



## 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

October 7, 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. Washington Elementary Special Education Teacher
  - E. Pupil Services Team Leaders
  - F. Skyward Conversion Stipend
  - G. Professional Staff Handbook Update
- IV. Updates and Reports
  - A. HSA Update
- 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  
Kathi Stebbins-Hintz  
Elizabeth St. Myers  
John Krings, President

October 7, 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

III. Actionable Items

A. Appointments

The administration recommends approval of the following support staff appointments:

Bridget Koeshall Chariton      Location: Washington Elementary  
Position: Special Education Aide (7.0 hrs/day)  
Effective Date: September 23, 2024  
Hourly Rate: \$17.83 (starting rate) / \$18.77 (after 60 days)

Renee Dewitt                      Location: Washington Elementary  
Position: Noon Duty Aide (2.0 hrs/day)  
Effective Date: September 23, 2024  
Hourly Rate: \$15.73 (starting rate) / \$16.65 (after 60 days)

Brittney Schroeder              Location: Lincoln High School  
Position: Special Education Aide  
Effective Date: September 30, 2024  
Hourly Rate: \$17.83 (starting rate) / \$18.77 (after 60 days)

Kelly Deitz                              Location: District  
Position: Certified Occupational Therapist Assistant (7.0 hrs/day)  
Effective Date: September 9, 2024  
Hourly Rate: \$24.00

Jody Gerner                              Location: RCHS  
Position: Instructional Aide (6.95 hrs/day)  
Effective Date: September 9, 2024  
Hourly Rate: \$18.77

Kyia Haberkorn                      Location: Grove Elementary  
Position: Special Education Aide (7.0 hrs/day)  
Effective Date: September 9, 2024  
Hourly Rate: \$17.83 (starting rate) / \$18.77 (after 60 days)

Mia Tritz	Location:	COA
	Position:	Instructional Aide – 4K (6.5 hrs/Friday)
	Effective Date:	September 20, 2024
	Hourly Rate:	\$17.83 (starting rate) / \$18.77 (after 60 days)
James Alft	Location:	Lincoln High School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	September 23, 2024
	Hourly Rate:	\$17.83 (starting rate) / \$18.77 (after 60 days)
Samuel Scheidegger	Location:	Lincoln High School
	Position:	Special Education Aide, One-on-One (3.5 hrs/day)
	Effective Date:	October 7, 2024
	Hourly Rate:	\$17.83 (starting rate) / \$18.77 (after 60 days)
Brittany Bord	Location:	Washington Elementary
	Position:	Office/Health Aide (5.75 hrs/day)
	Effective Date:	October 21, 2024
	Hourly Rate:	\$16.80 (starting rate) / \$17.86 (after 60 days)
Matthias Haschke	Location:	WRAMS & Lincoln High School
	Position:	Title VI Coordinator/Native American Liaison (4.0 hrs/day)
	Effective Date:	October 1, 2024
	Hourly Rate:	\$15.73 (starting rate) / \$16.56 (after 60 days)

#### B. Resignations

The administration recommends approval of the following professional staff resignation, pending receipt of liquidated damages:

Samantha Radtke	Location:	Grant Elementary
	Position:	Teacher – Counselor (1.0 FTE)
	Effective Date:	January 3, 2025
	Date of Hire:	August 27, 2019

The administration recommends approval of the following support staff resignations:

Abbi McCarty	Location:	Lincoln High School
	Position:	Reading Interventionist Aide (7.0 hrs/day)
	Effective Date:	September 20, 2024
	Date of Hire:	September 1, 2021
Catherine Weis	Location:	WRAMS
	Position:	Instructional Aide (5.75 hrs/day)
	Effective Date:	September 26, 2024
	Date of Hire:	September 3, 2024
Heather Ruesch	Location:	COA
	Position:	Instructional Aide – 4K (6.5 hrs/Friday)
	Effective Date:	September 18, 2024
	Date of Hire:	September 6, 2024
Dan Matthew Almario	Location:	WRAMS
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	October 4, 2024
	Date of Hire:	October 17, 2023



G. Professional Staff Handbook Update

Discussion and possible action to approve recommended changes to the Post-Employment Insurance Benefit Section in the Professional Staff Employee Handbook. (*Attachment B*)

The administration recommends approval of the proposed changes regarding the Benefits section found under “Post-Employment Insurance Benefit” of the Professional Staff Handbook, effective October 15, 2024.

