

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

Monday, April 12, 2021 - 6:30 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 - 6:30 p.m. (or immediately following Finance and Facilities) in the River Falls High School Media Center**

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

3. **HEARING OF VISITORS OR DELEGATIONS**

4. **Certified Staffing plan update**

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Description: The committee will discuss the recruitment, selection, and hiring timeline for upcoming certified staff openings.

Recommended Action: None, informational only.

5. **Approve 2021-2022 Letters of Intent to certified staff**

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Description: Under the terms of Wisconsin Statute 118.22, on or before May 15 of the school year during which a teacher holds a contract, the Board by which the teacher is employed shall give the teacher written notice renewal or refusal to renew the teacher's contract for the ensuing school year.

Recommended Action: Approve the 2021-2022 Letters of Intent to certified staff.

6. **Approve Director of Community Education and Communications job description**

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Description: The proposed revised job description reflects current essential responsibilities, as well as, an increased emphasis on equity and inclusion.

Recommended Action: Approve the Director of Community Education and Communications job description.

7. **Teacher Professional compensation update**

Description: The committee will discuss a professional compensation survey that the steering committee is recommending be sent to all certified staff.

Recommended Action: None, informational only.

8. **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.

9. **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, May 10, 2021, 6:30 p.m. (or immediately following Finance and Facilities)
Meeting will be held at River Falls High School, 818 Cemetery Road

10. **Request for anticipated executive session pursuant to Wisconsin § 19.85(1)(c)(e)(roll call vote required) to discuss negotiations with employee groups**

11. **CONVENE TO EXECUTIVE SESSION**

CERTIFIED STAFF HIRES

LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
HS	ACTIVITIES DIRECTOR	50	3/3	HALL, R	RETIREMENT	*CRAIL, D	
WS	3RD GRADE	NA	NA	KAPPING, S	RETIREMENT	*MUNOZ, C	*CM will increase from 0.5 FTE to 1.0 FTE
WS	5TH GRADE	NA	NA	FREEMAN, DEB	RETIREMENT	*WESTMAN, S	*Approved transfer from LTS

CERTIFIED STAFF POSITIONS--RECRUITMENT PHASE

LOCATION	POSITION	CLOSING	REPLACES	REASON	NOTES		
GW	PHY. ED.	3/29	LINEHAN, M	RETIREMENT			
HS	MATH	4/9	RUMPEL, J	RESIGNATION			
RFPME	SPED, CC	4/10	BARRY, R	RESIGNATION			
HS	BUS ED	3/29	LEONARD, C	RESIGNATION			
HS	BUS ED	3/29	-	NEW POSITION			
GW	SPED, LD	3/28	GLADE, B	RETIREMENT			
HS	SOCIAL STUDIES	4/9	BENNETT, J	RETIREMENT			
HS	SOCIAL STUDIES	4/9	CRAIL, D	TRANSFER	<i>*TRANSFERRED TO ACTIVITIES DIRECTOR (HALL RESIGNATION)</i>		
HS	COUNSELOR	4/11	SCANLON, M	RESIGNATION			
LITERACY	MS	4/5	*LANSING, M	TRANSFER	<i>*TRANSFERRED TO MS ELA (TOKHEIM RESIGNATION)</i>		
RB	SOCIAL WORKER	4/18	-	NEW POSITION			
HS	BAND		-	NEW POSITION	0.5 FTE		
HS	PHY. ED.	4/15	-	NEW POSITION	0.5 FTE		
DIST	GIFTED AND TALENTED	4/18	*ROHL, D	TRANSFER	<i>*TRANSFERRED TO 1.0 FTE EL TEACHER (NEW POSITION) **0.5 FTE</i>		
GW	1ST GRADE	4/23	*FELLING, M	TRANSFER	<i>*TRANSFERRED TO TITLE I-READING (KELLY RETIREMENT)</i>		
DIST	DIR. OF C.E. AND COM.	4/23	SQUIRE, M	RESIGNATION			



School District of River Falls
ADMINISTRATIVE OFFICE
852 East Division Street, River Falls WI 54022
715-425-1800 phone / 715-425-1804 fax
www.rfsd.k12.wi.us

Date

Name

School

Dear FIRST NAME,

Greetings! This has been a complicated, difficult school year for educators in the River Falls School District. You have faced a veil of unknowns covering your responsibilities, and I know that takes a significant toll. District administrators and building principals have repeatedly relayed to the board that you have been dedicated, professional, and creative this year. You have met the challenges of teaching through a pandemic with grace and fortitude.

