



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

November 3, 2014

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
- IV. Updates and Reports
 - A. 2014-15 Open Enrollment Date Update
- V. Policy Review and Approval
 - A. Policy 522.8 – Cell Phone Usage
 - B. Policy 221.1 – Recruitment/Appointment of Superintendent
 - C. Policy 343.4 – Course Options Program
 - D. Policy 343.4 Rule – Procedures For Handling Course Applications Through Course Options Program
- VI. Consent Agenda
- VII. 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.



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Personnel Services Committee

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BACKGROUND

Sandra Hett, Chair
Anne Lee
Mary Rayome
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November 3, 2014

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. Actions on Personnel
 - A. Appointments

The administration recommends approval of the following support staff appointments:

- | | |
|-------------|---|
| Wendy Cates | Location: Grant Elementary School
Position: Second Cook (5.75 hours/day)
Effective Date: October 10, 2014
Hourly Wage: \$13.77 (starting rate) / \$14.49 (after 60 days) |
| Dawn Thoms | Location: District
Position: Native American Program Liaison (4.0 hours/day)
Effective: October 3, 2014
Hourly Wage: \$13.50 |
| Tammy Kirk | Location: Washington Elementary School
Position: Kitchen Helper (4.88 hours/day)
Effective: October 27, 2014
Hourly Wage: \$13.95 |

IV. Updates and Review

- A. 2014-15 Open Enrollment Date Update

Open enrollment data for the 2014-15 school year will be reviewed and discussed. (*Attachment A*)

V. Policy Review and Approval

- A. Policy 522.8 – Cell Phone Usage

The cell phone policy needs updating in order to reflect the use of personal cell phones by employees in light of revised safety procedures. The administration recommends approval of Policy 522.8 – Cell Phone Usage for first reading. (*Attachment B*)

- B. Policy 221.1 – Recruitment/Appointment of Superintendent

A new law included in 2013 Wisconsin Act 20 prohibits school districts from requiring an employee, or prospective employee, to reside within any jurisdictional limit. The law does not restrict school boards from enacting policies that expressly encourage administrators or other employees to voluntarily obtain in-district residency. The administration recommends approval of Policy 221.1 – Recruitment/Appointment of Superintendent for first reading. (*Attachment C*)

C. Policy 343.4 – Course Options Program

This policy was reviewed and approved for first reading at the regular Education Services Committee meeting in October, 2014. The administration recommends approval of Policy 343.4 – Course Options Program for second reading. (*Attachment D*)

D. Policy 343.4 Rule – Procedures For Handling Course Applications Through Course Options Program

This policy was reviewed and approved for first reading at the regular Education Services Committee meeting in October, 2014. The administration recommends approval of Policy 343.4 Rule – Procedures for Handling Course Applications Through Course Options Program for second reading. (*Attachment E*)

VI. 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.

VII. Adjournment

OPEN ENROLLMENT/66.030 INFORMATION FOR 2014-15 SCHOOL YEAR

Attachment A

TRANSFER-IN APPLICATIONS	Number of Applications Received April, 2014	Exception Applications 14-15	2014-15 Applicants Actually Attending WRPS	Continuing Open Enrolled Students from 13-14	TOTAL Open Enrolled IN	66.030
Adams-Friendship	3	0	2	1	3	2
Almond-Bancroft	0	0	0	0	0	1
Auburndale	2	1	1	1	2	8
Marshfield	0	0	0	0	0	12
Mauston	0	0	0	0	0	0
Milwaukee	1	0	0	0	0	0
Mosinee	1	0	1	0	1	0
Nekoosa	12	12	19	40	59	3
Pittsville	1	0	0	0	0	7
Port Edwards	9	5	8	33	41	7
Spencer	0	0	0	0	0	2
Stevens Point	6	1	5	10	15	30
Tri-County	3	0	3	0	3	0
Wautoma	1	0	0	0	0	0
Wild Rose	0	0	0	1	1	0
TOTAL	39	19	39	86	125	72
					197	

Anticipated OE Amount Per Student = \$6,635.00 (4K=60%)

Students are Virtual and 4K Community Sites

Adding together Open Enrollment + 66.030 INS: 197 total
13 (4K) x \$3,981 = \$51,753 (+) 184 (K-12) x \$6,635 = \$1,220,840 = \$1,272,593

