



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

December 1, 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. Resignation
 - B. Retirement
 - C. Appointments
- IV. Policy Review and Approval
 - A. Policy 522.8 – Cell Phone Usage
 - B. Policy 221.1 – Recruitment/Appointment of Superintendent
 - C. Policy 323.2 – Special Observance Days
 - D. Policy 323.2 Rule – Special Observance Days
- V. Updates and Reviews
 - A. 2014-15 Open Enrollment Data Update
 - B. 2015-16 Group Health Plan Renewal
- VI. Action on Employee Handbook Revisions
 - A. Discussion and possible action on an update to the vacation section of the Custodians, Maintenance, and Computer Techs Employee Handbook
- VII. Consent Agenda
- VIII. 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
John Krings, President

December 1, 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. Resignation

The administration recommends approval of the following professional staff resignation:

Jacqueline Rusch	Location: Lincoln High School Position: CDS Teacher (.50 FTE) Effective: January 22, 2015 Date of Hire: August 22, 2005
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B. Retirement

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

Cynthia Borski	Location: Lincoln High School Position: Staff Development Coordinator (.50 FTE)/ World Language Teacher (.33 FTE) Effective: January 30, 2015 Date of Hire: August 22, 1989
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C. Appointments

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

Lisa Gamboa	Location: East Junior High School Position: Kitchen Helper (3.5 hours/day) Effective Date: November 24, 2014 Hourly Wage: \$13.25 (starting rate) / \$13.95 (after 60 days)
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Judy Fuller	Location: Washington Elementary School Position: Kitchen Helper (2.5 hours/day) Effective Date: November 24, 2014 Hourly Wage: \$13.25 (starting rate) / \$13.95 (after 60 days)
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IV. Policy Review and Approval

A. Policy 522.8 – Cell Phone Usage

This policy was reviewed and approved for first reading at the regular Personnel Services Committee meeting in November 2014. The administration recommends approval of Policy 522.8 – Cell Phone Usage for second reading. (*Attachment A*)

B. Policy 221.1 – Recruitment/Appointment of Superintendent

This policy was reviewed and approved for first reading at the regular Personnel Services Committee meeting in November 2014. The administration recommends approval of Policy 221.1 – Recruitment/Appointment of Superintendent for second reading. (*Attachment B*)

C. Policy 323.2 – Special Observance Days

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in November 2014. The administration recommends approval of Policy 323.2 – Special Observance Days for second reading. (*Attachment C*)

D. Policy 323.2 Rule – Special Observance Days

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in November 2014. The administration recommends approval of Policy 323.2 Rule – Special Observance Days for second reading. (*Attachment D*)

V. Updates and Reports

A. 2014-15 Open Enrollment Data Update

Open Enrollment Transfer-Out data for the 2014-15 school year will be reviewed and discussed.

B. 2015-16 Group Health Plan Renewal

Preparations for the 2015-16 group health plan renewal and information related to the Affordable Care Act (ACA) will be reviewed and discussed.

VI. Action on Employee Handbook Revisions

A. Discussion and possible action on an update to the vacation section of the Custodians, Maintenance, and Computer Techs Employee Handbook

The administration recommends approval of the proposed language changes regarding vacation benefits found under the "Vacation" section of the Employee Handbook for custodians and maintenance staff. (*Attachment E*)

VII. 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.

VIII. Adjournment

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

323.2 SPECIAL OBSERVANCE DAYS

The administration, along with teaching staff, shall be responsible for providing appropriate activities for the observance of special days outlined in state law.

If any observance day falls on a weekend, the observance shall be on a school day immediately preceding or following such day.

LEGAL REF.: Sections 118.02 Wisconsin Statutes
118.025

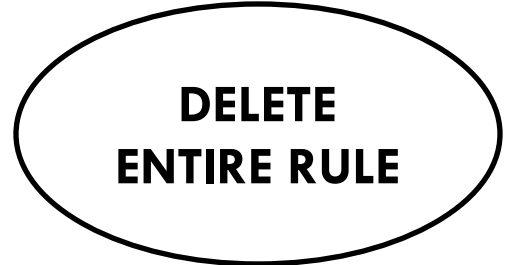
CROSS REF.: ~~323.2 Rule, Special Observance Days~~
~~WREA Agreement~~

