



AGENDA

Wisconsin Rapids Board of Education

Personnel Services Committee

510 Peach Street · Wisconsin Rapids, WI 54494 · 715-424-6701

Troy Bier, Chair
Kathi Stebbins-Hintz
Elizabeth St. Myers
John Krings, President

June 3, 2024

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

Time: Immediately following the Educational Services Committee meeting, but not before 6:15 p.m.

- I. Call to Order
- II. Public Comment

Persons who wish to address members of the Committee may make a statement pertaining to a specific agenda item. The Committee Chair will establish limits for speakers due to time constraints. Comments made by the public shall be civil in content and tone. Speakers bear the personal risk if comments made are defamatory, slanderous, or otherwise harmful to another individual. Please keep in mind that this is a Committee meeting of the Board open to the public, and not a public hearing.

- III. Actionable Items
 - A. Appointments
 - B. Resignations
 - C. Retirements
 - D. Board Policy Review
- IV. Updates and Reports
 - A. WRPS Athletic Department Roles
- 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 however, no deliberation or action will be taken by other Committees or the full Board of Education.



BACKGROUND

Troy Bier, Chair
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Elizabeth St.Myers
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I. Call to Order

II. Public Comment

III. Actionable Items

A. Appointments

The administration recommends approval of the following professional staff appointments:

Brian Cole	Location:	Lincoln High School
	Position:	Teacher – Social Studies (1.0 FTE)
	Education:	Bachelor’s – UW Stevens Point – May 2013 Bachelor’s – UW Stevens Point – May 1998
	Major/Minor:	Broadfield Social Studies, Political Science/History
	Salary:	\$52,000

Caitlyn Christensen	Location:	WRAMS
	Position:	Teacher – ELA (1.0 FTE)
	Education:	Bachelor’s – UW Eau Claire – May 2024
	Major/Minor:	Education/Social Studies
	Salary:	\$45,500

Makenna Maronek	Location:	Pitsch Early Learning Center
	Position:	Teacher – Early Childhood (1.0 FTE)
	Education:	Bachelor’s – UW Stevens Point – May 2024
	Major/Minor:	Early Childhood Education
	Salary:	\$45,500

Taylor Mancl	Location:	Woodside Elementary
	Position:	Teacher – Kindergarten (1.0 FTE)
	Education:	Bachelor’s – UW Stout – May 2024
	Major/Minor:	Early Childhood, Middle Childhood Education
	Salary:	\$45,500

Megan Overfelt	Location:	Howe Elementary
	Position:	Teacher – Grade 3 (1.0 FTE)
	Education:	Bachelor’s – UW Stevens Point – December 2022
	Major/Minor:	Elementary Education/English
	Salary:	\$46,500

Cassidy Zieghan	Location:	Grove Elementary
	Position:	Teacher – Grade 2 (1.0 FTE)
	Education:	Bachelor’s – UW Stevens Point – May 2024
	Major/Minor:	Elementary Education
	Salary:	\$45,500
Joshua Martineau	Location:	Woodside Elementary
	Position:	Teacher – Grade 4 (1.0 FTE)
	Education:	Bachelor’s – UW Stevens Point – May 2023
	Major/Minor:	Early Childhood, Elementary Education
	Salary:	\$46,500
Lauren Wilcox	Location:	Grove Elementary
	Position:	Teacher – Grade 1 (1.0 FTE)
	Education:	Bachelor’s – UW Superior – May 2022
	Major/Minor:	Elementary Education
	Salary:	\$50,500

The administration recommends approval of the following support staff appointments:

Jenny Williams	Location:	Grove Elementary
	Position:	Manager Satellite Kitchen (6.25 hrs/day)
	Effective Date:	August 26, 2024
	Hourly Rate:	\$17.68 (starting rate) / \$18.61 (after 60 days)
Letty Schmick	Location:	Washington Elementary
	Position:	Manager Satellite Kitchen (6.25 hrs/day)
	Effective Date:	August 26, 2024
	Hourly Rate:	\$17.68 (starting rate) / \$18.61 (after 60 days)
Stephen Dunn	Location:	Grove Elementary
	Position:	Custodian (8.0 hrs/day)
	Effective Date:	June 5, 2024
	Hourly Rate:	\$25.25 (starting rate) / \$26.58 (after six months)

