



# NOTICE OF MEETING

## SCHOOL DISTRICT OF BELOIT BOARD OF EDUCATION SPECIAL BOARD MEETING

**Date:** Monday, October 29, 2018

**Time:** 4:30 p.m.

**Location:** KOLAK EDUCATION CENTER

Superintendent Conference Room 106 – Board Room  
1633 Keeler Avenue  
Beloit, WI 53511

***VISION: To be a school district of choice in the stateline community.***

### AGENDA

1. Call to Order
2. Roll Call by Secretary
3. Approval of Agenda
4. Revised Aramark Letter of Intent
5. Personnel Recommendations – Review of Personnel Recommendations, Salary Matrix and 2018-19 2.13% salary increase retroactive to July 1, 2018 for certified/licensed staff and Job Descriptions (Exhibit C\*(from October 23, 2018))  
\*A motion may be made and a vote taken to convene the Board of Education into Closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes relative to considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
6. The Board of Education will reconvene to Public Session in order to take any action, if necessary on items discussed in closed session including, Motion to Rescind Approval of Personnel Recommendation, Salary Matrix and 2018-19 2.13% salary increase retroactive to July 1, 2018 for certified/licensed staff and Job Descriptions (Exhibit C District Salaries for 2018-2019); and Motion to Approve Personnel Recommendation, Salary Matrix and 2018-19 2.13% salary increase retroactive to July 1, 2018 for certified/licensed staff and Job Descriptions (Exhibit C District Salaries for 2018-2019).
7. Review of Hearing Officer's Expulsion\*  
\*A motion may be made and a vote taken to convene the Board of Education into Closed Session pursuant to Section 19.85 (1)(a) of the Wisconsin Statutes relative to deliberating concerning a case which may be the subject of any judicial or quasi-judicial trial or hearing.
8. The Board of Education will reconvene to Public Session in order to take any action, if necessary, on items discussed in closed session.
9. The Board of Education will take a 5-minute recess to move to the Board Room.
10. Board Preparation for Interviews and Question Review
11. Search Firm Interviews
12. Deliberations
13. Adjournment

Posted: October 24, 2018  
REPOSTED: OCTOBER 24, 2018



# School District of Beloit Board of Education Report

October 23, 2018

## ***I. BASIC INFORMATION***

**Topic or Concern:** Employment Actions - Exhibit C– October 23, 2018

**Which area(s) of the Strategic Plan does this support?** Staff

**Your Name and Title:** Tracey Caradine, Executive Director Human Resources

**Others assisting you in the presentation:** Dr. Donald Childs, Interim Superintendent

**My report is for:** Action

## ***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

Employment recommendations.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Information to support legal action as required by Wisconsin Statutes.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

Comply with legal requirements and Wisconsin Statutes.

**D. What are your conclusions?**

Employment to meet needs of District to ensure quality education to all students within the District's budgetary guidelines.

**MOTION:** The administration recommends that the Board of Education approve the Employment Recommendations – Exhibit C as requested.

**I propose using** an existing budget

**Long Term Committed Funds?** Yes, indefinite

**BUDGET LOCATION:** all areas - payroll

**FISCAL IMPACT:** As indicated on report sheet.

Employment Recommendation Report - Personal and Confidential/Equity Adjustment

Exhibit C

Not Subject to Disclosure

October 23, 2018

Name	Location	Assignment	Effective Date	FTE	Salary	Notes
Ryan Anderson	Cunningham	In-School Support	7/1/2018	100%	\$23.91/hr	Equity Adjustment
Lanataasha Bell	Kolak	Equity Program Director	7/1/2018	100%	\$87,000.00	Equity Adjustment/Employee type change to Admin.
Samuel Carter	Robinson	Principal	7/1/2018	100%	\$94,604.00	Equity Adjustment * includes longevity pay
Lachel Dickman	Sub	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Rachelle Elliot	Kolak	Director of Literacy	7/1/2018	100%	\$90,000.00	Equity Adjustment
Mary Ann Ewing	BLA/Merrill	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Jennifer Francis	Kolak	Clerical Support	7/1/2018	100%	\$24.05/hr	Equity Adjustment
Dawna Graske	Robinson	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Mary Greer	Cunningham	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Chemekia Sharday Gurley	Sub	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Mark Humiston	Merrill	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Shelby Klug	Hackett	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Artis Lohff	Kolak	Accounting Clerk	7/1/2018	100%	\$21.00/hr	Employee type change from Secretary to Admin. Support
Kelly McCafferty	Sub	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Jennifer Miller	Kolak	Business Office Admin. Assistant	7/1/2018	100%	\$24.05/hr	Equity Adjustment
Serena Meyer	Sub	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Linda Pike	Gaston	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Darline Pullium	Robinson	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Michelle Shope	Kolak	Superintendent Admin. Assistant	7/1/2018	100%	\$65,000.00	Equity Adjustment/Hourly to Salary * includes longevity pay
Samantha Snyder	Cunningham	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Phyllis Steele	Converse	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Robin Stuht	BLA	Homeless Liaison	7/1/2018	100%	\$67,099.00	Equity Adjustment
Gerald Terrones	Todd	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Patricia Ward	Fruzen	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position
Gene Widner	Gaston	Crossing Guard	7/1/2018	Timecarded	\$12.00/hr	Increase of salary for hard to fill/ hazardous position