APPROVED: April 9, 2001
TBD

323.2 – RULE – SPECIAL OBSERVANCE DAYS

The following days shall be appropriately observed in the School District of Wisconsin Rapids:

September 16	Mildred Fish Harnaack Day
September 17	U.S. Constitution Day
September 28	Frances Willard Day
Wednesday (Third week of September)	Wisconsin Day
October 9	Leif Erikson Day
October 12	Columbus Day
November 11	Veterans Day
January 15	Dr. Martin Luther King, Jr. Day
February 12	Abraham Lincoln's Birthday
February 15	Susan B. Anthony's Birthday
February 22	George Washington's Birthday
March 4	Casimir Pulaski Day
April 13	American Creed Day
April 22	Environmental Awareness Day
June 14	Robert M. LaFollette, Sr. Day



The last Friday in April shall be observed as Arbor Day, unless another day is designated by the Governor.

APPROVED: _____ April 9, 2001

VACATIONS

Eligibility and Definitions

The “vacation year” shall run from July 1st to June 30th each year. “Vacations” shall be defined as forty (40) hours pay at the employee’s straight time hourly rate for each week of vacation earned. **All part-time employees shall receive vacation pay on a pro-rated basis in accordance with the number of hours worked by the employee on a normal work day as scheduled at the discretion of the Board.**

Eligible employees in the District shall receive vacation based upon full years of service as measured each July 1 and based upon the schedules shown below. Regular, full-time, full-year employees working forty (40) or more hours per week shall be eligible for vacation with pay on the following schedule:

Employees hired on or after July 1, 2013:

Number of Years Worked	Vacation Days Earned
Beginning with year After one (1) year of service	5 10 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

For employees hired on or after July 1, 2013, vacation days shall be awarded for use in the same year they are received. Employees in their first year of service shall receive a pro-rated amount of vacation based upon the number of months worked. For example, an employee hired on October 1, 2014 would be eligible to earn nine-twelfths (9/12) of a full year’s allotment of vacation. This would entitle the employee to $9/12 * 10$ days, or 7.5 days, during their first year of service. The employee under this example would be entitled to ten (10) days of vacation on July 1, 2015, for fiscal year 2016.

Employees hired *prior to* July 1, 2013:

Number of Years Worked	Vacation Days Earned
After one (1) year of service	10 days
After five (5) years of service	15 days
After ten (10) years of service	20 days
After fifteen (15) years of service	25 days

For calculation purposes, vacation is earned based upon the prior year's service for eligible employees hired prior to July 1, 2013, which is based on the number of full years of service as measured each July 1.

~~Computer Technicians (hired prior to July 1, 2013): After 20 full years, 26 days of vacation; after 21 full years, 27 days of vacation; after 22 full years, 28 days of vacation; after 23 full years, 29 days of vacation; after 24 full years, 30 days of vacation. 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 the employee's vacation allotment on July 1, 2014. This would entitle the employee to $9/12 * 5$ days on July 1, 2014 or 3.75 days. The employee under this example would be entitled to five (5) days of vacation on July 1, 2015.~~

~~Eligible employees in the District shall receive the preceding vacation depending on full years of service as measured each July 1. For calculation purposes, vacation is earned based upon the prior year's service. All regular part-time employees shall receive vacation pay on a pro-rated basis.~~

In the event of separation of employment from the District during the year, vacation benefits listed above shall be pro-rated 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.

Scheduling of Vacations

Vacations shall be scheduled by the Board in accordance with the desires of the employees and consistent with the efficient operation of the school system. The vacation schedule shall be posted by May 1st of each year.

All interested employees shall make their vacation selections in writing prior to March 1st of each year, subject to supervisor approval. Scheduling preference shall be given based on length of service. Any employee not having made a selection by March 1st shall forfeit any preference in the vacation selection process that year. ~~Vacation can be taken anytime with the approval of the supervisor.~~

~~Employees shall be allowed to take vacations one (1) day at a time when school is not in session with supervisor approval.~~

Employees shall normally only be allowed to take vacations one (1) day at a time when school is not in session; however, vacation may be taken anytime during the year if it does not conflict with the needs of District and is approved by the employee's supervisor.

Employees shall be allowed to carry over a maximum of ten (10) days of vacation. **Unused** vacation days in excess of the maximum number of ten (10) that are allowed for carry over ~~and have not been used by June 30~~ shall be forfeited.