IV. Updates and Reports

A. HSA Update

Currently, the full District contribution to the employee's Health Savings Account (HSA) has been deposited in January. This has allowed staff to resign before the next school year and still keep the HSA money deposited in their account. Beginning in 2025, HSA deposits will be split in half and will be deposited in January and September of the same calendar year, which coincides with our insurance year. The retiree's September deposit will be in the form of a Health Reimbursement Account (HRA).

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

## **2024-2025 Elementary Special Education Team Leader Expectations**

### **Collaboration with Administration:**

- Work collaboratively and positively with administration, grade-level leaders, and special education staff to ensure the implementation of district special education programs and resources.
- Meet regularly with administrators to discuss department progress, address challenges, and ensure that special education services align with district and state standards.
- Assist administration in developing and implementing district-wide initiatives related to special education, including behavior interventions, individualized education plans (IEPs), and compliance with state and federal regulations.

### **Leadership in Professional Learning Communities (PLCs):**

- Lead special education PLC meetings, focusing on student-centered practices, data-driven decision-making, and the implementation of best practices for students with disabilities.
- Facilitate discussions on student data, including progress monitoring and assessment results, to inform instructional strategies and interventions.

### **Department Operations and Coordination:**

- Schedule and lead monthly department meetings to ensure effective communication, collaboration, and alignment of departmental goals and initiatives. Ensure meeting agendas address current priorities, staff concerns, and upcoming tasks or deadlines.

### **Staff Support and Development:**

- Provide support to special education staff with implementing district initiatives, such as Act 20 training, specialized instructional programs (e.g., Reading Mastery, Connecting Math Concepts), and other relevant professional development.

### **Material and Resource Management:**

- Work with special education staff to assess and determine material needs, including specialized instructional materials, assistive technology, and classroom resources.
- Collaborate with administration to ensure that the necessary resources are purchased and distributed in a timely manner.
- Monitor the use and effectiveness of special education materials and resources, making adjustments as needed to better support student learning.

### **District-Level Responsibilities:**

- Attend district team leader planning sessions throughout the school year as needed
- Represent the special education team in district-wide planning and decision-making processes, advocating for the needs and interests of students with disabilities.
- As needed, facilitate elementary special education team meetings on District Professional Development Days and facilitate PLC meetings on the 2nd Monday of each month as needed.

**Stipend: \$250.00 per year**

## **2024-2025 Speech and Language Team Leader Expectations**

### **Collaboration with Administration:**

- Work collaboratively and positively with the administration, grade-level leaders, and speech and language staff to ensure the implementation of district speech and language programs and resources.
- Meet regularly with administrators to discuss department progress, address challenges, and ensure speech and language services align with district and state standards.
- Assist administration in developing and implementing district-wide initiatives related to speech and language, including communication interventions, individualized education plans (IEPs), and compliance with state and federal regulations.

### **Leadership in Professional Learning Communities (PLCs):**

- Lead speech and language PLC meetings, focusing on student-centered practices, data-driven decision-making, and the implementation of best practices for students with communication disorders.
- Facilitate discussions on student data, including progress monitoring and assessment results, to inform instructional strategies and interventions.

### **Department Operations and Coordination:**

- Schedule and lead monthly department meetings to ensure effective communication, collaboration, and alignment of departmental goals and initiatives. Ensure that meeting agendas address current priorities, staff concerns, and upcoming tasks or deadlines.

### **Staff Support and Development:**

- Provide support to speech and language staff with implementing district initiatives, such as specialized speech and language programs, therapeutic interventions, and other relevant professional development.