Dr. Donald Childs, Interim Superintendent

Tracey Caradine, Executive Director Human Resources



# 2017-2018 Professional Educator Salary Matrix

For placement see key below matrix schedule

ROW	LANE1-0	LANE2-0	LANE3-0	LANE4-0
entry	36,606.00			
1	37,016.00	41,659.00	49,143.00	60,258.00
2	37,427.00	42,069.00	49,553.00	60,669.00
3	37,837.00	42,479.00	49,963.00	61,079.00
4	38,247.00	42,890.00	50,374.00	61,489.00
5	38,657.00	43,300.00	50,784.00	61,900.00
6	39,068.00	43,710.00	51,194.00	62,310.00
7	39,478.00	44,120.00	51,604.00	62,720.00
8	39,888.00	44,531.00	52,015.00	63,130.00
9	40,299.00	44,941.00	52,425.00	63,541.00
10	40,709.00	45,351.00	52,835.00	63,951.00
11	41,119.00	45,761.00	53,245.00	64,361.00
12	41,529.00	46,172.00	53,656.00	64,771.00
13		46,582.00	54,066.00	65,182.00
14		46,992.00	54,476.00	65,592.00
15		47,403.00	54,887.00	66,002.00
16		47,813.00	55,297.00	66,413.00
17		48,223.00	55,707.00	66,823.00
18		48,633.00	56,117.00	67,233.00
19		49,044.00	56,528.00	67,643.00
20		49,454.00	56,938.00	68,054.00
21		49,864.00	57,348.00	68,464.00
22		50,274.00	57,758.00	68,874.00
23			58,169.00	69,284.00
24			58,579.00	69,695.00
25			58,989.00	70,105.00
26			59,400.00	70,515.00
27			59,810.00	70,926.00
28			60,220.00	71,336.00
29			60,630.00	71,746.00
30			61,041.00	72,156.00
31			61,451.00	72,567.00
32			61,861.00	72,977.00
33			62,271.00	73,387.00
34			62,682.00	73,798.00
35			63,092.00	74,208.00
36			63,502.00	74,618.00
37			63,913.00	75,028.00
38			64,323.00	75,439.00
39			64,733.00	75,849.00
40			65,143.00	76,259.00
41			65,554.00	76,669.00
42			65,964.00	77,080.00

## Key for cell salary placement

Lane1-0 - hold initial educator type teaching license

Lane2-0 - hold professional educator type teaching license

Lane3-0 - hold professional educator type license, have at least 9 years teaching experience, earned Master's degree

Lane4-0 - hold professional educator type license, have at least 15 years teaching experience, earned Master's degree

Rows do not represent years of service. For placement, move 2 rows for each full year of teaching.

For those placed in Lane 1 or 2 and have Master's degree, will be granted additional placement to row closest to but no less than \$2000 more than initial placement

# 2018-2019 Proposed Professional Educator Salary Matrix

each cell increased by CPI 2.13% (Lane 1, row 1 is base rate salary of 38,000)

