



MINUTES

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

June 4, 2018

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, John Krings, and Mary Rayome

Others Present: Ryan Christianson, Craig Broeren, Ed Allison

I. Call to Order

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 Motion by Mary Rayome, seconded by Anne Lee to approve the following 2018 summer school support staff appointments:

Table with 2 columns: Name, Summer School Position. Lists staff members and their roles for summer school.

Motion carried unanimously.

**PS – 2 Motion by Anne Lee, seconded by Mary Rayome to approve the following 2018 summer support staff appointments:**

<u>Name</u>	<u>Summer Position</u>
Andy Thao	Technology Support
Joshua Peplinski	Technology Support
Nu Thao	Technology Support
Oliver Sawyer	Technology Support
Ashley Oleson	Cleaner
Leah Fredrick	Cleaner
Nicole Steinmetz	Cleaner
Zachary Kozlowski	Cleaner
Caleb Krommenakker	Cleaner/Grounds Helper
Noah Raab	Cleaner/Grounds Helper
Jesse Gallager	Grounds Helper
Chani Pulchinski	Grounds Helper

**Motion carried unanimously.**

**PS – 3 Motion by Mary Rayome, seconded by Anne Lee to approve the following support staff appointments:**

Melissa Call	Location:	Howe Elementary School
	Position:	Noon Aide
Chelsey Mazurek	Location:	District
	Position:	Food Services Secretary
Amanda Grant	Location:	Woodside Elementary School
	Position:	Kitchen Helper
Laura Carlson	Location:	Lincoln High School
	Position:	Kitchen Helper
Amanda Belke	Location:	Lincoln High School
	Position:	Special Education Aide
Debra Blevins	Location:	Grove Elementary School
	Position:	Special Education Aide
Megan Follett	Location:	Woodside Elementary School
	Position:	Special Education Aide
Christina Haka	Location:	Mead Elementary Charter School
	Position:	Special Education Aide
Grecia Hernandez-Otero	Location:	Grove Elementary School
	Position:	ELL
Maria Lopez	Location:	Lincoln High School
	Position:	Special Education Aide
Jodi Matthews	Location:	Grove Elementary School
	Position:	Special Education Aide
Carrie Schultz	Location:	Howe Elementary School
	Position:	Special Education Aide

**Motion carried unanimously.**

**PS – 4 Motion by Anne Lee, seconded by Mary Rayome to approve the following professional staff appointments:**

Lynette Simonar	Location:	Mead Elementary Charter School
	Position:	Social Worker

Rachel Wisniewski	Location:	Washington Elementary School
	Position:	Teacher

**Motion carried unanimously.**

B. Resignations

**PS – 5 Motion by Mary Rayome, seconded by Anne Lee to approve the following professional staff resignations:**

James Lynch	Location:	East Junior High School
	Position:	Teacher

Nikki Ligman	Location:	Grant Elementary School
	Position:	Teacher

**Motion carried unanimously.**

**PS – 6 Motion by Anne Lee, seconded by Mary Rayome to approved the following support staff resignation:**

Stacey Bray	Location:	Howe Elementary School
	Position:	Noon Aide

**Motion carried unanimously.**

C. Retirements

**PS – 7 Motion by Mary Rayome, seconded by Anne Lee to approved the following support staff early retirements:**

Jon Dahlman	Location:	Mead Elementary Charter School
	Position:	Custodian

Lucinda Slattery	Location:	THINK Academy
	Position:	Instructional/Health Aide

**Motion carried unanimously.**

D. Board Policy Review

Board Policy 332 - Experimental/Innovative Programs, Second Reading

**PS – 8 Motion by Anne Lee, seconded by Mary Rayome to approve Board Policy 332 - Experimental/Innovative Programs, second reading.**

**Motion carried unanimously.**

Board Policy 332.1 - Exhibit 1 - Process Guidelines for Requesting New Courses Form, Second Reading

