 years as Assistant Coach - primary duty was to write workouts - 4 state appearances during that time frame
- Writing swim workouts for current triathletes
- Triathlon competitor
- Swim Official for the 2018-2019 season

### **Rationale for Compensation**

- Starting a program from scratch
- 68 coached workouts + 32 non-coached workouts created + time to create workouts for a varied ability of 15+ swimmers on any given practice
- Communication with members every session to gauge goals and desires of program
- Head Coaching contract @ 10% of base salary

### **Proposed Fee for Enrollment/ Possible Enrollment**

- \$2.50 per class drop in fee
- \$45 per session if you only enrolled in a monthly membership
- \$110 for access to all 4 sessions
- Survey showed roughly 40 people interested in program in general after 5 days of the survey being available. Each session showed roughly 25+ people interested.