For placement see key next to matrix schedule

ROW	LANE1-0	ROW	LANE2-0	ROW	LANE3-0	ROW	LANE4-0
1	38,000	1	42,546	1	50,190	1	61,541.00
2	38,224	2	42,965	2	50,608	2	61,961.00
3	38,643	3	43,384	3	51,027	3	62,380.00
4	39,062	4	43,804	4	51,447	4	62,799.00
5	39,480	5	44,222	5	51,866	5	63,218.00
6	39,900	6	44,641	6	52,284	6	63,637.00
7	40,319	7	45,060	7	52,703	7	64,056.00
8	40,738	8	45,480	8	53,123	8	64,475.00
9	41,157	9	45,898	9	53,542	9	64,894.00
10	41,576	10	46,317	10	53,960	10	65,313.00
11	41,995	11	46,736	11	54,379	11	65,732.00
12	42,414	12	47,155	12	54,799	12	66,151.00
13	42,832	13	47,574	13	55,218	13	66,570.00
14	43,252	14	47,993	14	55,636	14	66,989.00
		15	48,413	15	56,056	15	67,408.00
		16	48,831	16	56,475	16	67,828.00
		17	49,250	17	56,894	17	68,246.00
		18	49,669	18	57,312	18	68,665.00
		19	50,089	19	57,732	19	69,084.00
		20	50,507	20	58,151	20	69,504.00
		21	50,926	21	58,570	21	69,922.00
		22	51,345	22	58,988	22	70,341.00
		23	51,764	23	59,408	23	70,760.00
		24	52,183	24	59,827	24	71,180.00
				25	60,245	25	71,598.00
				26	60,665	26	72,017.00
				27	61,084	27	72,437.00
				28	61,503	28	72,855.00
				29	61,921	29	73,274.00
				30	62,341	30	73,693.00
				31	62,760	31	74,113.00
				32	63,179	32	74,531.00
				33	63,597	33	74,950.00
				34	64,017	34	75,370.00
				35	64,436	35	75,789.00
				36	64,855	36	76,207.00
				37	65,274	37	76,626.00
				38	65,693	38	77,046.00
				39	66,112	39	77,465.00
				40	66,531	40	77,883.00
				41	66,950	41	78,302.00
				42	67,369	42	78,722.00
				43	67,788	43	79,141.00
				44	68,208	44	79,559.00
						45	79,978.00
						46	80,397.00
						47	80,815.00

## Key for cell salary placement

Lane1-0 - hold provisional type  
teaching license

Lane2-0 - hold lifetime type  
teaching license

Lane3-0 - hold lifetime type  
license, have at least 9  
years teaching  
experience, earned  
Master's degree

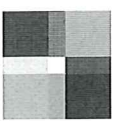
Lane4-0 - hold lifetime type  
license, have at least 15  
years teaching  
experience, earned  
Master's degree

Rows do not represent years of  
service. For initial placement, move  
2 rows for each full year of teaching.

For those placed in Lane 1 or 2 and  
have Master's degree, will be  
granted additional placement to  
row closest to but no less than  
\$2000 more than initial placement.

\* rows in gray are 'ghost' cells for  
current employees' placements in  
system





<b>Job title</b>	Accounting Clerk
<b>Contractual Terms</b>	Full Time – 52 weeks
<b>Reports to</b>	Director of Finance

### **Job purpose**

Responsible for ensuring district policies and procedures are being followed regarding PCard usage, accounts payable and fixed assets. Also responsible for maintaining vendor files with complete and accurate information.

### **Duties and responsibilities**

1. Make sure correct account numbers correspond on all payments to vendors
2. Verify vendor invoices to the appropriate purchase order
3. Set up all accounts payable transactions for payment
4. Collect W9 from all vendors
5. File 1099's with the IRS
6. Maintain a neat and orderly filing system
7. Prepare any Federal, State, or local reports as required by law or policy
8. Assist all staff in the district that have a procurement card (PCard)
9. Post all invoices for PCard transactions and reconcile monthly payment
10. Manage the day to day needs for the district PCard
11. Enter new vendors into Skyward as requested
12. Maintain vendor database to ensure consistency
13. Maintain district's fixed asset, adhering to the district policy
14. Assist with internal and external audits

### **Qualifications**

#### **Required Qualifications**

1. Requires Accounting Certificate or Associate Degree in Accounting
2. Experience in accounts payable, Procurement Card Programs, governmental accounting or related field
3. Display accuracy and organization at all times
4. Being creative in exercising efficiency with the position

### **Working conditions**

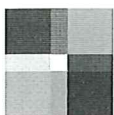
Position is located in an office with heat and air conditioning. Work will be performed primarily at an office desk.

### **Physical requirements**

think lead move

Office of Human Resources  
Kolak Education Center The Roosevelt Building

1633 Keeler Avenue Beloit Wisconsin 53511  
608-361-4019 fax 608-361-4123  
www.sdb.k12.wi.us  
An Equal Opportunity Employer



Must be able to sit for extended periods of time, lift and carry up to 20 pounds unassisted.

**Direct reports**

None, this position has no supervisory responsibilities.

---

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	
<b>Position Board Approval Date:</b>	

## **JOB TITLE: DIRECTOR OF DIVERSITY, INCLUSION AND EQUITY**

### **JOB SUMMARY:**

This position would be part of the Administration, Operations and Equity department. This position will engage families, the community, and students in leadership activities relating to equity and closing the achievement and opportunities gap for all students. The Director will also support building staff in providing coaching, professional development and technical support to teachers, student services staff, support staff and administrators in addressing identified equity challenges, both academic and behavioral.