Difference in revenue (In vs. Out):
\$1,272,593 IN - \$1,231,456 OUT = \$41,137

TRANSFER-OUT APPLICATIONS	Number of Applications Received April, 2014	Exception Applications 14-15	2014-15 Applicants Actually Attending Other District	Continuing Open Enrolled Students from 13-14	TOTAL Open Enrolled OUT	66.030
Adams-Friendship	1	0	1	0	1	0
Almond-Bancroft	0	0	0	2	2	0
Appleton (Virtual)	3	1	1	8	9	0
Auburndale	2	0	1	17	18	0
Cedarburg	2	2	0	0	0	0
DC Everest	0	1	1	0	1	0
Grantsburg (Virtual)	2	1	0	2	2	0
Iola-Scandinavia	1	0	0	0	0	0
Marshfield	1	0	0	2	2	0
McFarland (Virtual)	16	4	2	3	5	0
Mequon-Thiensville	2	0	0	0	0	0
Merrill	3	0	0	0	0	0
Nekoosa	12	18	19	36	55	0
Pittsville	3	0	2	10	12	0
Port Edwards	15	4	14	37	51	4
Stevens Point	9	2	5	12	17	0
Tomorrow River	5	0	3	0	3	0
Tri-County	0	2	0	7	7	0
Waukesha	3	0	0	1	1	0
Wausau	1	0	0	0	0	0
Weston	1	0	0	0	0	0
TOTAL	82	35	49	137	186	4
					190	

Adding together Open Enrollment + 66.030 OUTS: 190 total
11 (4K) x \$3,981 = \$43,791 (+) 179 (K-12) x \$6,635 = \$1,187,665 = \$1,231,456

522.8 CELL PHONE USAGE

The Wisconsin Rapids Board of Education recognizes that most employees have access to personal cell phones.

These cell phones have the potential of disrupting the educational process during the student day, and accepting personal calls can take school employees away from the duties and responsibilities of their positions during their workday. However, the Board also realizes that some employees, due to the requirements of their position such as travel throughout our District, must use cell phones or other portable means of communication.

~~Therefore, it is the policy of the Board of Education that all employees will have cell phones off during their respective work days. Cell phone usage will only be allowed during employee breaks and lunch time or before and after the scheduled workday.~~

~~The District Administrator may grant exceptions for specific School District related work due to the duties and responsibilities of the employee position (possible circumstances will be explained to staff and administration).~~

Therefore, it is the policy of the Board of Education that employees should not be accessing their cell phones except during their break period and/or lunch period, or in the event of a crisis, or in unique circumstances when such usage is granted by an administrator/supervisor due to the duties and responsibilities of an employee's position.

APPROVED: February 12, 2007
TBD

221.1 RECRUITMENT/APPOINTMENT OF SUPERINTENDENT

When an opening for the Superintendent occurs, the Board shall aggressively recruit qualified persons in an effort to fill the position with the most capable individual available. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to perform the essential functions as outlined in the approved job description.

The Board President or his/her designee shall inform various educational institutions and placement agencies of the Superintendent vacancy. The services of a consultant may be utilized in both recruiting and interviewing Superintendent candidates.

The Board as a whole shall determine how candidates for the Superintendent will be screened and selected. Those candidates who most closely meet the criteria for the position shall be interviewed by the Board, as well as by others the Board may deem appropriate. Representatives of the Board may visit the candidates' former or current school districts as part of the final screening process.

The Superintendent shall be selected at a regular or special Board meeting. A majority vote of the Board shall be required to appoint the Superintendent.

The Superintendent is ~~expected~~ **encouraged** to obtain residency within the boundaries of the Wisconsin Rapids Public Schools. ~~within one year of the date of hire.~~

Employment shall be conditional on a criminal history records check.