The administration recommends approval of the following 2024 summer professional staff appointments:

Name	Summer Teaching Position	Salary
Pete Larsen	Secondary	\$3,388.00
Aferdita Mehmedi-Muslija	Secondary	\$3,388.00
Emmaline Friedenfels	Secondary	\$2,380.00
Isadora Wagner	Secondary	\$1,008.00
Anna Goldbach	Secondary	\$3,388.00
Jacob Hintz	Secondary	\$3,388.00
Caitlin Lautenschlager	Secondary	\$3,388.00
Jeanne Olson	Secondary	\$2,184.00
Ginger Martin	Secondary/Elementary/Middle	\$252.00
Julie Stoffel	Secondary	\$672.00
Tony Biolo	Secondary, Strength, Speed & Conditioning	\$3,000.00 (Stipend)
Justin Pyan	Strength, Speed & Conditioning	\$2,500.00 (Stipend)
Jack Smalley	Strength, Speed & Conditioning	\$2,500.00 (Stipend)
Faith Buzelli	Strength, Speed & Conditioning	\$2,000.00 (Stipend)
Zachary Toelle	Strength, Speed & Conditioning	\$2,000.00 (Stipend)
Danielle Heuer	Middle	\$1,960.00
Elizabeth Rogus	Elementary	\$1,960.00
Elizabeth Thompson	Elementary	\$1,960.00
Lori Harmsen	Elementary	\$1,960.00
Kylee Eastman	Elementary	\$1,960.00

Taylor Bergquist	Elementary	\$1,960.00
Teresa Brawders	Elementary	\$1,960.00
Ashley Butler	Elementary	\$1,960.00
Mimi Doerrler	Elementary	\$1,960.00
Kasey Kautzer	Elementary	\$1,960.00
Susan Martinez	Elementary	\$1,960.00
Melissa Miller	Elementary	\$1,960.00
Andrew Miller	Elementary	\$1,960.00
Megan Thayer	Elementary	\$1,960.00
Yia Xiong	Elementary	\$1,960.00
Kylie Barnes	Elementary	\$1,512.00
Amanda Bullock	Nurse	\$1,839.00

The administration recommends approval of the following 2024 summer support staff appointments:

Name	Position	Hourly Wage
Joanne Dachel	Instructional Aide	\$16.00
Tania Halbersma	Instructional Aide	\$16.00
Nichole Goetz	Instructional Aide	\$16.00
Kellie Garski	Instructional Aide	\$16.00
Nicole Crowley	Instructional Aide	\$16.00
Holly McMiller	Instructional Aide	\$16.00
Keegan Crowley	Instructional Aide	\$16.00
Kelly Deitz	Instructional Aide	\$16.00
Donna Bohn-Moma	Instructional Aide	\$16.00
Lita Rosenow	Instructional Aide	\$16.00
Kerrie Wolosek	Instructional Aide	\$16.00
Lisa Gray	Instructional Aide	\$16.00
Jennifer Lukaszewski	Instructional Aide	\$16.00
Machelle Anderson	Secretary	\$19.12
Marissa Ashenberg	Secretary	\$18.82
Beth Frank	Summer Custodian	\$15.00
David Wittenberg	Summer Custodian	\$15.00
Holly Zwicke	Summer Custodian	\$15.00
Aron Braun	Summer Custodian	\$15.00
Jordan Armitage	B & G Helper	\$13.50
Tanner Peters	B & G Helper	\$14.00
Haley Casper	Technology Support	\$13.50
Rachel Teeselink	Technology Support	\$13.00
Cody Russell	Technology Support	\$13.00
Benjamin Klingforth	Technology Support	\$13.50
Nicholas Caffaro	Technology Support	\$13.00
Tayla Palacios	Summer Swim Instructor	\$13.50
Lilly Reetz	Community Lifeguard	\$12.00
Milan Montero	Community Lifeguard	\$12.00
Sarah Korte	Community Lifeguard	\$12.00
Carol Korte	Community Lifeguard	\$12.00
Colin Coates	Community Lifeguard	\$12.00
Marlene Holtz	Community Lifeguard	\$12.00
Elyxa Peck	Community Locker Room Attendant	\$10.50
Macy Back	Summer Gymnastic	\$10.50
Olivia Oleson	Summer Gymnastic	\$10.50
Tia Thao	Summer Gymnastic	\$10.50
Shaely Thao	Summer Gymnastic	\$10.50
Bianca Bowden	Summer Gymnastic	\$10.50
Sophie Hasenorhl	Summer Gymnastic	\$10.50
Kim Ahles	Food Service	\$18.33
Letty Schmick	Food Service	\$18.33
Jenny Williams	Food Service	\$18.33

