

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

Monday, October 10, 2022 - 7:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Educational Program Committee members: Alan Tuchtenhagen (Chair), Lindsey Curtis, & Cindy Holbrook

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 - 7:00 p.m. at the District Office Conference Room

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS

4. New Teacher Orientation Report

2

Description: The committee will review feedback from the new teacher orientation.

Recommended Action: None, informational only.

5. Paraprofessional Mentorship Update

3

Description: The committee will review progress on the paraprofessional mentorship.

Recommended Action: None, informational only.

6. Certified and Support Staff Employee Retainment Report

4

Description: The committee will review certified and support staff retention data.

Recommended Action: None, informational only.

7. Retiree Benefit Steering Committee Update

Description: The Retiree Steering Committee will meet later this month. The mission and goals of the committee will be discussed.

Recommended Action: None, informational only.

8. Superintendent Job Description

10

Description: The committee will review the Superintendent Job Description.

Recommended Action: Approve Superintendent Job Description revisions.

9. School Counselor/RF4C Behavioral Coach Job Description

13

Description: The committee will review the RFPME School Counselor Job Description and discuss the addition of RF4C Behavioral Coach responsibilities to this position.

Recommended Action: Approve RFPME School Counselor/RF4C Behavioral Coach Job Description.

10. Title I/Reading Center Secretary Job Description

14

Description: The committee will review the Title I/Reading Center Secretary Job Description.

Recommended Action: Approve Title I/Reading Center Secretary Job Description.

11. Certified Staff Update

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

Recommended Action: None, informational only.

12. Proposed/suggested items for the next regular and future Personnel Committee meeting agenda(s)

Description: As always, committee members will be given the opportunity to suggest items for future committee and/or Board meeting agendas.

Recommended Action: As needed.

13. Schedule next Board/Committee meetings

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

Recommended Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, November 7, 2022, 7:00 p.m.

The meeting will be held at the District Office, 852 E. Division Street

14. ADJOURN



NEW TEACHER ORIENTATION REPORT

SUMMARY

New teaching and certified staff met on August 16-17 for new teacher orientation. The event helps new staff acclimate themselves to district goals, practices, and procedures. It is an excellent opportunity for teachers new to the area to familiarize themselves with the community of the River Falls School District.

A special thanks to the following organizations that supported this event:

- River Falls Chamber of Commerce
- Junior's Restaurant and Tap House
- Westwind Supper Club
- River Falls Teacher's Education Association
- Medica Health Insurance
- Family Means (Employee Assistance Program)
- WEA Member Benefits (Retirement Planning)

The following school leaders presented to our new teachers

- Mark Chapin, MMS Principal→ Character Education
- Nate Wells, RFPME Principal→ Equity, Inclusivity, and Diversity
- Brittany Kaufer, Software and Staff Development→ IT Support
- Erin Cramer, Technology Integration→ Ed. Tech. Resources
- Jen Johansson, Westside LMC Director→ Ed. Tech. Resources
- Nate Schurman, GW Principal→ District Safety and Crisis Prevention
- Bryan Jenson, District SRO→ District Safety and Crisis Prevention
- Karin Brandvold, District Nurse→ Medical Emergencies
- Mark Inouye, Director of Student Services→ Special Education and Mandatory Reporting

NEW TEACHER FEEDBACK

- 100% of new teacher respondents agreed that the orientation was a helpful start to their RFSD career.
- Presentations on Character Education, Crisis Response, and Student Services were identified as the most helpful.
- Teachers appreciated the warm welcome from multiple community organizations. The 'welcome gift bag' from the Chamber of Commerce was a highlight.
- Teachers suggested the following adjustments:
 - Increase the time spent on technology presentations and at each teachers specific school
 - Allow more time for interactions between new teachers and buddies/mentors
 - Have the health insurance presentation be optional.