LEGAL REF.: Wis. Stat. Sections 111.31 - 111.395
 118.24
 121.02(1)(a)

2013 Wisconsin Act 20, SS. 66.0502
Americans with Disabilities Act of 1990

CROSS REF.: 511, ~~Equal Employment Opportunity~~ **Discrimination and Harassment Prohibited**
533.1, Criminal History Records Check **Procedures**
533.1-Rule, Criminal History Records Check – Fingerprinting Process/Procedures
Position Description Handbook

APPROVED IN PART: November 11, 1974
REVISED: January 13, 1997
 December 11, 2000
 April 9, 2007
 February 8, 2010
 TBD

343.4 COURSE OPTIONS PROGRAM

Resident Students Attending Individual Courses in Other Educational Institutions

Any student enrolled full-time in a public school in the District may apply to take a course(s) in another educational institution under the “Course Options” program in accordance with state law. A student may attend no more than two courses at the same time in another educational institution under this program.

The District shall deny a resident student’s application to attend a course(s) in another educational institution under the “Course Options” program if:

1. The student’s application was not submitted in the manner and within the time limits established by state law;
2. The course conflicts with the student’s individualized education program (IEP);
3. The course does not conform to or support the student’s formal academic and career plan, if the student has developed any such plan; or
4. The course does not satisfy a high school graduation requirement.

Course Options application forms should be submitted to the Course Options Coordinator located at the District office who will, in turn, involve any other relevant personnel to process the application. A decision concerning the acceptance or denial of an application will be made in collaboration with the Building Principal after consideration of the application.

Excluding any personal use items, if any books or other necessary materials are required for the course but not provided by the educational institution that is offering the course, the District will pay in accordance with the requirements set out in State Statutes. Books, materials, and equipment purchased by the school district must be returned to the District upon completion of the course unless other arrangements are made. If a student intends to keep the books, materials or equipment, or loses, damages, or destroys them, the District’s policy on return of books and equipment applies, and students will be responsible to pay for any books, materials and equipment paid for by the District.

To the extent required by any state law or by the Department of Public Instruction (DPI) regulation or DPI procedure, the District shall process the “Course Options” application of any nonresident student whose primary school enrollment and attendance is within the public schools of the District as though the student were a resident student seeking to take a course outside the District. In other words, in any situation where the District is required to fulfill the requirements of a resident school district under the “Course Options” program, the District shall do so.

Entrance Requirements for Students Applying to Attend Educational Institution

Students are responsible to meet any entrance and prerequisite requirements for the institution to which they are applying to attend under Course Options. This includes the scheduling and payment for any necessary placement testing and/or transcripts.

Dropping/Withdrawing from Course Options Courses

Students who applied and have indicated their intent to participate in a Course Options course are expected to attend and adhere to all requirements of the course. If a student withdraws from the course during the first seven (7) instructional days of the term at the school they enrolled in through Course Options, the student will receive a “W” on his/her high school transcript. After day seven (7) of the term at the school in which the student enrolls through Course Options, a student who drops the course will receive a grade of “F” on his/her high school transcript unless there are extenuating circumstances determined by the administration.

After the first seven (7) days of the Lincoln High School trimester, a student who withdraws/drops out of a Course Options course will return to Lincoln and be placed in a study hall. The student will not be able to add a class at Lincoln High School or earn high school credit for the time they would have been in the Course Options course.

Transfer of Credit

Students may transfer in a maximum equivalent of 3.0 Lincoln High School credits. Each 1.0 credit that is earned at an institution of higher education will be counted and transfer in as .25 of high school credit.

Credits earned at a recognized and accredited public or private high school may be accepted as recorded by said school. Religion courses are not accepted.

In order to receive credit for the coursework, it is the student’s responsibility to provide an official transcript from the educational institution they attended under Course Options. The transcript is to be received by the high school within two weeks of course completion, or a grade of “F” will be posted on the student’s high school transcript, and no credit will transfer in.

Nonresident Students Attending Individual Courses in the District

Nonresident public school students residing within the State of Wisconsin may apply to take a course(s) in the District under the “Course Options” program in accordance with state law and established procedures. Students may attend no more than two courses at the same time in the District and/or in any other educational institution under the “Course Options” program. The District will deny any application that is not submitted in the manner and within the time limits established under state law and applicable District procedures.