The administration recommends approval following youth apprenticeship/work experience support staff appointments:

Madison Graf	Location:	District
	Position:	Work Experience – Copy Assistant
	Effective Date:	June 17, 2024
	Hourly Rate:	\$12.00
Riley Look	Location:	District
	Position:	Youth Apprenticeship – Building & Grounds
	Effective Date:	June 10, 2024
	Hourly Rate:	\$13.00
Amelia Blum	Location:	District
	Position:	Youth Apprenticeship - Technology Department - Student Webmaster
	Effective Date:	August 5, 2024
	Hourly Rate:	\$13.00
Cash Runstadler	Location:	District
	Position:	Youth Apprenticeship - Technology Department - LHS Chromebook Repair Tech
	Effective Date:	August 5, 2024
	Hourly Rate:	\$13.00

B. Resignations

The administration recommends approval of the following professional staff resignations:

Jacob Jorstad	Location:	WRAMS
	Position:	Teacher – Music (.50 FTE)
	Effective Date:	June 5, 2024
	Date of Hire:	August 28, 2023
Rebecca Steckbauer	Location:	Woodside Elementary
	Position:	School Counselor (1.0 FTE)
	Effective Date:	June 5, 2024
	Date of Hire:	August 27, 2009
Nathali Jones	Location:	Lincoln High School
	Position:	Teacher – Physical Education (LOA 23-24) (1.0 FTE)
	Effective Date:	June 5, 2024
	Date of Hire:	August 11, 2015
Emmaline Friedenfels	Location:	WRAMS
	Position:	Teacher – ELA (1.0 FTE)
	Effective Date:	June 5, 2024
	Date of Hire:	August 29, 2022
Autumn Maki	Location:	WRAMS
	Position:	Teacher – Math (1.0 FTE)
	Effective Date:	June 5, 2024
	Date of Hire:	August 25, 2020

The administration recommends approval of the following support staff resignations:

Paige Weber	Location:	Lincoln High School
	Position:	Special Education Aide (6.36 hrs/day)
	Effective Date:	June 4, 2024
	Date of Hire:	September 5, 2023
Linda Weinfurter	Location:	Grove Elementary
	Position:	Secretary (7.5 hrs/day)
	Effective Date:	June 12, 2024
	Date of Hire:	September 27, 2004
SanJuanita Rodriguez	Location:	Lincoln High School
	Position:	ELL Aide (5.0 hrs/day)
	Effective Date:	June 4, 2024
	Date of Hire:	September 12, 2018
Cynthia Bates	Location:	Washington Elementary
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	May 6, 2024
	Date of Hire:	December 3, 2019
Teri Jazdzewski	Location:	Mead Elementary
	Position:	Noon Duty Aide (2.0 hrs/day)
	Effective Date:	June 4, 2024
	Date of Hire:	April 9, 2021
Cheryl Hanneman	Location:	Lincoln High School
	Position:	Faculty Media Clerk (24 hrs/week)
	Effective Date:	June 4, 2024
	Date of Hire:	November 13, 2006
Kaitlin Siemen	Location:	Grant Elementary
	Position:	Noon Duty Aide (2.0 hrs/day)
	Effective Date:	June 4, 2024
	Date of Hire:	September 18, 2023
Jessica Kuczynski	Location:	THINK Academy
	Position:	Instructional Aide (5.0 hrs/day) Noon Duty Aide (1.0 hr/day)
	Effective Date:	June 4, 2024
	Date of Hire:	March 23, 2023
Alan Wollschlager	Location:	Lincoln High School
	Position:	Custodian (8.0 hrs/day)
	Effective Date:	June 11, 2024
	Date of Hire:	August 26, 2022

