

**School District of River Falls
Personnel Committee Meeting**

Monday, November 9, 2020 - 6:00 PM

River Falls High School Media Center, 818 Cemetery Road, River Falls, WI 54022

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at
<https://meetings.boardbook.org/Public/Organization/1447>

1. **CALL TO ORDER - 6:00 p.m. in the River Falls High School Media Center**

2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**

3. **HEARING OF VISITORS OR DELEGATIONS**

4. **Consideration and/or Action to approve the first reading of new Policy 870: Public Complaints and the first reading of new Policy 870-Rule: Public Complaint Procedures** **2**

Description: The administrative team will share Policy 870 and Policy 870-Rule to formalize the process for handling public complaints that are not covered by other District policies.

Recommended Action:

1. Approve the first reading of Policy 870: Public Complaints.
2. Approve the first reading of Policy 870- Rule: Public Complaint Procedures.

5. **Preliminary student enrollment and certified staff ratios** **5**

Description: Preliminary student enrollment and staffing ratios will be compared to class size guidelines.

Recommended Action: None, Informational only.

6. **Consideration and/or Action to approve revisions to Policy 343.2 Class Size Guidelines** **9**

Description: Policy 343.2 needs to be updated to reflect the class size guidelines expected at the Virtual/E-School.

Recommended Action: Approve revisions to Policy 343.2 Class Size Guidelines.

7. **Proposed/suggested items for the next regular and future Board meeting agenda(s)**

Description: As always, Board members will be given the opportunity to suggest items for future Board member agendas.

Recommended Action: As needed.

8. **Schedule next Board/Committee meetings**

Description: Upcoming committee meeting dates, times and locations will be reviewed.

Recommended Action: Set meeting schedule as follows:

Personnel Committee meeting, Monday, December 7, 2020, 6:00 p.m. (date change)

Meeting will be held at River Falls High School, 818 Cemetery Road

9. **ADJOURN**

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

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PUBLIC COMPLAINTS

The Board recognizes the right of individuals and groups to present concerns or complaints about District personnel, programs, services, facilities, and operations. Whenever possible, the Board relies on teachers, administrators, and support staff to resolve concerns or complaints in an informal manner. Unless the complaint is covered by other District policies, individuals are expected to first discuss the complaint with the employee most closely associated with the program or facility that is of concern.

If the concern or complaint is not resolved informally, a formal written complaint should be filed with the supervisor, principal, or administrator responsible for the employee, program, or operation that is the subject of the complaint. The formal written complaint should include the name(s) of the complainants, the date and times in which the complaint occurred, and a description of the complaint.

When a complaint is made directly to the Board as a whole, or to an individual Board member, the Superintendent shall be informed and the complaint shall be referred back to the school personnel at the appropriate level in the chain of supervision to be addressed according to established procedures.

Nothing in this policy or related implementation procedures is intended to supersede timelines or procedures specified in other District policies or any other applicable legally mandated timelines or processes including, but not limited to, complaints related to: employee/student discrimination, harassment, or bullying.

CROSS REF.:

870-Rule, Public Complaint Procedures

411.1-Rule, Harassment Complaint Procedures

411.11-Rule: Title IX Sexual Harassment Complaint Procedures

511.1-Rule Employee Discrimination Complaint Procedures

APPROVED: November 9, 2020

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PUBLIC COMPLAINT PROCEDURES

The purpose of these procedures is to provide an orderly means of resolving public complaints against the District. Retaliation against parties who file informal or formal complaints is prohibited. The purpose of the following procedures is to ensure that complaints are handled consistently and fairly.

INFORMAL COMPLAINT PROCESS

Whenever possible, the Board relies on teachers, administrators, and support staff to resolve concerns or complaints in an informal manner. Unless the complaint is covered by other District policies, individuals are expected to first discuss the complaint with the employee most closely associated with the program or facility that is of concern.

FORMAL COMPLAINT PROCESS

Step 1

If the concern or complaint is not resolved informally, a formal written complaint should be filed with the supervisor, principal, or administrator responsible for the employee, program, or operation that is the subject of the complaint. The formal written complaint should include the name(s) of the complainants, the date and times in which the complaint occurred, and a description of the complaint. The following chain of supervision should be followed:

- Teacher or support staff employee (typically involved in the informal process above)
- Principal, Supervisor, or other Administrator responsible for the function that is the subject of the complaint.
- Superintendent
- Board of Education

Exceptions in this sequence may occur when an administrator/supervisor within the chain or a Board member is the subject of the complaint. The administrator/supervisor shall investigate the written and signed complaint and present a written response within 15 working days.

