



**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

March 7, 2016

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
  - B. Retirements
  - C. Resignations
- IV. Policy Review and Approval
  - A. Policy 443.2-Rule Bus Conduct
- V. Consent Agenda
- VI. 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.



**BACKGROUND**

Wisconsin Rapids Board of Education  
**Personnel Services Committee**

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Time: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
  - A. Appointments

The administration recommends approval of the following support staff appointments:

- |                 |   |
|-----------------|---|
| Charles Ruiz    | Location: THINK Academy<br>Position: Head Custodian (8 hrs/day)<br>Effective Date: February 8, 2016<br>Hourly Wage: \$22.12   |
| Carol Pfahning  | Location: East Junior High School<br>Position: Secretary (7.5 hrs/day)<br>Effective Date: February 15, 2016<br>Hourly Wage: \$14.73 (starting rate) / \$15.51 (after 60 days)         |
| William Fischer | Location: Vesper Community Academy<br>Position: Head Custodian (8 hrs/day)<br>Effective Date: February 17, 2016<br>Hourly Wage: \$21.97   |
| Karrie Moore    | Location: Mead Elementary Charter School<br>Position: Office Aide II (7.0 hrs/day)<br>Effective Date: March 4, 2016<br>Hourly Wage: \$13.80 (starting rate) / \$14.52 (after 60 days) |
| Diane Eron      | Location: WRAMS<br>Position: Head Custodian (8.0 hrs/day)<br>Effective Date: February 29, 2016<br>Hourly Wage: \$21.97  |
| Amanda Bohn     | Location: Lincoln High School<br>Position: Library Aide (7.0 hrs/day)<br>Effective Date: March 7, 2016<br>Hourly Wage: \$13.80 (starting rate) / \$14.52 (after 60 days)              |
| Ashley Macon    | Location: Mead Elementary Charter School<br>Position: Noon Aide (1.5 hrs/day)<br>Effective Date: March 10, 2016<br>Hourly Wage: \$12.17 (starting rate) / \$12.81 (after 60 days)     |

## B. Retirements

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

Tom Forster	Location:	Grant Elementary/Vesper Community Academy
	Position:	Speech/Language (1.0 FTE)
	Effective Date:	June 3, 2016
	Date of Hire:	August 20, 1990
Barbara Scott	Location:	THINK Academy
	Position:	Grade 1 (1.0 FTE)
	Effective Date:	June 3, 2016
	Date of Hire:	August 24, 1992
Laurie Henke	Location:	WRAMS
	Position:	Social Studies (1.0 FTE)
	Effective Date:	June 3, 2016
	Date of Hire:	August 22, 1983
Gail Grzadzielewski	Location:	Woodside Elementary
	Position:	Grade 2 (1.0 FTE)
	Effective Date:	June 3, 2016
	Date of Hire:	August 22, 1989
Debra Moore-Gruenloh	Location:	District Early Childhood Site
	Position:	Early Childhood (1.0 FTE)
	Effective Date:	June 3, 2016
	Date of Hire:	January 22, 1990

Additional professional staff members may be brought forward to the Personnel Services Committee for consideration of early retirement, should the request(s) meet the deadlines and/or other stipulations established by the Board of Education.

## C. Resignations

The administration recommends approval of the following support staff resignations:

Geralyn Shudarek	Location:	Mead Elementary Charter School
	Position:	Noon Aide (1.5 hrs/day)
	Effective Date:	February 17, 2016
	Date of Hire:	September 4, 2014
Stephanie Minch	Location:	Central Office
	Position:	Pupil Services Secretary (8.0 hrs/day)
	Effective Date:	February 26, 2016
	Date of Hire:	June 9, 2008

## IV. Policy Review and Approval

### A. Policy 443.2-Rule Bus Conduct

Policy 443.2-Rule Bus Conduct was reviewed and approved for first reading at the regular Business Services Committee meeting in January, 2016. The policy then came before the Personnel Services Committee for second reading approval in February, 2016. The Personnel Services Committee tabled the policy. The policy is included as "Draft 2 - Second Reading" for the Committee's consideration and possible approval. (*Attachment A*).

