



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

June 2, 2014

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room A/B

Time: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Actions on Personnel
 - A. Retirements
 - B. Resignations
 - C. Appointments
 - D. Summer Grounds Appointments
 - E. Summer School Support Staff Appointment
 - F. Request for Voluntary Reduction
- IV. Action on Department Chair Pay Structure
- V. Action on Employee Handbook Revisions
- VI. Action on 2014-15 Open Enrollment Applications
 - A. 2014 – 15 Requests to Transfer In
 - B. 2014 – 15 Request to Transfer Out
- VII. Updates and Reports
 - A. 2014-15 Open Enrollment Data
- VIII. Consent Agenda
- IX. 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

June 2, 2014

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room A/B

Time: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Actions on Personnel
 - A. Retirements

The administration recommends approval of the following professional staff early retirement request:

| | | |
|----------------|---------------|--------------------------------|
| Cindy Thompson | Location: | WRAMS |
| | Position: | CDB Teacher (1.0 FTE) |
| | Effective: | End of the 2013-14 School Year |
| | Date of Hire: | July 10, 1989 |

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

| | | |
|-------------|---------------|-----------------------|
| Lee Meacham | Location: | East Junior High |
| | Position: | Custodian (8 hrs/day) |
| | Effective: | June 30, 2014 |
| | Date of Hire: | July 6, 1999 |

- B. Resignations

The administration recommends approval of the following professional staff resignations:

| | | |
|---------------|---------------|----------------------------------|
| Amanda Menzer | Location: | Howe Elementary |
| | Position: | Grade 1 (1.0 FTE) |
| | Effective: | End of the 2013-2014 School Year |
| | Date of Hire: | August 27, 2009 |

| | | |
|-----------|---------------|----------------------------------|
| Hlee Vang | Location: | Grove Elementary |
| | Position: | Grade 3 (1.0 FTE) |
| | Effective: | End of the 2013-2014 School Year |
| | Date of Hire: | August 29, 2012 |

| | | |
|---------------|---------------|----------------------------------|
| Kelly Hartvig | Location: | Woodside Elementary |
| | Position: | Kindergarten (1.0 FTE) |
| | Effective: | End of the 2013-2014 School Year |
| | Date of Hire: | June 6, 2008 |

| | | |
|-------------------|--------------|---|
| Megan Kehlenbrink | Location: | Grove Elementary |
| | Position: | Grade 1 (1.0 FTE) |
| | Education: | BS – UW Whitewater – December 2010 |
| | Major/Minor: | Elementary Education/Spanish |
| | Salary: | \$36,500 |
| Kariann Haluska | Location: | WRAMS |
| | Position: | Grade 6 EBD/LD (1.0 FTE) |
| | Education: | BS – UW Stevens Point – May 2014 |
| | Major/Minor: | Exceptional Education/Learning, Cognitive, Emotional Behavior |
| | Salary: | \$36,500 |
| Sarah Javenkoski | Location: | Mead Elementary |
| | Position: | Regular Education – Grade TBD (1.0 FTE) |
| | Education: | BS – UW Stevens Point – June 2013 |
| | Major/Minor: | Early Childhood Education/Special Education |
| | Salary: | \$36,500 |

The administration recommends the approval of the following support staff appointments:

| | | |
|--------------|--------------|---|
| Keith Wosick | Location: | East Junior High |
| | Position: | Night Custodian – 2 nd Shift (8 hrs/day) |
| | Effective: | July 1, 2014 |
| | Hourly Wage: | \$20.78 |
| Kim Schenk | Location: | Lincoln High School/Building and Grounds |
| | Position: | Secretary to Athletic Director and PAC Director/B & G Receiving Secretary (8.0 hrs/day) |
| | Effective: | June 6, 2014 |
| | Hourly Wage: | \$15.04 |