Step 2

If the complaint is not resolved at Step 1, the complainant can forward the written and signed complaint to the Superintendent. A conference will be arranged among the parties involved within 10 working days. A written response will be prepared within 10 working days of the conference.

Step 3

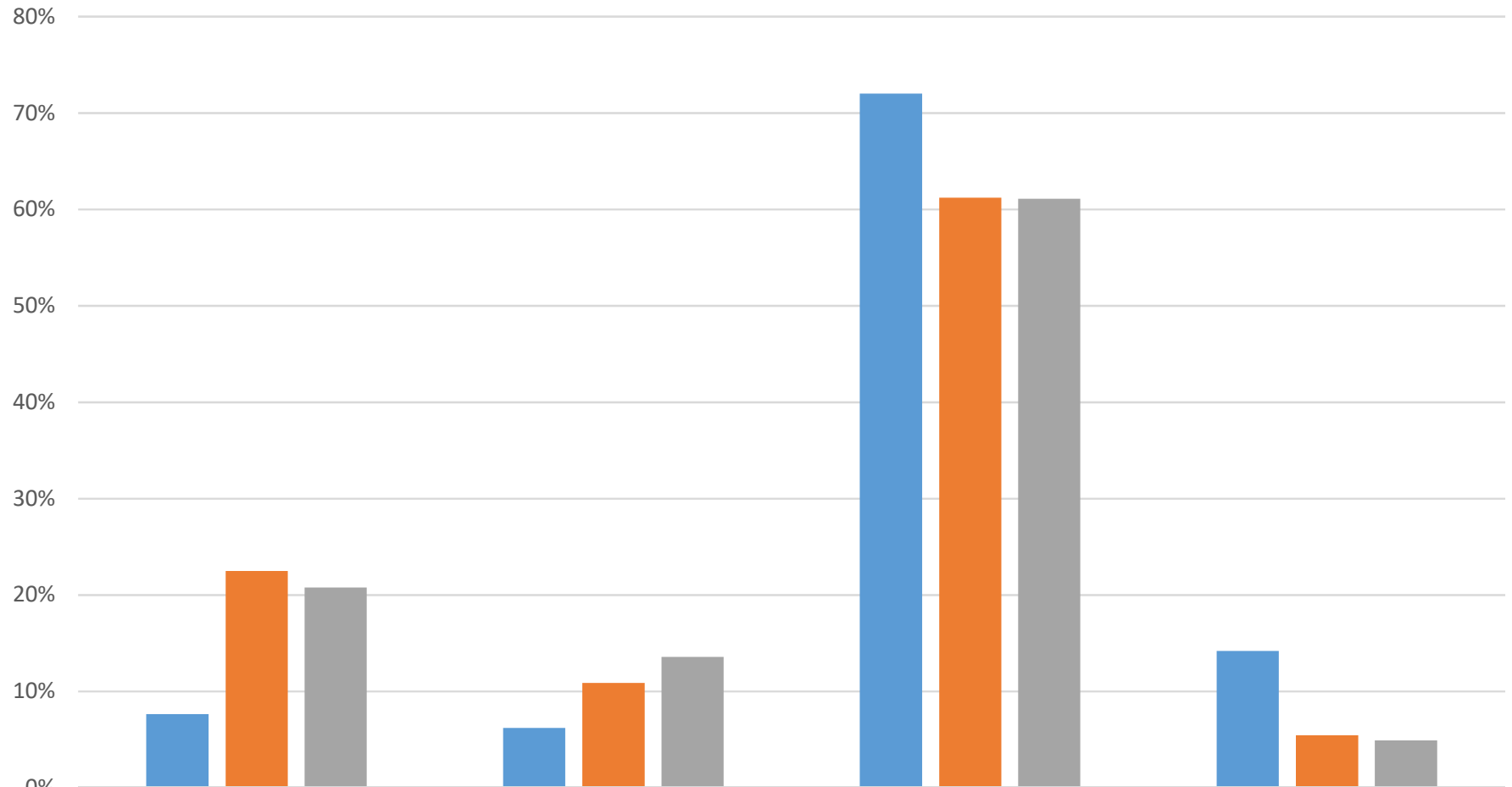
If the complaint is not resolved in Step 2, the complainant can forward the written and signed complaint to the Board. A request for an appeal and a description of the complainant's desired outcome will be submitted to the Board of Education at least 10 working days before a regular Board meeting. The Board shall hold a hearing on the matter. The hearing will be subject to state law requirements pertaining to open and closed sessions. The Board shall prepare a written decision within 10 working days of the hearing. This shall be the final appeal and the decision of the Board shall be final.