### **QUALIFICATIONS:**

Required:

- Master's Degree in Education or related field; three (3) years of demonstrated experience in role related to education or instruction (i.e. coaching, training educators); or an equivalent combination of education, training and experience.
- Demonstrated ability to develop positive, constructive rapport with diverse students, staff, parents and members of the public
- Demonstrated success with diverse student populations

Preferred:

- Professional development experience

### **PRIMARY FUNCTIONS:**

- Support and collaborate with the building administrator(s) in providing coaching and technical support to school site teachers, student services staff, support staff and administrators in addressing equity challenges in teaching and learning
- Participate in curriculum renewal process for examination of curricular materials and practices in order to ensure cultural relevance
- Lead and support efforts to increase recruitment of a diversified staff
- Lead and support efforts to increase student involvement in leadership opportunities and student led groups at middle and/or high school levels
- Engage community and students relating to the District's focus and progress on student achievement and equity
- Lead, facilitate, and or support District/community diversity and equity initiatives
- Use evidence sources from schools in collaboration with building teams to improve equity and engagement practices toward improved student outcomes
- Engage in collegial coaching with principals for the enhancement of teacher leadership development
- Collaborate with teachers being coached on the goals and objectives for equity and excellence for all
- Provide coaching and technical support in the following areas:
  - Instructional strategies addressing barriers to the achievement and opportunities gap
  - Development of professional learning communities in addressing equity challenge(s)
  - Identifying barriers in school or department systems, conducting root cause analysis, developing theory of action and implementation of an action plan
- Coordinate and/or provide professional development including, but not limited to:
  - Cultural Proficiency, Culturally Responsive Pedagogy and working effectively with



- culturally and linguistically diverse staff, parents and families
  - Building level professional development in collaboration with building principals
- Remain current on successful equity-focused practices leading to closing the achievement and opportunities gap.
- Provide professional development for all teachers in regard to higher level/rigorous instruction methods for use with students.
- Collaborate with members of the District administrative team to identify and align professional development.
- Develop and implement District-wide professional growth and development on topics related to educational equity that align with the strategic plan.
- Oversee and manage the purchasing of resources for promotion of educational equity and cultural proficiency throughout the District.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Pedagogical expertise applicable to the needs of diverse learners
- Ability to establish and maintain strong professional relationships with peers in the school environment
- Direct and/or plan activities of others
- Ability to establish priorities in line with the District vision
- Ability to make reasonable independent judgments and decisions
- Ability to function as a team member
- Ability to handle confidential matters properly
- Ability to work independently with moderate supervision
- Ability to interact effectively and collaborate well with others
- Demonstrate effective organizational skills
- Exhibit strong public relations skills
- Communicate effectively with staff, students, and parents
- Perform a variety of duties, as assigned
- Perform effectively under stress
- Conduct and facilitate District-wide professional development for staff, students, parents and community stakeholders
- Prepare and communicate report to the Board on a monthly basis and as requested
- Maintain absolute confidentiality of work-related issues, records and information.
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.

#### **ASSOCIATED CHARACTERISTICS:**

Knowledge and experience in providing professional development or coaching in the areas of:

- Equity
- Culturally Responsive Classroom Practices
- Critical Pedagogy or Critical Race Theory, including experience talking about how racism, sexism, classism, homophobia, and other forms of bias impact schools and the achievement and experience of students
- Knowledge of change process and reform efforts at national, state and local levels
- Ability to read and analyze student achievement data with a focus on identifying patterns of inequity

- Commitment to social justice, equity and practices that lead to transformational outcome for students
- Excellent presentation, interpersonal and communication skills (oral and written)
- Ability to organize and manage multiple projects and tasks
- Physical and Emotional Stamina

**PHYSICAL REQUIREMENTS:**

This is a light job which involves exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. This job involves sitting and standing, with a need to move about for significant periods of time. Reaching, handling objects and papers and fine manipulation are all performed frequently. Verbal and auditory communication are both frequently involved.

**ENVIRONMENT:**

This job will be performed district-wide and will be required to visit all school buildings with the occasional need to go to student activities outdoors and/or to attend meetings at the District office or attend/present at professional development conferences outside the district. The Director will also be required to perform other duties as assigned.

**SUPERVISOR:** Assistant Superintendent of Administration, Operations and Equity

**POTENTIAL MEASURES OF SUCCESS:**

- Improved achievement data in the following areas: graduation rate, college entrance, enrollment rates in challenging courses (AP, etc.).
- Increased rate of participation in internal and external equity based trainings.
- Increased student involvement in co-curricular activities, including leadership opportunities.
- Improvement in demographic based discipline and school building data.
- Increased parent and school relationships, particularly with our diverse populations (example: climate or engagement).
- Improved climate and culture (example: Development of Student Leadership Initiatives with intermediate and high schools).
- Focused Volunteer/Mentor program to maximize students' academic and social success.