D. Summer Grounds Appointments

The administration recommends the approval of the following summer grounds appointments:

| | | |
|-----------------|--------------|---|
| Tyler Wendt | Location: | District |
| | Position: | District Summer Cleaner (8 hrs/day) |
| | Effective: | June 9 – August 22 |
| | Hourly Wage: | \$8.50 |
| Josh Wefel | Location: | District |
| | Position: | District Summer Cleaner (8 hrs/day) |
| | Effective: | June 9 – August 22 |
| | Hourly Wage: | \$8.50 |
| Logan Zimmerman | Location: | District |
| | Position: | District Summer Cleaner and District Summer Grounds (8 hrs/day) |
| | Effective: | May 27 – August 22 |
| | Hourly Wage: | \$8.50 (Summer Cleaner) / \$10.00 (Summer Grounds) |

E. Summer School Support Staff Appointment

| | | |
|---------------|--------------|--|
| Teresa Wunrow | Location: | Lincoln High School |
| | Position: | Summer School Food Service Employee (1.83 hrs/day) |
| | Effective: | June 11 – July 16, 2014 (no school July 3 & 4) |
| | Hourly Wage: | \$14.41 |

F. Request for Voluntary Reduction

| | | |
|--------------|------------------------|--------------------------|
| Paula Reaves | Location: | Lincoln High School |
| | Current Position: | Social Studies (1.0 FTE) |
| | Proposed/New Position: | Social Studies (0.5 FTE) |
| | Effective: | 2014-2015 School Year |

IV. Action on Department Chair Pay Structure

A. The administration recommends approval of a new stipend payment structure to take effect beginning with the 2014-15 school year for department chair assignment for professional staff employees. (Attachment A)

V. Action on Employee Handbook Revisions

- A. Discussion and possible action on an update to the Vacation benefit language in the Office/Clerical and Aide Support Staff Employee Handbook. (Attachment B)
- B. Discussion and possible action to approve recommended changes to health insurance eligibility language in the Custodians, Maintenance, and Computer Techs Employee Handbook. (Attachment C)

VI. Action on 2014-2015 Open Enrollment Applications

A. 2014-2015 Requests to Transfer In

The Administration recommends approval of the students requesting to attend the Wisconsin Rapids Public Schools under the Open Enrollment Law, pending a review of discipline records and special services needs. (Attachment D)

B. 2014-2015 Request to Transfer Out

The Administration recommends approval of the students requesting to attend non-resident school districts under the Open Enrollment Law, pending a review of discipline records and special services needs. (Attachment E)

VII. Updates and Reports

A. 2014-2015 Open Enrollment Data

The District received 37 applications from parents requesting their child(ren) be allowed to attend the Wisconsin Rapids Public Schools under the Open Enrollment Law, Wis. Stats §118.51, beginning with the 2014-2015 school year. The number of applications received from parents requesting open enrollment approval to attend a school district outside our District is 88.

Currently under open enrollment there are 213 students attending WRPS from other school districts and 174 students who have transferred to other school districts. Following is a history of **initial applications** that have been received.

Initial Open Enrollment Application History

| School Year | 14-15 | 13-14 | 11-12 | 10-11 | 10-09 | 09-08 | 08-07 | 07-06 | 06-05 | 05-04 | 04-03 | 03-04 |
|---------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Transfer In Applications | 37 | 45 | 79 | 78 | 91 | 62 | 56 | 49 | 63 | 47 | 33 | 45 |
| Transfer Out Applications | 88 | 76 | 127 | 95 | 96 | 107 | 98 | 85 | 75 | 73 | 53 | 63 |

VIII. 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.

IX. Adjournment

New Stipend per Total Departmental FTE

0 - 3.99 FTE = \$500
4 - 6.99 FTE = \$1,000
7 - 9.99 FTE = \$1,500
10 and up = \$2,000

Previous Stipend per Total Departmental FTE

0 - 3.99 FTE = \$1,000
4 - 6.99 FTE = \$1,500
7 - 9.99 FTE = \$2,000
10 and up = \$2,500

VACATIONS

Eligibility and Definitions

The “vacation year” shall run from July 1 to June 30 each year.