CROSS REF.:

870-Public Complaint

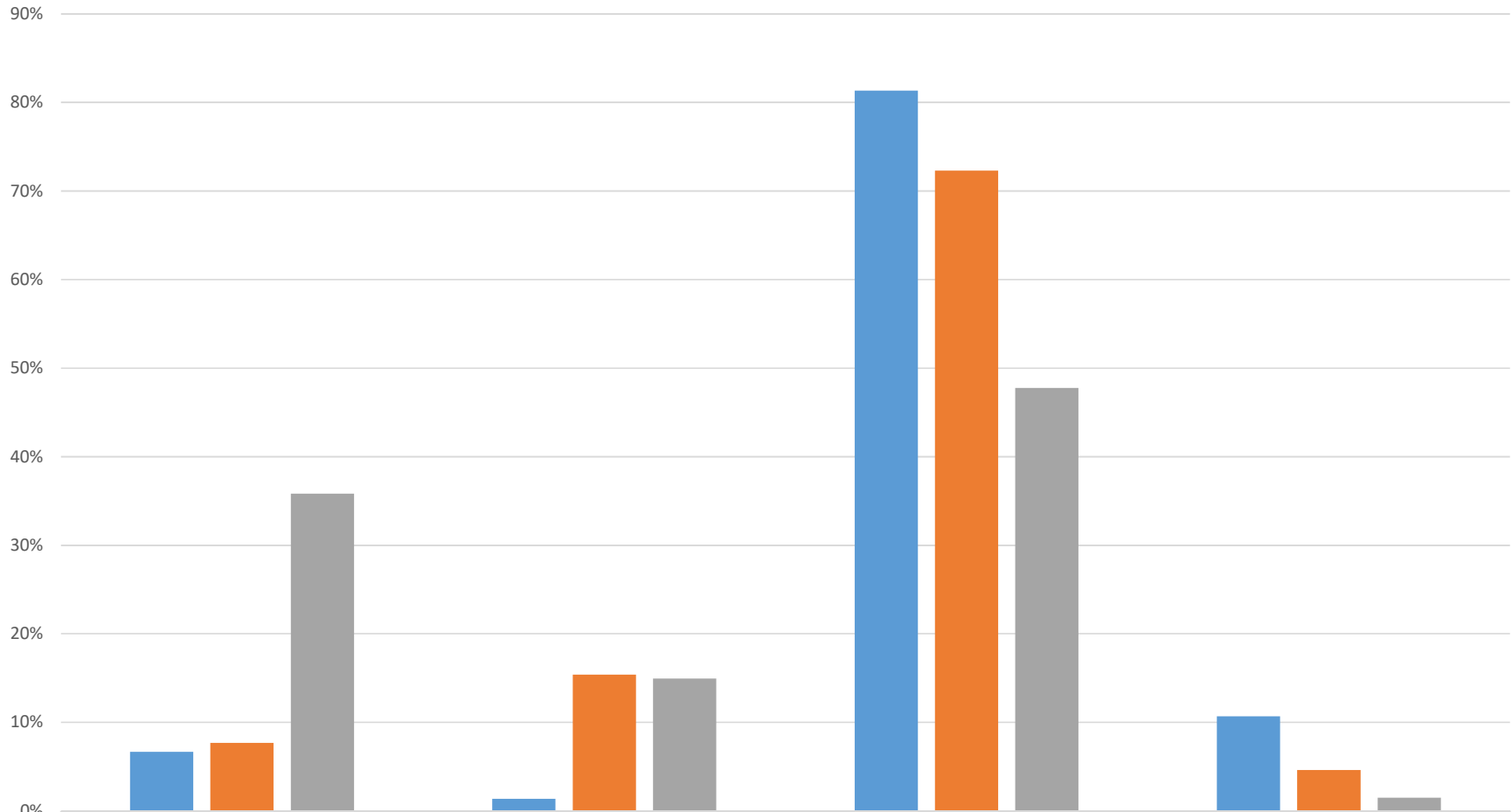
APPROVED: November 9, 2020

DISTRICT CLASS SIZE GUIDELINES ANALYSIS



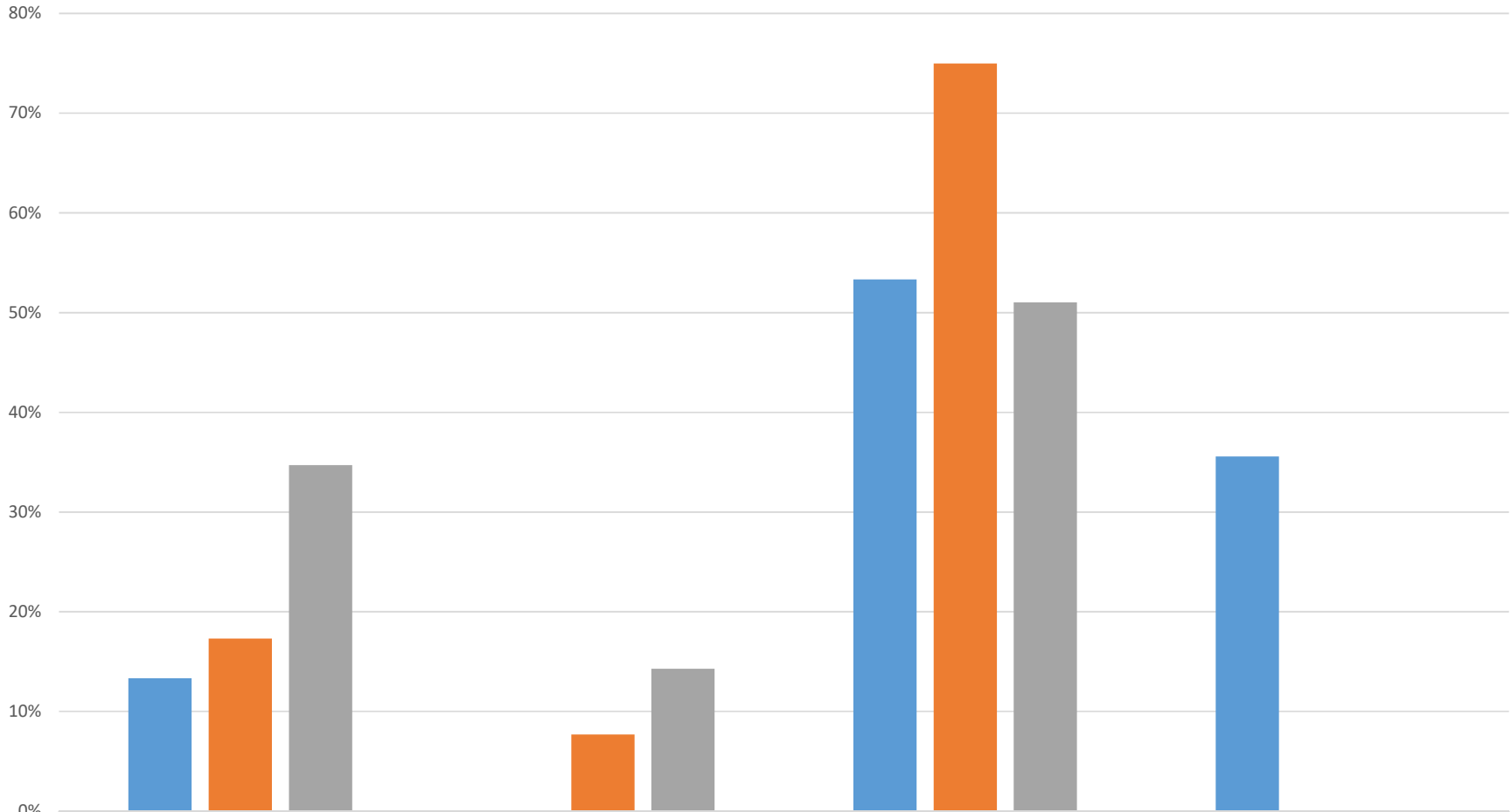
	OVER RECOMMENDED GUIDELINES	AT RECOMMENDED GUIDELINE	IN GUIDELINE RANGE	UNDER RECOMMENDED GUIDELINE
■ 2020-21	8%	6%	72%	14%
■ 2019-20	22%	11%	61%	5%
■ 2018-19	21%	14%	61%	5%

ELEMENTARY CLASS SIZE ANALYSIS (2020-21 includes VES)