### **Material and Resource Management:**

- Work with speech and language staff to assess and determine material needs, including specialized instructional materials, assistive technology, and therapy resources.
- Collaborate with administration to ensure that the necessary resources are purchased and distributed in a timely manner.
- Monitor the use and effectiveness of speech and language materials and resources, making adjustments as needed to better support student communication development.

### **District-Level Responsibilities:**

- As needed, facilitate elementary speech and language team meetings on District Professional Development Days and facilitate PLC meetings on the 2nd Monday of each month.

**Stipend: \$250.00 per year**

## **2024-2025 Occupational Therapy Team Leader Expectations**

### **Collaboration with Administration:**

- Work collaboratively and positively with administration, grade-level leaders, and occupational therapy staff to ensure the implementation of district occupational therapy (OT) programs and resources.
- Meet regularly with administrators to discuss department progress, address challenges, and ensure that OT services align with district and state standards.
- Assist administration in developing and implementing district-wide initiatives related to occupational therapy, including motor skill interventions, individualized education plans (IEPs), and compliance with state and federal regulations.

### **Leadership in Professional Learning Communities (PLCs):**

- Lead OT PLC meetings, focusing on student-centered practices, data-driven decision-making, and the implementation of best practices for students with motor and sensory needs.
- Facilitate discussions on student data, including progress monitoring and assessment results, to inform therapy strategies and interventions.

### **Department Operations and Coordination:**

- Schedule and lead monthly department meetings to ensure effective communication, collaboration, and alignment of departmental goals and initiatives. Ensure that meeting agendas address current priorities, staff concerns, and upcoming tasks or deadlines.

### **Staff Support and Development:**

- Provide support to occupational therapy staff with implementing district initiatives, such as specialized OT programs, sensory integration strategies, and other relevant professional development.

### **Material and Resource Management:**

- Work with occupational therapy staff to assess and determine material needs, including specialized instructional materials, adaptive equipment, and therapy resources.
- Collaborate with administration to ensure that the necessary resources are purchased and distributed in a timely manner.
- Monitor the use and effectiveness of OT materials and resources, making adjustments as needed to better support student development.

### **District-Level Responsibilities:**

- As needed, facilitate elementary OT team meetings on District Professional Development Days and facilitate PLC meetings on the 2nd Monday of each month.

**Stipend: \$250.00 per year**



## **2024 -2025 English Language Learners (ELL) Team Leader Expectations**

### **Collaboration with Administration:**

- Work collaboratively and positively with administration, grade-level leaders, and ELL staff to ensure the implementation of district English language learner programs and resources.
- Meet regularly with administrators to discuss department progress, address challenges, and ensure that ELL services align with district and state standards.
- Assist administration in developing and implementing district-wide initiatives related to English language learning, including language acquisition interventions, individualized language plans, and compliance with state and federal regulations.

### **Leadership in Professional Learning Communities (PLCs):**

- Lead ELL PLC meetings, focusing on student-centered practices, data-driven decision-making, and the implementation of best practices for English language learners.
- Facilitate discussions on student data, including progress monitoring and assessment results, to inform instructional strategies and interventions.

### **Department Operations and Coordination:**

- Schedule and lead monthly department meetings to ensure effective communication, collaboration, and alignment of departmental goals and initiatives. Ensure that meeting agendas address current priorities, staff concerns, and upcoming tasks or deadlines.

### **Staff Support and Development:**

- Provide support to ELL staff with implementing district initiatives, such as language acquisition programs, cultural competency training, and other relevant professional development.

### **Material and Resource Management:**

- Work with ELL staff to assess and determine material needs, including specialized instructional materials, language support resources, and assistive technology.
- Collaborate with administration to ensure that the necessary resources are purchased and distributed in a timely manner.
- Monitor the use and effectiveness of ELL materials and resources, making adjustments as needed to better support language acquisition and student achievement.

### **District-Level Responsibilities:**

- As needed, facilitate elementary ELL team meetings on District Professional Development Days and facilitate PLC meetings on the 2nd Monday of each month.