Regular full-time and regular part-time employees shall be eligible for vacation with pay on the following schedule:

| Number of Years Worked | Vacation Days Earned |
|-------------------------------------|----------------------|
| During year 1 of service | 5 days |
| After two (2) years of service | 10 days |
| After seven (7) years of service | 15 days |
| After fifteen (15) years of service | 20 days |
| After twenty (20) years of service | 25 days |

Each “vacation day” shall equate to the number of hours worked by the employee on a normal work day as scheduled at the discretion of the Board.

Employees in their first year of service earn a pro-rated amount of vacation based upon the number of months worked. For example, an employee hired on October 1, 2013 would be eligible to earn nine-twelfths (9/12) of a full year’s allotment of vacation. This would entitle the employee to $9/12 * 5$ days, or 3.75 days, during their first year of service. The employee under this example would be entitled to five (5) days of vacation on July 1, 2014, for fiscal year 2015.

Eligible employees in the District shall receive vacation, as shown above, depending on full years of service as measured each July 1.

Regular full-time and regular part-time employees hired prior to July 1, 2013, that were entitled to a greater number of vacation days during fiscal year 2013 than would be allowed based on the scale shown above, shall be allowed the same number of vacations days for fiscal year 2014 as they were granted for fiscal year 2013. Effective July 1, 2014, the vacation scale shown above shall apply to all employees governed by this Handbook. Regular full-time employees hired prior to July 1, 2013, shall be entitled to the annual allotment of vacation days based on the guidelines reviewed

herein or the total number of vacation days the employee was eligible to receive as of July 1, 2013, for fiscal year 2014, whichever is greater.

School year full-time employees compensated for 225 days (including holidays and paid vacation days) or more are entitled to three (3) days of paid vacation. *School year full-time employees compensated for 225 days or more and hired prior to July 1, 2013, shall be allowed five (5) days of paid vacation for fiscal year 2014. Effective July 1, 2014, all school year full-time employees compensated for 225 days or more shall be allowed three (3) days of paid vacation.* Holidays and days of paid vacation shall be included in the tabulation of school year full-time employees' total number of compensated days as defined by their job assignment.

Paid vacations will not be available to employees working less than 225 days as defined by their job assignment.

No vacations may be taken during the period commencing two (2) weeks prior to and ending two (2) weeks after the beginning of school in the fall, unless approved by the employee's principal or director.

Up to five (5) days of vacation may be carried over from one vacation year to the following vacation year. Any other unused vacation remaining at the end of a vacation year shall be lost.

In the event of separation of employment from the District during the year, vacation benefits listed above shall be prorated based upon the actual service during the year of separation, including resignation, termination, or voluntary or involuntary transfer to a position that allows a lesser vacation benefit. In the event an employee voluntarily quits, if the employee does not provide two (2) weeks notice, they shall forfeit vacation benefits up to ten (10) days.

Board Approved: 7-8-2013

Revised: June 2014 UPDATE

APPENDIX A

INSURANCES

Dental Insurance

The Board shall provide dental insurance to eligible employees as described below. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

Minimum Hours for Any Board Contribution:

An employee who has an individual assignment of ~~fifty percent (50%)~~ **eighty percent (80%)** of full-time equivalency or greater **(or works an average of 30 hours per week)** is eligible to participate in the District's dental insurance. Employees whose assignments are less than ~~fifty percent (50%)~~ **eighty percent (80%)** of a full-time equivalency are not eligible to participate in the District's dental insurance and are not eligible for any District premium contribution.

Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for one family plan or two single plans, whichever is appropriate for the employees. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.

Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment. The insurance benefits described in *Appendix A* terminate according to the following schedule:

- If an employee resigns or is terminated, District coverage shall cease at the end of the month the resignation or termination becomes effective.

Premium Contributions:

Single Coverage: For employees who are eligible for and select single coverage, the District shall pay one hundred percent (100%) of the single premium of the dental insurance plan.

Family Coverage: For employees who are eligible for and select family coverage, the District shall pay ninety-five percent (95%) of the family premium of the dental insurance plan. Employees shall be responsible for the remaining portion of the premium (5%) through payroll deduction.