**PS – 9 Motion by Mary Rayome, seconded by Anne Lee to approve Board Policy 332.1 - Exhibit 1 - Process Guidelines for Requesting New Courses Form, second reading.**

**Motion carried unanimously.**

Board Policy 432 - School Attendance Boundaries, Second Reading

**PS – 10 Motion by Anne Lee, seconded by Mary Rayome to approve Board Policy 432 - School Attendance Boundaries, second reading.**

**Motion carried unanimously.**

Board Policy 523.1 - Staff Physical Examinations, First Reading

**PS – 11 Motion by Mary Rayome, seconded by Anne Lee to approve Board Policy 523.1 - Staff Physical Examinations, first reading.**

E. Employee Handbook Revisions – Physical Examination

**PS – 12 Motion by Anne Lee, seconded by Mary Rayome to approve of language changes for the Physical Examination section of the Employee Handbooks for Administrators and Other Non-Represented Staff, Custodial and Maintenance Staff, Food Services Staff, Office/Clerical and Aide Support Staff and Professional Staff as recommended in the June, 2018 Personnel Services Committee Agenda & Background, Attachment E.**

**Motion carried unanimously.**

F. Employee Handbook Revisions – Sick Leave

**PS – 13 Motion by Mary Rayome, seconded by Anne Lee to approve of language changes for the Sick Leave section of the Employee Handbooks for Custodial and Maintenance Staff, Food Services Staff, Office/Clerical and Aide Support Staff, and Professional Staff, as recommended with the changes noted in the June, 2018 Personnel Services Committee Agenda and Background, Attachment F.**

**Motion carried unanimously.**

G. Athletic and Non-Athletic Co-Curricular Pay

The administration recommended pay rate percentage adjustments for non-athletic co-curricular assignments, and a reconfiguration of current junior high level non-athletic co-curricular assignments at the middle school and high school as follows:

<b>WRAMS 2018-19</b>		
<b>Area</b>	<b>Assignment</b>	<b>%</b>
Annual	Head	5
Annual	Assistant	3
Art Club	Head	3
Band - 8th Grade	Head	2
Band - 7th Grade	Head	2
Band - 6th Grade	Head	2
Jazz Band	Head	2
Orchestra	Head	2
Chorus	Head	2
Show Choir	Head	2
FBLA	Head	4

<b>Lincoln High School 2018-19</b>		
<b>Area</b>	<b>Assignment</b>	<b>%</b>
Annual	Head	7
Annual	Assistant	5
Art Club	Head	3
Art Services	Head	2
Band	Head	5
Band	Assistant	2
Marching Band	Head	5
Pep Band	Head	5
Jazz Ensemble	Head	5
Orchestra	Head	5
Chamber Player/Mariachi	Head	5

FCCLA	Head	4
Forensics	Head	4
Forensics	Assistant	2
WEB	Head	2
WEB	Head	2
Student Council	Head	5
Student Council	Assistant	3
Engineering Club	Head	1
Engineering Club	Head	1
Engineering Club	Head	1
Engineering Club	Head	1
Engineering Club	Head	1
Engineering Club	Head	1
Engineering Club	Head	1
Archery Club	Head	2
Homework Club	Head	2
Homework Club	Head	2
Homework Club	Head	2
Homework Club	Head	2
Homework Club	Head	2

Chamber Jazz Singers	Head	5
Choir	Head	2
Musical (Vocal)	Head	2
Musical (Instrumental)	Head	2
Drama (Theatrical Prod)	Head	5
Drama (Theatrical Prod)	Assistant	3
Thespians (Drama Club)	Head	5
Literary Magazine	Head	3
Literary Magazine	Head	3
DECA/FBLA	Head	5
DECA/FBLA	Head	5
DECA/FBLA	Head	5
FCCLA	Head	5
Forensics	Head	10
Forensics	Assistant	3
Link Crew	Head	5
Link Crew	Head	5
Student Council	Head	5
Student Council	Head	5
SkillsUSA	Head	5
Business Education School Store	Head	3
FFA	Head	5
HOSA	Head	5
Key Club	Head	2
Prom Advisory	Head	2
Letterwinners	Head	2
Mock Trial	Head	3
National Honor Society	Head	2