The administration recommends approval of Policy 443.2-Rule Bus Conduct for second reading

V. 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.

VI. Adjournment

## 443.2-RULE BUS CONDUCT

The following guidelines have been developed for all school-sponsored activities and for the protection and safety of all involved.

### Parent Responsibilities

1. Students will ride on assigned buses. Parents must request, in writing, an exception from this rule. Requests shall be made to the designated staff person administrator in charge of the transportation ~~at the school~~.
2. Students will board and disembark from their assigned bus as designated at selected designations unless written permission from the ~~building administrator in charge of transportation~~ designated staff person at the school is granted to be let off at other than the regular stop. The bus driver must be presented with a school issued bus pass in order to accommodate a request such written request, signed by the administrator. Parents will assume the responsibility of the child when such a request is made and granted.
3. Parents are encouraged to contact the respective school official regarding any problems with school bus transportation. It is imperative that parents, school officials, and bus drivers work cooperatively together to solve any problems, thus providing a safe ride for all.

### Student Responsibilities

1. Before loading –
  - a. Be on time at the designated school bus stops. Help keep the bus on schedule.
  - b. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
  - c. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly, single-file manner. Do not rush to get on the bus.
  - d. Be courteous. Don't take advantage of younger children in order to get a seat.
  - e. If there is no sidewalk or path, walk on the side of the road facing traffic to get to the bus stop.
  - f. Use the handrail and watch your step when boarding the bus.

#### While on the bus

- a. Keep hands and head inside the bus at all times.
- b. Remember, loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- c. Treat bus equipment as valuable furniture in your home. Damage to seats, etc., must be paid for by the offender or person assigned to that seat.
- d. ~~Eating on the bus is prohibited by State law.~~

- e. A musical instrument will be allowed on the bus if the case can be held on the student's lap or between that student's legs. They MAY NOT be in the aisle. ~~Large instruments may be taken on the bus if there is room; it must be tied down in the seat next to the student. Days of athletic contests would provide the best opportunities to transport large instruments that must be tied down. Collaboration with the route bus driver must occur prior to transportation.~~
- f. No pets allowed on the bus at any time.
- g. Never tamper with the bus or any of its equipment.
- h. Leave no books, lunches or other articles on the bus.
- i. Keep books, packages, coats and all other objects out of the aisles.
- j. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
- k. Do not throw anything out of the bus window. Windows are not to be opened unless authorized by the bus driver.
- l. ~~Smoking on the bus is prohibited by State law.~~ **Smoking and/or the use, possession, or transfer of a nicotine product, including smokeless tobacco or electronic cigarette (or e-cigarette) or other electronic nicotine delivery system (ENDS) products is prohibited.**
- m. ~~Smoking or Possession of a controlled substance~~ **is prohibited.** ~~will result in an immediate and indefinite suspension.~~
- n. Always remain in your seats while the bus is in motion. No standing up or changing seats.
- o. Always be courteous to fellow pupils, the bus driver, and to passers-by.
- p. Keep quiet when approaching a railroad crossing stop.
- q. The driver will not discharge a rider at places other than the regular bus stops unless **the student presents the driver with a bus pass** permit is obtained from a school official.
- r. ~~Buses will run whenever and wherever weather permits.~~ In the event of inclement weather, announcements will be made **through the District webpage and notification alert systems such as Nixle and/or Skylert, as well as via news media outlets** on the local radio station by 6:30 a.m. as to whether or not buses will run.
- s. Only regular riders are allowed to ride the bus; no other students will be permitted on the bus unless a **bus pass** permit is obtained from a school official **and presented to the bus driver.**
- t. Obey all rules listed by your school bus driver.
- u. ~~Use of smokeless tobacco is prohibited by State law.~~
- v. **Dangerous articles such as lighters, matches, weapons including but not limited to firearms, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and dangerous weapons as defined in state statute are prohibited.** ~~Lighting matches on the bus is prohibited by State law.~~

After leaving the bus

- a. **Students should wait for a signal from the driver prior to crossing the road, and then** cross the road at least 10 feet in front of the bus. ~~but only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver.~~

- b. Never walk behind the rear of the bus.
- c. If you can touch the bus after unloading, you are too close and are in potential danger.
- d. Help look after the safety and comfort of small children.