Health Insurance

The Board shall provide health insurance to eligible employees as described below. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

Minimum Hours for Any Board Contribution:

An employee who has an assignment of ~~fifty percent (50%)~~ **eighty percent (80%)** of full-time equivalency or greater (**or works an average of 30 hours per week**) is eligible to participate in the District's health insurance. Employees whose assignments are less than ~~fifty percent (50%)~~ **eighty percent (80%)** of a full-time equivalency are not eligible to participate in the District's health insurance and are not eligible for any District premium contribution.

Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for one family plan or two single plans, whichever is more appropriate for the employees. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.

Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment. The insurance benefits described in *Appendix A* terminate according to the following schedule:

- If an employee resigns or is terminated, District coverage shall cease at the end of the month the resignation or termination becomes effective.

Premium Contributions:

Single Coverage: For employees who are eligible for and select single coverage, the District shall pay no more than eighty-five percent (85%) of the single premium of the health insurance. Employees shall be responsible for the remaining portion of the premium (15%) through payroll deduction.

Family Coverage: For employees who are eligible for and select family coverage, the District shall pay no more than eighty-five percent (85%) of the family premium of health insurance plan. Employees shall be responsible for the remaining portion of the premium (15%) through payroll deduction.

Life Insurance

The Board shall provide life insurance to eligible employees as described below. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

Eligibility, Commencement and Termination of Benefits:

For eligibility requirements, commencement and termination of benefits refer to the *Employee Trust Fund Group Life Insurance Brochure*.

Premium Contributions: The Board pays one hundred percent (100%) of the premium for life insurance. The amount of coverage is based upon earnings and is equal to the total earnings of the previous year rounded to the next higher thousand.

Long-Term Disability Insurance

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

Minimum Hours for Any Board Contribution:

An employee who has an assignment of at least ~~fifty percent (50%)~~ **eighty percent (80%)** of full-time equivalency or greater **(or works an average of 30 hours per week)** is eligible to participate in the District's long-term disability insurance. **Employees whose assignments are less than eighty percent (80%) of a full-time equivalency are not eligible to participate in the District's long-term disability insurance and are not eligible for any District premium contribution.**

Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment. The insurance benefits described in *Appendix A* terminate according to the following schedule:

- If an employee resigns or is terminated, District coverage shall cease at the end of the month the resignation or termination becomes effective.

Premium Contributions: The District shall pay the full premium for long-term disability insurance for eligible employees.

**Open Enrollment Requests For 2014-2015
Transfers IN by District**

| GRADE | RESIDENT DISTRICT |
|-------|---------------------------|
| PK | Adams-Friendship Area |
| 5 | Adams-Friendship Area |
| 10 | Adams-Friendship Area |
| 7 | Auburndale |
| 8 | Auburndale |
| 5 | Milwaukee |
| PK | Mosinee |
| KG | Nekoosa |
| KG | Nekoosa |
| 3 | Nekoosa |
| 3 | Nekoosa |
| 3 | Nekoosa |
| 4 | Nekoosa |
| 5 | Nekoosa |
| 6 | Nekoosa |
| 8 | Nekoosa |
| 10 | Nekoosa |
| 11 | Nekoosa |
| 11 | Nekoosa |
| KG | Pittsville |
| PK | Port Edwards |
| PK | Port Edwards |
| PK | Port Edwards |
| PK | Port Edwards |
| 2 | Port Edwards |
| 6 | Port Edwards |
| 6 | Port Edwards |
| 9 | Port Edwards |
| 10 | Port Edwards |
| PK | Stevens Point Area Public |
| KG | Stevens Point Area Public |
| KG | Stevens Point Area Public |
| 8 | Stevens Point Area Public |
| 12 | Stevens Point Area Public |
| 3 | Tri-County Area |
| 7 | Tri-County Area |
| 10 | Tri-County Area |

| Totals | Resident District |
|-----------|--------------------------------------|
| 3 | Adams-Friendship Area |
| 2 | Auburndale |
| 1 | Milwaukee |
| 1 | Mosinee |
| 12 | Nekoosa |
| 1 | Pittsville |
| 9 | Port Edwards |
| 5 | Stevens Point Area Public |
| 3 | Tri-County Area |
| 37 | TOTAL REQUESTS TO TRANSFER IN |

The Administration recommends approval of students requesting to attend the Wisconsin Rapids Public Schools under the Open Enrollment Law, pending a review of discipline records and special needs services.