**PS – 14 Motion by Anne Lee, seconded by Mary Rayome to approve non-athletic co-curricular pay rate percentages as presented to the Committee to take effect with the start of the 2018-19 school year.**

**Motion carried unanimously.**

**PS – 15 Motion by Mary Rayome, seconded by Anne Lee to approve \$38,000 as the new base-wage calculator to be used with athletic and non-athletic co-curricular pay percentage rates to calculate wages for District coaching and advisor positions beginning with the start of the 2018-19 school year, with the exception that coaches and advisors currently employed in a position prior to the 2018-19 school year shall maintain the wage received in the 2017-18 school year, so long as they maintain continuous employment in the coaching or advising position and the 2017-18 wage rate is higher than the wage calculated in the 2018-19 and thereafter.**

**On a roll call vote, motion passed 2-1. Sandra Hett voted no.**

H. Part-Time Cleaner Position

**PS – 16 Motion by Mary Rayome, seconded by Anne Lee to approve the addition of one 4.0 hours/day non-classified cleaner position to be added to the Building and Grounds Department for placement at Mead Elementary Charter School, beginning on June 8, 2018.**

**Motion carried unanimously.**

I. Professional Staff Early Retirement Requests Submitted Past Deadline

Dr. Christianson shared with the Committee that individual meetings were recently held with two separate professional staff members who had contacted him about submitting an early retirement request effective at the close of the 2017-18 school year. Current Professional Staff Employee Handbook language from the section titled "Post-Employment Insurance Benefit" was reviewed, which states, "The request for participation in the early retirement plan must be filed with the district administrator (or designee) no later than Friday prior to the March Personnel Services Committee meeting for retirement at the end of second semester." Dr. Christianson explained that both employees were requesting to receive the early retirement benefit health insurance coverage.

Dr. Christianson informed the Committee that since the aforementioned Handbook language had been approved by the Board of Education, the Board has not approved any requests for participation in the early retirement plan which arrived after the March Personnel Services Committee meeting deadline. One previous request from a professional staff employee for a mid-year early retirement to include participation in the early retirement plan was denied by the Board because the Board set clear expectations for professional staff members to complete the contract year agreement they entered into and adhere to the request deadline as outlined in the Professional Staff Employee Handbook.

After discussing some ideas and approaches for addressing professional staff early retirement requests submitted past the deadline, the Committee requested that the administration gather additional information and potential options for consideration and possible action at a future Board meeting.

IV. Consent Agenda

- Motions:
- PS – 1 2018 Summer School Support Staff Appointments
  - PS – 2 2018 Summer Support Staff Appointments
  - PS – 3 Support Staff Appointments
  - PS – 4 Professional Staff Appointments
  - PS – 5 Professional Staff Resignations
  - PS – 6 Support Staff Resignations
  - PS – 7 Support Staff Early Retirements
  - PS – 8 Board Policy 332 - Experimental/Innovative Programs, Second Reading
  - PS – 9 Board Policy 332.1 - Exhibit 1 - Process Guidelines for Requesting New Courses Form, Second Reading
  - PS – 10 Board Policy 432 - School Attendance Boundaries, Second Reading
  - PS – 11 Board Policy 523.1 Staff Physical Examinations, First Reading
  - PS – 12 Employee Handbook Revisions - Physical Examination
  - PS – 13 Employee Handbook Revisions - Sick Leave
  - PS – 14 Athletic and Non-Athletic Co-Curricular Pay
  - PS – 15 Athletic and Non-Athletic Co-Curricular Pay
  - PS – 16 Part-Time Cleaner Position

V. Adjournment

Ms. Hett adjourned the meeting at 7:41 p.m.