Course Options application forms from nonresident students should be directed to the Course Options Coordinator located at the District office. The Building Principal of the school at which a student has applied to take a course will be involved in reviewing any Course Options applications which pertain to their school. A determination to accept or deny the application will be made in accordance with the same criteria used for making course-related eligibility decisions for students who are District residents (e.g., space availability in the course, meeting course prerequisites, academic requirements, conduct-related requirements, etc.). Preference shall, however, be given for attendance in a course to any otherwise-eligible student whose primary school enrollment and attendance is within the public schools of the District, then to applicants under the Course Options program, and then to residents of the District who are otherwise entitled to apply to take the course under state law or under any Board policy. If the District receives more student applications to

attend a course than there are spaces available, determination of which students to accept shall be made on a random basis in accordance with established procedures.

A nonresident student shall not be permitted to take a course under this policy during the term of his/her expulsion from the District or from another school to the same extent that the District would deny the student's request, if he/she were a resident of the District, to enroll and take courses as a full-time student during the term of his/her expulsion. Other conduct-related criteria that the District would apply to determine the course eligibility of a resident student shall also be applied to nonresident student applications.

The District shall provide equal opportunities for students with disabilities to attend courses in the District under the "Course Options" program. However, if a question arises as to possible course accommodations or modifications for a student with a disability, or as to the District's ability to implement the student's IEP, the District shall contact the student's parent or guardian and involve representatives of the school(s) responsible for the IEP to the extent necessary and appropriate.

Nonresident students attending courses in the District will have all of the rights and privileges of similarly-situated resident students and will be subject to the same policies and rules as similarly-situated resident students, except that the District shall not charge to or receive from the student any payment other than the payment that the student's resident school district makes to the District pursuant to state law.

Provisions Applicable to All Students Seeking to Attend Courses Under This Policy

Transportation to and from any course(s) taken under this policy shall be the sole responsibility of the student's parent or guardian, unless state or federal law otherwise requires the student's resident school district or the educational institution that is offering the course to provide transportation.

Following the District's initial acceptance of any course application(s) under this policy, the parent or guardian must provide timely written notice to the District confirming the student's intent to attend the specific course(s). If this confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under this policy.

LEGAL REF.: Wisconsin State Statutes Sections
118.13, 118.145(4), 118.52, 118.53, 118.55

CROSS REF.: Board Policy _____

APPROVED: TBD

343.4 RULE PROCEDURES FOR HANDLING COURSE APPLICATIONS THROUGH COURSE OPTIONS PROGRAM

A. Definitions

For purposes of these procedures implementing the “Course Options” program within the District, the following definitions apply:

1. **District** means the Wisconsin Rapids School District.
2. **Educational Institution** includes a public school in a nonresident school district, the University of Wisconsin System, a technical college, a nonprofit institution of higher education, a tribal college, a charter school, and any nonprofit organization that has been approved by the Wisconsin Department of Public Instruction (DPI).
3. **Resident School District** means the school district in which the student who is taking a course or making a course application resides for purposes of determining school attendance.
4. **District Student** means a student whose primary school enrollment and attendance is within the public schools of the District (including, for example, all full-time students of the District and all students who are attending school in the District under full-time open enrollment).
5. **Resident Student** means a public school student for whom the District is required to fulfill the requirements of the resident school district under the “Course Options” program when the student is seeking to take a course outside the District.
6. **Nonresident Student** means a public school student who does not reside in the District and who is permitted by law to apply to take a course in the District under the “Course Options” program.

B. Resident Student Applications to Take Courses Outside the District

1. Students who are seeking to take a course outside of the District under the “Course Options” program shall use the DPI-approved application form and shall initially submit the application form to the educational institution that is offering the course in the time period required by the institution. The educational institution offering the course is responsible for forwarding a copy of the application to the District central office, but the District recommends that the applicant contact the District to confirm that the District has, in fact, received a copy of the application.
2. Upon receipt of a copy of a resident student’s application to attend a course(s) in another educational institution under the “Course Options” law, the Course Options Coordinator shall forward the application to the Building Principal for review and action. For students with disabilities who have an Individualized Educational Plan (IEP), a staff person with sufficient knowledge of the requirements of the student’s IEP shall be involved in processing the course application(s).
3. All applications received shall be reviewed using the criteria outlined in Board policy.
 - a. If the student’s application was not submitted in the manner and within the time limits established by state law, it shall be denied.