PARAPROFESSIONAL MENTORSHIP

STAFFING UPDATE

- 22 new paraprofessionals this year
 - K-12 special education paraprofessionals (12)
 - K-8 general education paraprofessionals (9)
 - Health Aide (1)

- 3 paraprofessionals resigned since the start of the year
 - RCA At-Risk (recruiting)
 - HS SPED Para (filled)
 - RFPME Gen. Para (recruiting)

- 4 paraprofessional position are in the recruitment phase
 - HS Lunch Supervision (on-going from the start of the year)
 - RFMPE General Ed. Paraprofessional (resignation)
 - RCA At-Risk Paraprofessional (resignation)
 - MMS SPED Paraprofessional (new)

MENTORSHIP MEETINGS (20 new paras to start the year+2 hired in September)

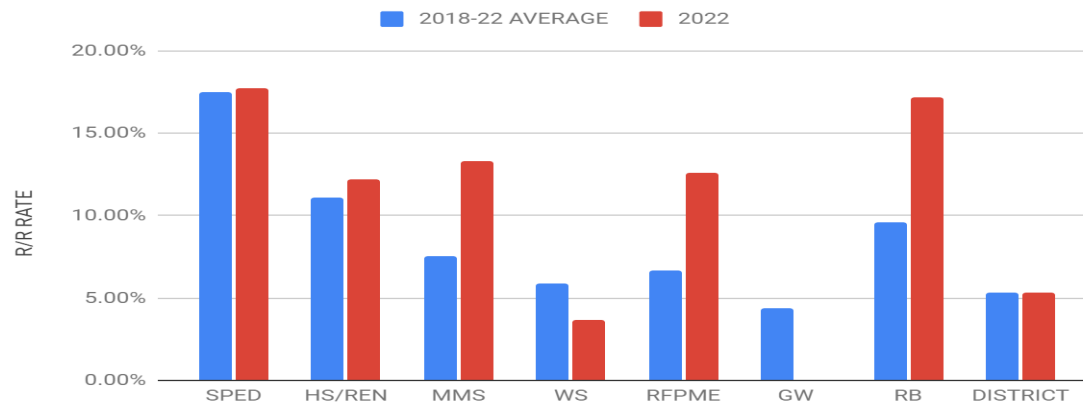
- 20 mentorship meetings/check-in completed
- 2 positions don't require a mentorship meeting.

MENTOR HANDBOOK ([LINK](#))

STAFF RETENTION ANALYSIS (2018-2022)

RETENTION ANALYSIS: REASON					TOTAL		TEACHERS		ADMIN	
YEAR	RETIREMENT	RESIGNATION	NEW	TOTAL	RESIGNATION	R/R	RESIGNATION	R/R	RESIGNATION	R/R
2018	12	15	5	32	6.20%	11.16%	6.11%	10.92%	7.69%	15.38%
2019	10	12	9.5	31.5	4.90%	8.98%	5.17%	9.05%	0.00%	7.69%
2020	8.32	13	14.48	35.8	5.10%	8.37%	5.42%	8.89%	0.00%	0.00%
2021	7.5	16.5	5.5	29.5	6.47%	9.42%	6.88%	9.59%	0.00%	6.67%
2022	8	21.5	1	30.5	8.08%	11.09%	8.57%	11.47%	0.00%	13.33%
AVERAGE	9.164	15.6	7.096	31.86						

RESIGNATION+RETIREMENT RATE (2018-2022)