C. Retirements

The administration recommends approval of the following support staff retirements:

Daniel Maciejewski	Location:	Grove Elementary
	Position:	Custodian (8.0 hrs/day)
	Effective Date:	June 4, 2024
	Date of Hire:	April 24, 2000

Richard Weber	Location:	Mead Elementary
	Position:	Custodian (8.0 hrs/day)
	Effective Date:	July 1, 2024
	Date of Hire:	April 6, 1998

D. Board Policy Review

Board Policy 375 - Student Activity Funds Management, Second Reading

This policy was reviewed and approved for first reading at the regular Business Services Committee meeting in May 2024. The administration recommends approval of Board Policy 375 - Student Activity Funds Management for second reading. (*Attachment A*)

Board Policy 375 Rule - Student Activity Fund Management Guidelines, Second Reading

This policy was reviewed and approved for first reading at the regular Business Services Committee meeting in May 2024. The administration recommends approval of Board Policy 375 Rule - Student Activity Fund Management Guidelines for second reading. (*Attachment B*)

IV. Updates and Reports

A. WRPS Athletic Department Roles

With the recent retirement of the Wisconsin Rapids Middle School Athletic Director, administration reviewed the current roles of the WRPS Athletic Department. In order to meet the needs of the school district and the greater Wisconsin Rapids community, administration will be shifting responsibilities amongst the individuals overseeing the WRPS Athletic Department/WRPS Athletic facilities. Administration will present these changes along with the rationale behind these changes.

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

375 STUDENT ACTIVITY FUNDS MANAGEMENT

Student activity funds are monies raised ~~other than by taxation or through charges of the Board, for, by, or in the name of a school, student body or any subdivision thereof~~ by voluntary donations, fees and other miscellaneous revenue from students, families or other community members/organizations. Student activity funds are to be used to finance a program of extracurricular school activities, augmenting but not replacing the activities provided by the community.

The management of student activity funds shall be in accordance with the sound business practices, including sound budgetary and accounting procedures as well as audits, in the same manner as all other school funds.

The business office shall have the responsibility and authority to implement all rules pertaining to the supervision and administration of student activity funds.

LEGAL REF.: Sections 120.14 Wisconsin Statutes
 120.16(2) and (5)
 120.18
 120.44

CROSS REF.: 375-Rule, Student Activity Fund Management Guidelines
 684, Audits

APPROVED: November 11, 1974

REVISED: April 9, 2001
 TBD

375-RULE STUDENT ACTIVITY FUND MANAGEMENT GUIDELINES

Student activity funds should not be confused with internal school funds such as lunchroom receipts and similar funds for which the Board is directly responsible. In contrast with internal school funds, student activity funds are usually collected voluntarily by students and spent by them as they see fit as long as they abide by established regulations and procedures.

The following rules and regulations are formulated to protect those responsible for the handling of funds:

A. Responsibility for Student Activity Funds

1. The principal of the individual school in which the activities occur is to be responsible for this account.
2. **A student representative may be assigned to** ~~Each~~ **student activity account** which handles ~~houses~~ **student** funds. ~~must appoint a student treasurer who shall keep an independent set of records or~~ **Records of** receipts and expenditures for that activity **shall be maintained within the financial software and provided to the student representative as needed.**
3. Each ~~treasurer~~ **advisor and/or student representative** shall be responsible for all student activity funds and shall maintain records and follow procedures as prescribed.