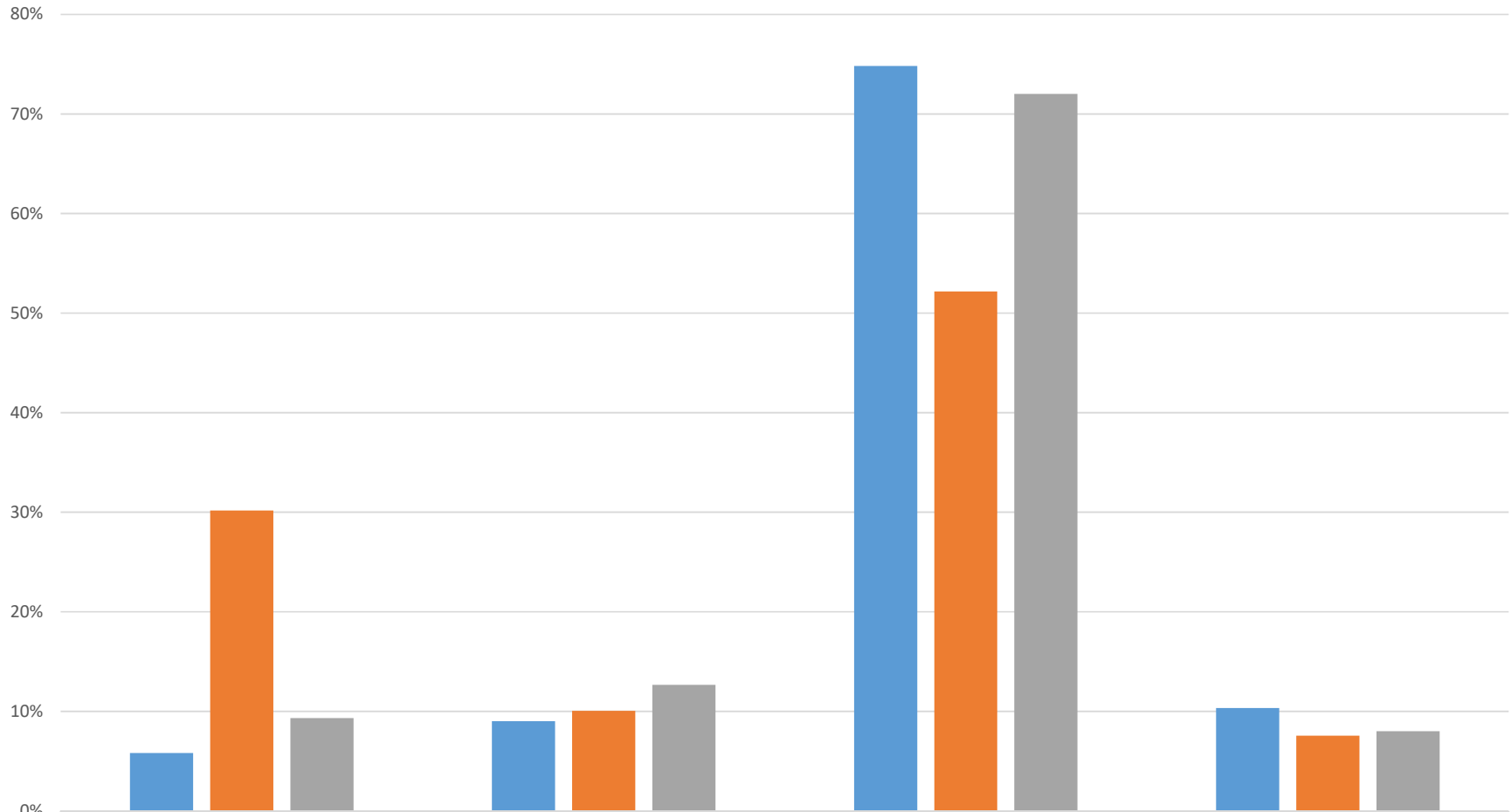
	OVER RECOMMENDED GUIDELINES	AT RECOMMENDED GUIDELINE	IN GUIDELINE RANGE	UNDER RECOMMENDED GUIDELINE
2020-21	7%	1%	81%	11%
2019-20	8%	15%	72%	5%
2018-19	36%	15%	48%	1%

MMS CLASS SIZE ANALYSIS (2020-21 doesn't include VES)



	OVER RECOMMENDED GUIDELINES	AT RECOMMENDED GUIDELINE	IN GUIDELINE RANGE	UNDER RECOMMENDED GUIDELINE
2020-21	13%	0%	53%	36%
2019-20	17%	8%	75%	0%
2018-19	35%	14%	51%	0%