**Stipend: \$250.00 per year**

## **2024 -2025 Nursing Team Leader Expectations**

### **Collaboration with Administration:**

- Collaborate positively with administration, grade-level leaders, and nursing staff to ensure the implementation of district health services and programs.
- Meet regularly with administrators to discuss department progress, address challenges, and ensure that nursing services align with district and state standards, including compliance with health regulations.
- Assist administration in developing and implementing district-wide health initiatives, including wellness programs, chronic disease management, and emergency response planning.

### **Leadership in Professional Learning Communities (PLCs):**

- Lead nursing PLC meetings, focusing on student-centered practices, data-driven decision-making, and the implementation of best practices for student health and safety.
- Facilitate discussions on health data, including monitoring of chronic conditions, immunization compliance, and the impact of health interventions on student well-being and academic performance.

### **Department Operations and Coordination:**

- Schedule and lead monthly department meetings to ensure effective communication, collaboration, and alignment of departmental goals and initiatives. Ensure meeting agendas address current priorities, staff concerns, and upcoming tasks or deadlines.

### **Staff Support and Development:**

- Provide support to nursing staff with implementing district health initiatives, such as chronic disease management programs, first aid and CPR training, and other relevant professional development.
- Offer coaching and mentoring to school nurses to enhance practices

### **Material and Resource Management:**

- Work with nursing staff to assess and determine material needs, including medical supplies, first aid equipment, and health education resources.
- Collaborate with administration to ensure that the necessary resources are purchased and distributed in a timely manner.
- Monitor the use and effectiveness of health materials and resources, making adjustments as needed to better support student health and safety.

### **District-Level Responsibilities:**

- As needed, facilitate elementary nursing team meetings on District Professional Development Days and facilitate PLC meetings on the 2nd Monday of each month.

**Stipend: \$250.00 per year**

## **2024-2025 Social Work Team Leader Expectations**

### **Collaboration with Administration:**

- Work collaboratively and positively with administration, grade level leaders, and social work staff to ensure the implementation of district social work services and programs.
- Meet regularly with administrators to discuss department progress, address challenges, and ensure that social work services align with district and state standards, including compliance with child welfare regulations.
- Assist administration in the development and implementation of district-wide initiatives related to social-emotional learning, trauma-informed care, and student and family support services.

### **Leadership in Professional Learning Communities (PLCs):**

- Lead social work PLC meetings, focusing on student-centered practices, data-driven decision-making, and the implementation of best practices for supporting students' social and emotional well-being.
- Facilitate discussions on student data, including attendance, behavior reports, and social-emotional assessments, to inform intervention strategies and support services.

### **Department Operations and Coordination:**

- Schedule and lead monthly department meetings to ensure effective communication, collaboration, and alignment of departmental goals and initiatives. Ensure that meeting agendas address current priorities, staff concerns, and upcoming tasks or deadlines.

### **Staff Support and Development:**

- Provide support to social work staff with implementing district initiatives, such as trauma-informed practices, crisis intervention, and other relevant professional development.
- Offer coaching and mentoring to school social workers to enhance case management practices, family engagement strategies, and collaboration with external agencies.

### **Material and Resource Management:**

- Work with social work staff to assess and determine material needs
- Collaborate with administration to ensure that the necessary resources are purchased and distributed in a timely manner.
- Monitor the use and effectiveness of social work materials and resources, making adjustments as needed to better support students and families.

### **District-Level Responsibilities:**

- As needed, facilitate elementary social work team meetings on District Professional Development Days and facilitate PLC meetings on the 2nd Monday of each month.

**Stipend: \$250.00 per year**

## Post-Employment Insurance Benefit

Benefits: For those teachers who are eligible and maintain continuous coverage in the District's group health insurance plan, the Board shall contribute an amount of money which is the lesser of 85% of the premium for active employees, or 85% of the group health insurance premium during the last year of their employment towards either the annual single or family premium for health insurance ***of the least expensive health plan offered.***

If the employee receives any unemployment compensation or disability insurance benefits from the District during the period of time designated for receipt of the health retirement benefit, all benefits associated with this section shall cease.

A teacher electing to participate in the health insurance retirement benefit under this provision forfeits all full-time re-employment rights with the District.