## Student Control on Buses

Students must obey all rules that apply to bus riding for their own safety and protection as well as others aboard the school bus. Students and parents alike should be informed that misbehavior will not be tolerated. Students who misbehave on the school bus can be suspended from riding their school bus. The following procedures will be followed by the bus company and school officials when appropriate. It is of course possible that a student may have to be removed immediately for the safety of all involved. If and when this should happen, the bus driver shall contact the bus company who will contact law enforcement to ~~the Wisconsin Rapids Police Department~~ or pick the student up and release them to the parent or legal guardian.

### Steps in General Student Control on School Buses

1. The driver will first attempt to talk with the student individually whenever possible to resolve the problems. A description of the problem may be written up at this time, provided to the bus company and forwarded to the District's Transportation Department.
2. If talking with the student should prove ineffective, the student may be assigned to a specific seat by the driver for a period of time. The Transportation Department will be notified of assigned seats and inform the appropriate school official. ~~The problem may be written up and forwarded to the District's Transportation Department.~~
3. If #1 and #2 have been tried unsuccessfully and the problem continues, the parent and/or school shall be contacted for further disciplinary action.
4. For serious infractions, steps #1, #2, and #3 can be eliminated.

### Steps and Action in Revoking a Student's Riding Privilege

1. The following behaviors ~~will~~ may merit suspensions from riding the school bus. Such suspensions will be determined by the respective school officials.
  - a. Insubordination: Defined to mean a direct refusal to follow the instructions of the bus driver or others in charge.
  - b. Violations of policies on smoking, drugs, and alcohol: Defined to mean any act leading to or participating in these activities.
  - c. Fighting: Defined to mean any act leading to aggression or harm, or physical assault upon a person or persons, regardless of whether or not promoted by the action of others.
  - d. Profane Language: Defined to mean abusive or derogatory remarks intended to be uncomplimentary or unacceptable.

- e. Destruction of the Bus: Defined to mean any act relating to the marring, cutting, tearing, or general destruction of the bus facilities.
  - f. Repeated Offenders: Defined to mean students who have been referred for minor infractions of bus safety not less than once nor more than three times inclusively.
  - g. **Bringing Dangerous Articles on to the Bus: Defined to mean items such as lighters, matches, weapons including but not limited to firearms, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and dangerous weapons as defined in state statute.**
2. The following suspension guidelines ~~may will~~ be followed for students who have their bus riding privilege revoked. The parents will be contacted by school principal via the District's Transportation Department whenever a bus riding suspension is involved.

Recommended Steps:

- 1<sup>st</sup> offense: warning/parent contact
- 2<sup>nd</sup> offense: final warning/parent contact ~~conference~~
- 3<sup>rd</sup> offense: **3 to** 5 day suspension
- 4<sup>th</sup> offense: 5 day suspension
- 5<sup>th</sup> offense: expulsion from riding the bus

**In extreme cases, a decision will be made to terminate bus transportation immediately. This decision will be made after discussions have been held between school district officials and the bus company. Parent contact will be made in these situations.**

**Bus Company Driver Guidelines**

- 1. The bus driver is responsible for discipline on the bus.
- ~~2. The driver may use his/her discretion in not allowing students to ride in the morning. However, the District's Transportation Department should contact the parent the night before to explain the reason for this action.~~
- \*\*\*\* 3. The bus company driver may, in extreme cases of a serious nature, notify law enforcement ~~the police~~ and have a student removed from the bus.
- \*\*\*\* 4. The bus company driver may (in cases not as serious as #3) contact the school district officials ~~District's Transportation Department~~ to have a student removed from the bus.
- 5. Drivers shall not refuse a student transportation home after school unless #3 or #4 above are in effect.
- 6. The bus company is ~~Drivers are~~ encouraged to talk to students and parents, if necessary, to try to resolve a problem.
- 7. The bus company is ~~Drivers are~~ encouraged to meet with the school officials, parents and the student in cases of misbehavior.
- 8. The bus company ~~Drivers~~ may assign students to seats on the bus.
- 9. Drivers may write misconduct reports on students and turn those reports into the bus ~~transportation~~ company who will forward the reports to the District's Transportation Department for action.



RULE APPROVED: September 11, 1978

REVISED: August 12, 1996  
August 13, 2001  
June 11, 2007  
**TBD**

DRAFT