B. Deposits

1. All clubs and other organizations acting under the name of the school are required to deposit their funds ~~intact~~ in the student activity fund **account.**
2. All student activity funds must be deposited ~~daily~~ **in a timely manner determined by the principal.** **All deposits need to be** ~~and~~ recorded by the **designated** student activity ~~treasurer~~ **secretary.** ~~A proper receipt slip is issued with each deposit.~~

C. Distribution of Interest

Activity fund money may be invested **in interest bearing accounts.** Any interest received ~~from investments~~ shall be ~~divided equally depending on each club's monthly balance for the year~~ **deposited into a building wide student activity account determined by the principal.** **The principal, with the input of students and staff, will identify how the interest revenue will be utilized.**

D. Withdrawals

1. In order to accommodate the safeguarding and handling of all student activity funds, all transactions will be executed by ~~purchase order~~ **a check request or credit card** through the principal's office in each school.
 - a. When an activity wishes to purchase materials, supplies, professional services, transportation, rent, printing, advertising, etc., a formal ~~requisition~~ **expense voucher,** duly signed and approved, must be filed with the ~~treasurer~~ **principal's administrative assistant.**
2. Disbursements shall be authorized by the advisor only upon receipt of properly approved vouchers. No member of the faculty shall be paid or reimbursed from student activity funds without the prior ~~permission~~ **approval** of the ~~advisor~~ **principal.**
3. All disbursements shall be made by ~~purchase order~~ **expense vouchers** with ~~two~~ **the** signatures ~~that of the principal and the activity account advisor~~ ~~drawn only after a disbursing order with proper~~

accounting support attached is received by the bookkeeper. The disbursing order originates with the student activity treasurer and is approved by the faculty advisor. **The designated student activity account secretary will submit the expense voucher for payment through the District's financial software to the principal. The principal will electronically approve the purchase request, which will allow the check to be processed.**

4. ~~In some cases money might be spent personally by a student with the prior permission of his/her activity. In this event, the student should obtain a receipted bill for the money expended. Where bills or receipts are unobtainable, an itemized statement, signed by the student, must accompany the disbursing order to support this request for reimbursement.~~

~~5.~~ **4. Advance Withdrawals Payments**

When necessary to provide cash **payment** in advance of the expense **pending service or delivery of product**, the advisor ~~may~~ **will utilize the expense voucher process** draw a disbursing order in the same manner as when paying a bill. ~~A statement of estimated expenditures must accompany this request. A detailed statement itemizing all expenditures included in the advance withdrawal will be filed with the bookkeeper upon completion of the transaction.~~

E. **Bookkeeping**

1. **The District's financial software shall be utilized for all student activity accounts.** A simple uniform system of bookkeeping will be established by the bookkeeper for all student treasurers. ~~It~~ **Each activity account** shall include cash receipts and payments journal, collection records, and, if applicable, accounts receivable and payable ledgers and inventory ledger **a revenue account, expenditure account, and an equity account.** **Detail activity will also be provided to the student group, advisor, or administrators upon request.**
2. ~~No~~ **Accounts** should **not** be overdrawn **unless a plan is documented to bring the account whole.** To facilitate proper financial practice and to insure a solvent condition, each activity should operate on a budget showing the estimated revenues and expenditures for the year, and outlining any special projects.
3. The activity account for each school will be audited annually by independent auditors.

F. **Disposition of Funds**

1. At the end of the fiscal year all balances will be carried over to the next fiscal year by activity group for the continued use of each group.
2. Groups that discontinue operation at the end of the fiscal year (i.e., the graduating class) shall, within one fiscal year, spend their remaining balance or designate how their remaining balance will be spent. Such designation shall be authorized by group officers and sponsor. If the funds remain on deposit after one fiscal year without being designated or spent, the principal may apply the balance to some other appropriate activity group or to disburse the funds for the benefit of the students.

G. **Retention of Records**

All records are to be retained by activity group in the appropriate school (invoices with approval, statements and receipts).

APPROVED: November 11, 1974

REVISED: April 9, 2001
TBD