OPEN ENROLLMENT REQUESTS FOR 2014-2015

Transfers OUT by District

| GRADE | Request to Transfer To: |
|-------|-------------------------|
| 8 | Adams-Friendship Area |
| 7 | Appleton Area |
| 10 | Appleton Area |
| 11 | Appleton Area |
| PK | Auburndale |
| 10 | Auburndale |
| 6 | Cedarburg |
| 10 | Cedarburg |
| 7 | Grantsburg |
| 8 | Grantsburg |
| 10 | Iola-Scandinavia |
| PK | Marshfield Unified |
| PK | McFarland |
| KG | McFarland |
| KG | McFarland |
| KG | McFarland |
| 2 | McFarland |
| 2 | McFarland |
| 2 | McFarland |
| 3 | McFarland |
| 4 | McFarland |
| 4 | McFarland |
| 6 | McFarland |
| 7 | McFarland |
| 7 | McFarland |
| 8 | McFarland |
| 8 | McFarland |
| 9 | McFarland |
| 10 | McFarland |
| 6 | Mequon-Thiensville |
| 10 | Mequon-Thiensville |
| KG | Merrill Area |
| 2 | Merrill Area |
| 4 | Merrill Area |
| PK | Nekoosa |
| KG | Nekoosa |
| 3 | Nekoosa |
| 4 | Nekoosa |
| 5 | Nekoosa |
| 6 | Nekoosa |
| 6 | Nekoosa |
| 8 | Nekoosa |
| 8 | Nekoosa |
| 9 | Nekoosa |
| 9 | Nekoosa |

| GRADE | Request to Transfer To: |
|-------|---------------------------|
| 10 | Nekoosa |
| 10 | Nekoosa |
| 11 | Nekoosa |
| 11 | Nekoosa |
| 12 | Nekoosa |
| KG | Pittsville |
| 2 | Pittsville |
| 3 | Pittsville |
| PK | Port Edwards |
| PK | Port Edwards |
| KG | Port Edwards |
| KG | Port Edwards |
| KG | Port Edwards |
| KG | Port Edwards |
| 5 | Port Edwards |
| 6 | Port Edwards |
| 7 | Port Edwards |
| 9 | Port Edwards |
| 9 | Port Edwards |
| 9 | Port Edwards |
| 9 | Port Edwards |
| 11 | Port Edwards |
| 12 | Port Edwards |
| 12 | Port Edwards |
| KG | Stevens Point Area Public |
| KG | Stevens Point Area Public |
| 4 | Stevens Point Area Public |
| 6 | Stevens Point Area Public |
| 6 | Stevens Point Area Public |
| 10 | Stevens Point Area Public |
| 10 | Stevens Point Area Public |
| 10 | Stevens Point Area Public |
| 12 | Stevens Point Area Public |
| KG | Tomorrow River |
| KG | Tomorrow River |
| 2 | Tomorrow River |
| 3 | Tomorrow River |
| 11 | Tomorrow River |
| 7 | Waukesha |
| 12 | Waukesha |
| 12 | Waukesha |
| 11 | Wausau |
| 11 | Weston |

| Totals | Resident District |
|-----------|---------------------------------------|
| 1 | Adams-Friendship Area |
| 3 | Appleton Area |
| 2 | Auburndale |
| 2 | Cedarburg |
| 2 | Grantsburg |
| 1 | Iola-Scandinavia |
| 1 | Marshfield Unified |
| 17 | McFarland |
| 2 | Mequon-Thiensville |
| 3 | Merrill Area |
| 16 | Nekoosa |
| 3 | Pittsville |
| 16 | Port Edwards |
| 9 | Stevens Point |
| 5 | Tomorrow River |
| 3 | Waukesha |
| 1 | Wausau |
| 1 | Weston |
| 88 | TOTAL REQUESTS TO TRANSFER OUT |

The Administration recommends approval of students requesting to attend non-resident school districts under the Open Enrollment Law, pending a review of discipline records and special needs services.