I commend your willingness to put the needs of our students first the past many months. It is one thing to be an excellent teacher on the days that go well—when students are a joy, your lesson plans shine even more than you expected, and your responsibilities are predictable. It is quite another feat to attend to students with a range of struggles and anxieties, incorporate constantly new routines and teaching strategies, and not know what the week or even the day will bring. Please accept the school board's abiding appreciation for your work and your commitment to public education.

On an annual basis, the school board reaches out to you to extend an offer of continued employment for the coming school year. Please accept this letter as the school board's offer of continued employment for the 2021-2022 school year. I hope you will accept this offer and return to teach in the River Falls School District. Please use Skyward to electronically sign your letter by June 15, 2021. If you decide to decline this offer of employment, a resignation letter is respectfully requested.

Along with our board colleagues, Alan and I know that our teachers and staff are the heart of our school district. We recognize your tremendous work and dedication to the students and families in the River Falls community. Alan and I look forward to welcoming you back in the fall for what we very much hope will be a more typical, predictable school year.

Sincerely,

Stacy Johnson Myers, School Board President

Alan Tuchtenhagen, School Board Clerk

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The School District of River Falls, innovative leader in personalized learning, ensures the development of every student's unique potential in order to excel as responsible, productive, global citizens, facilitated by forward-thinking staff in a safe, nurturing, and collaborative environment.

School District of River Falls
Job Description
COMMUNITY EDUCATION/COMMUNICATIONS DIRECTOR

QUALIFICATIONS

The Community Education/Communications (CEC) Director is expected to hold a college degree, ideally with a major field of study or degree emphasis related to Education, Management, Leadership, or Recreation. The CEC Director will have experience in organizational leadership, public relations, and adult/youth community programming. The CEC will have strong human relations and communication (oral and written) skills. Specific certification in Community Education is desired, but not required. ~~Appropriate training, certification and/or experience; college degree or equivalent experience required.~~

~~Must have strong human relations skills.~~

POSITION SUMMARY

- Provide leadership, development, implementation, and evaluation for Community Education activities, programs and services.
- Deliver excellence in service and collaboration throughout the district and the community as a whole.
- Support communication and public relations activities in the District.

~~Create, implement and oversee Community Education services (identify and facilitate the lifelong educational needs of the River Falls community) and the communications and public relations activities of the district.~~

REPORTS TO:

Superintendent

SUPERVISES:

Community education staff, volunteer coordinator, and volunteers

PERFORMANCE RESPONSIBILITIES

1. Coordinate, supervise, and direct community education programs and staff.
2. Conduct annually a needs assessment to ensure community education is meeting the educational needs of the community.
3. Identify existing resources and encourage interagency cooperation to ensure maximum use of community resources.
4. Assist in the development, organization and maintenance of a balanced program for all segments of the community in the areas of lifelong education.
5. Establish and coordinate citizen input and leadership capabilities in providing community needs through an active Community Education Advisory Council.
- ~~6. Form a Youth Services Advisory Group to ensure community engagement in the development and implementation of service learning opportunities.~~
7. Maintain a district-wide schedule for school facilities for community education and community-wide activities in cooperation with the district-wide facilities scheduler.
8. Implement, recruit, train, and supervise the ~~Senior Tax Exchange Program (STEP)~~. Senior Support Program (formerly known as the STEP program).
9. Implement a public relations plan to enhance school district communication and promote community education.
10. Coordinate and distribute school district newsletter at least once a year.
11. Organize and distribute three community-wide program offering publications.
12. Develop and maintain the school district's community education website.

13. Develop an annual community education budget and coordinate a fee system for community education participants.
14. Develop and maintain partnerships with community groups and organizations.
15. Oversee internal and external communications for the purpose of communicating district initiatives, activities, local topics and areas of interest.
16. Present information to stakeholders on a variety of topics related to the work of the district.
17. Assist the administrative team in communicating a positive image of the district.
18. Oversee the District's social media platforms and video marketing.
19. Identify programming opportunities that encourage new youth and adults who have not previously participated in Community Education programming, including new marketing efforts, speaking engagements and community outreach.
20. Participate and contribute to the District's Equity, Inclusivity, and Diversity (EID) Committee
21. Evaluate communication activities for the purpose of improving community engagement.
22. Understand and maintain the highest level of confidentiality.
23. Responsible for all of the above duties and any other assignments delegated to him/her by the Superintendent of Schools.

REVISION DRAFT: 4-12-21