



Wisconsin Rapids Board of Education
Personnel Services Committee

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

MINUTES

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

April 4, 2016

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

Time: 6:00 p.m.

Committee Members Present: Sandra Hett, Anne Lee, and Mary Rayome

Administration Present: Ryan Christianson and Colleen Dickmann

I. Call to Order

Committee Chair, Sandra Hett called the meeting to order at 6:00 p.m.

II. Public Comment

There was no public comment.

III. Actionable Items

A. Appointments

PS – 1 A motion was made by Mary Rayome and seconded by Anne Lee to recommend approval of the following appointments:

Professional Staff:

Sara Sturomski Location: Lincoln High School
Position: Math

Support Staff:

Dennis Fenske Location: WRAMS
Position: Night Custodian

Stephanie Bailey Location: East Junior High School
Position: Night Custodian

Sandra Nieman Location: Central Office
Position: Pupil Services Secretary

Amy Hulce Location: Central Office
Position: Accounts Payable

Motion carried unanimously.

B. Retirements

PS – 2 A motion by Mary Rayome and seconded by Anne Lee to recommend approval of the following early retirements:

Professional Staff:

William Vickroy	Location:	Lincoln High School
	Position:	Athletic Director

Christine Pace	Location:	East Junior High School
	Position:	Science

Support Staff:

Debra Neuman	Location:	Lincoln High School
	Position:	Security Aide

Motion carried unanimously.

C. Resignation

PS – 3 A motion by Anne Lee and seconded by Mary Rayome to recommend approval of the following support staff resignation:

Dawn Carlson	Location:	Grove Elementary School
	Position:	Noon Aide

Motion carried unanimously.

IV. Policy Review and Approval

A. Policy 830.1 Facility Use Policy for the Performing Arts Center (PAC)

PS – 4 A motion by Mary Rayome and seconded by Anne Lee to recommend approval of Policy 830.1 Facility Use Policy for the Performing Arts Center (PAC) for second reading with edits discussed in Committee.

Motion carried unanimously.

V. Action on Employee Handbook Revisions

The Committee discussed recommended language additions to the Office/Clerical and Aide Support Staff Employee Handbook sections as follows:

Post-employment Insurance Benefit

In order to receive post-employment insurance benefits under this provision, eligible employees must give written notice of their intent to resign or retire on or before 4:30 pm on May 1 of their final school year of employment. Written notice shall be given to the Director of Human Resources and can be given by email, facsimile, US Mail or personal service. Notice shall be complete if email or facsimile is used when the notice is time stamped as sent and, in the case of U.S. Mail or personal service, when the written notice is actually delivered to the District's offices.

Health Insurance

A school year employee's eligibility for District-sponsored health insurance ends in the final month of his/her working school year, unless he/she commits to return to the District's employ in the following school year as set forth in this section.

School year employees will receive notice advising if their employment will be continued in the following school year, consistent with the Reduction in Force provision of this Handbook. Employees who intend to accept continued employment for the following school year shall be required to acknowledge their acceptance on a form provided by the District, and will also acknowledge their responsibility for health insurance premiums incurred after their final month of work in the event that they do not return to work for the following school year. The District reserves the right to make appropriate deductions from remaining unpaid compensation, if any, and/or to take other appropriate steps to satisfy this obligation.

Sick Leave Benefits

Up to ten (10) days of accrued sick leave may be used annually to care for ill members of an employee's immediate family (parents, children, spouse, siblings, and domestic partners). Said members do not have to reside with the employee. Such leave shall be deducted from accumulated sick leave. Said days shall be for illness or accident not covered under the Family and Medical Leave Act.

PS – 5 A motion by Anne Lee and seconded by Mary Rayome to recommend approval of the proposed language additions to the Office/Clerical and Aide Support Staff Employee Handbook regarding the post-employment insurance benefit, health insurance, and sick leave benefit.

Motion carried unanimously.

VI. Teacher Contract Change

PS – 6 A motion by Anne Lee and seconded by Mary Rayome to approve adjustment to the monetary requirements for liquidated damages for breach of contract to take effect with the 2016-17 individual teacher contracts based on the following configuration:

June 16 – June 30.....	= \$300
July 1 – July 15.....	= \$500
July 16 – up to the first contracted teacher day.....	= \$1,000
First contracted teacher day and thereafter.....	= \$1,500

Motion carried unanimously.

VII. Consent Agenda

- Motions:
- PS – 1 Staff Appointments
 - PS – 2 Staff Early Retirements
 - PS – 3 Resignation
 - PS – 4 Policy 830.1 Facility Use Policy for the Performing Arts Center (PAC) for second reading
 - PS – 5 Employee Handbook Revisions
 - PS – 6 Teacher Contract Change

VIII. Adjournment

Ms. Hett adjourned the meeting at 6:31 p.m.