- b. If the course application is from a student with a disability who has an IEP, the application shall be reviewed with the IEP to determine whether the student's attendance in the course would result in a denial of a free appropriate public education (FAPE) as defined with reference to the IEP, or otherwise conflict with the goals, placement, or other material provisions within the IEP. The course application shall be denied if it conflicts with the student's IEP.
 - c. If the course does not conform to or support the student's formal academic and career plan, if the student has developed any such plan, the course application shall be denied.
 - d. If the course does not satisfy a high school graduation requirement, the course application shall be denied.
4. If the application is denied, the applicant's parent or guardian and the educational institution to which the application was made shall be notified, in writing, that the application has been denied. This notification shall be made no later than one week prior to the date the course is scheduled to commence and shall include the reason(s) for the denial and notify the parent or guardian of the applicant's right to appeal the denial to the DPI.
 5. If the District notifies the applicant that his/her application has been accepted, then the applicant's parent or guardian must provide timely written notice to the District confirming the student's intent to attend the specific course(s). If this confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under the "Course Options" program. Parents/students will acknowledge (by signature) their understanding of the Course Options process and any potential effects on the student's educational outcome as a result of participating in the Course Options program.

C. Nonresident Student Applications to Take Courses in the District

1. The parent or guardian of a nonresident student who wishes to take a course(s) in a public school in the District shall submit the DPI-approved application form to the District. The application shall specify the course that the student wishes to take and may specify the school(s) at which the student wishes to take the course. The District will deny the application if it is submitted less than six weeks prior to the date the course is scheduled to commence.
2. The District shall promptly send a copy of the application to the student's resident school district, along with a request that the resident school district immediately send the District a copy of the student's relevant education records, including applicable disciplinary records.
3. Upon receipt of the application, it will also be forwarded internally to the Building Principal, who will be responsible for reviewing and acting on the course application. All applications shall be reviewed and acted upon using the criteria outlined in Board policy. If the District receives more registration/applications for a course from students who are otherwise eligible to attend the course than there are spaces available, the District shall give preference in attending the course to students in the following priority order:

First Priority: District students, who shall be approved to attend the course on a rolling basis pursuant to the District's regular course registration procedures.

Second Priority: Nonresident public school students who have applied to attend courses at the District under the Course Options program shall have their application reviewed next. If there are more applications than spaces available, the determination of who will be approved shall be made on a random basis. The random process will be conducted by numbering each eligible application and placing the application numbers in a container, and conducting a blind drawing. The random selection process shall be conducted in the presence of at least two staff members.

If there is still space in the course for additional students, consideration will then be given to students who, although not District students, are residents of the District and are otherwise entitled to apply to take the course under state law or under any applicable Board policy, including resident private school students and District residents attending home-based private education programs who apply to attend the course under any part-time public school attendance option established by state law, and provided that the District has received the student's application or registration request at least six weeks prior to the date the course is scheduled to begin. If there are more applications than spaces available, the determination of who will be approved shall be made on a random basis. The random process will be conducted by numbering each eligible application and placing the application numbers in a container, and conducting a blind drawing. The random selection process shall be conducted in the presence of at least two staff members.

4. Not earlier than the District processes each group of applications as identified above, and no later than one week prior to the date the course is scheduled to commence, the District shall notify the applicant and any relevant resident school board, in writing, of whether the application has been accepted or denied. If accepted, the acceptance shall identify the school at which the student may attend the course. The acceptance applies only for the following semester, school year, or other session in which the course is offered. If the application is denied, the notice shall include the reason for the denial. If it is a Course Options application being denied, notification will also be provided of an applicant's right to appeal the denial to the DPI.
5. If the District notifies the applicant that his/her application has been accepted, then the applicant's parent or guardian must provide timely written notice to the District confirming the student's intent to attend the specific course(s). If this confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under the "Course Options" program.

D. Appeals of Course Denial Decisions

The parent or guardian of any student whose Course Options application was denied by the District may appeal the decision to the DPI within 30 days of notification of denial from the District.

LEGAL REF.: Wisconsin State Statutes Sections
118.13, 118.145(4), 118.52, 118.53, 118.55

CROSS REF.: Board Policy _____

APPROVED: TBD