RFHS CLASS SIZE ANALYSIS (2020-21 doesn't include VES or REN)



	OVER RECOMMENDED GUIDELINES	AT RECOMMENDED GUIDELINE	IN GUIDELINE RANGE	UNDER RECOMMENDED GUIDELINE
2020-21	6%	9%	75%	10%
2019-20	30%	10%	52%	8%
2018-19	9%	13%	72%	8%

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343.2

CLASS SIZE

Scheduling parameters shall be set at a student enrollment for all classes as enumerated in guidelines approved by the Board of Education. Exceptions to a minimum of 15 for all classes will be made for those classes required by the Department of Public Instruction or specifically authorized by the Board of Education.

CROSS REF.: Attached Guidelines

APPROVED: September 16, 1991

REVISED: March 17, 2008, October 14, 2019, **November 9, 2020**

DISTRICT CLASS SIZE GUIDELINES

ELEMENTARY

<u>LEVEL</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>LOOK TO ADD PARA OR PART TIME FTE PER G.L. RATIO</u>	<u>LOOK TO ADD CLASS/TCHR PER G.L. RATIO</u>
K-1-2	18	23	24	27
3-4-5	18	25	27	28
Combination K-5	18	21		
Montessori (CH)	10	18	19	20
Montessori (1-2-3)	18	23	24	27
Montessori (4-5-6)	18	25	27	28
Virtual/E-School (K-2)	18	23	24	30
Virtual/E-School (3-5)	18	25	27	30

MIDDLE SCHOOL

<u>CLASS TYPE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
CORE (L.A., Social, Science, Math, Health, PE)	24	30
Exploratory (Art, TE, Music, Foreign Lang., FACE, Computer)	17	27
Lg. Group music (vocal/instrumental)	30	90
Instrumental Individual/Sm. Group Music Lessons (15 min. each)	1	10
Foreign Language (7-8)	18	30
Virtual/E-School (6-8)	24	30

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HIGH SCHOOL

<u>CLASS TYPE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
L.A. Social, Math, Health, Science, Computer	20	30
LAB (Science, TE, Ag, Art, FACE) <i>Facility, safety, and station dependent</i>	20	28
Lg. Group music (vocal/instrumental)	30	100+
Vocal & Instrumental Individual/Sm. Group Music Lessons <i>(15 min. each)</i>	1	10
Phy. Ed (general)	25	35
Swimming/Lifeguarding	20	30
Foreign Language	18	30
Advanced (with Board permission) <i>(singleton, safety) examples: engineering physics, AP calculus, adv. power mechanics, and foreign languages levels 3+</i>	15	30
*Virtual/E-School Instructor (9-12)	24	30
**Virtual/E-School Local Education Guide	30	50

*With the support of an online platform, the VES Instructor is responsible for the planning, instruction, assessment, and student/family communication.

**The VES LEG is responsible for monitoring academic progress and student/family communication when the student is taking a virtual course from an off-site instructor.

Any class that goes below the approved minimum must have Board of Education approval to be offered.

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School District of River Falls

RENAISSANCE CHARTER ALTERNATIVE ACADEMY
Staffing Ratio Based on 12:1

Students	DAY PROGRAM		NIGHT PROGRAM	
	Teacher FTE	Paraprofessional FTE	Teacher FTE	Paraprofessional FTE
12	1.0	0.0	1.0	1.0
18	1.5	0.0	1.0	1.0
24	2.0	0.5	1.0	1.0
30	2.5	0.5	1.0	2.0
36	3.0	1.0	1.0	2.0
42	3.5	1.0	2.0	2.0
48	4.0	1.0	2.0	2.0
54	4.5	1.0	2.0	3.0
60	5.0	1.0	2.0	3.0

+ 0.5
coordinator

* At 48 a 0.5 contract for services position will be added rather than a certified teacher

This chart reflects the minimum number of students needed to increase staff to the next level

TEACHER PREP TIME

The School District of River Falls believes that teacher prep time is important and has value. It shall be the responsibility of the Building Principal to annually review teacher schedules to assure teachers are provided with an appropriate amount of prep time.

- Guidelines updated 12/19/07 (added Montessori and Renaissance)
- Guidelines updated 1/21/08 (deleted SAGE requirement)
- Guidelines updated 5/18/09 (additional FTE added to Renaissance)
- Guidelines updated 10/15/19 (alignment of all Elementary Staffing Ratios)
- Guidelines update 11/9/20 (addition of Virtual/E-School)