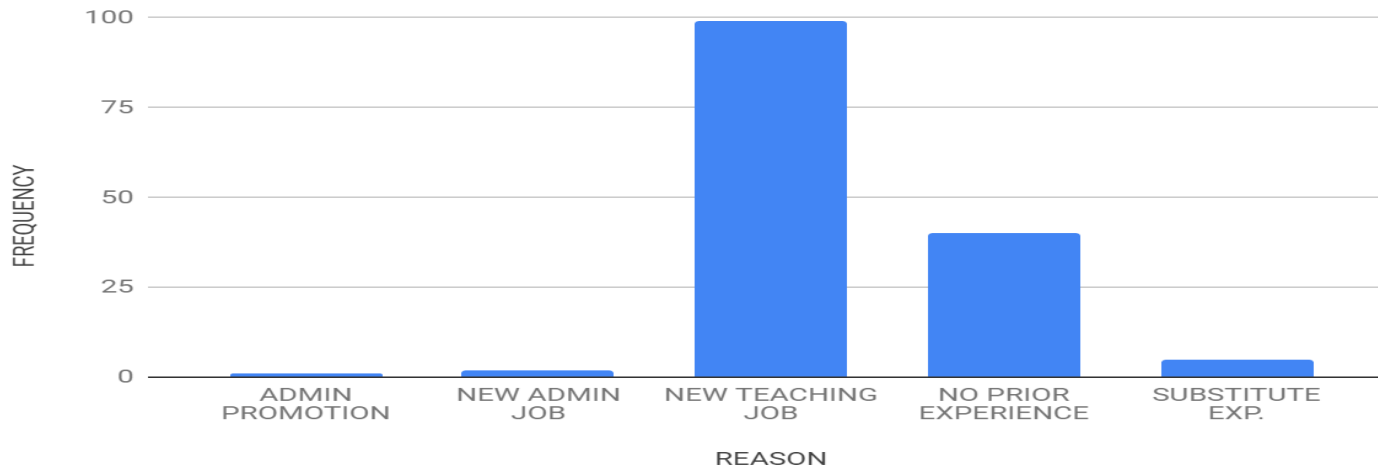


Conclusions

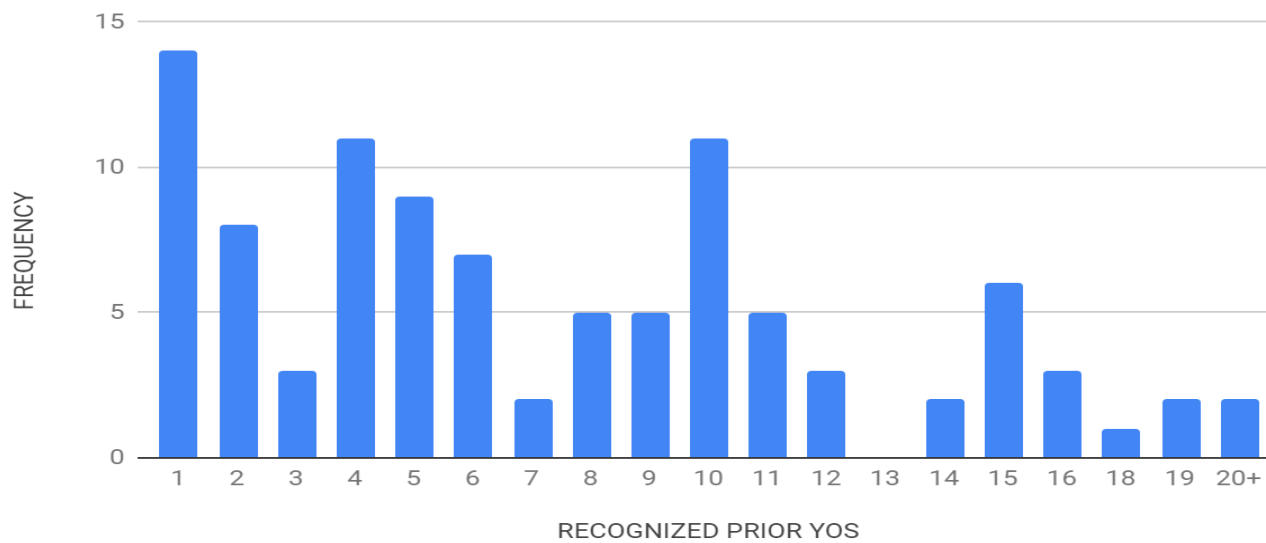
- Resignations were 6 above the 5 year average
- Retirements have been generally stable over the past 5 years.
- SPED positions have the highest turnover rate over the past 5 years.
- RB had the highest turnover rate in 2022.

STAFF RETENTION ANALYSIS (2018-2022)

TEACHERS/ADMIN JOINING RFSD (2018-22)

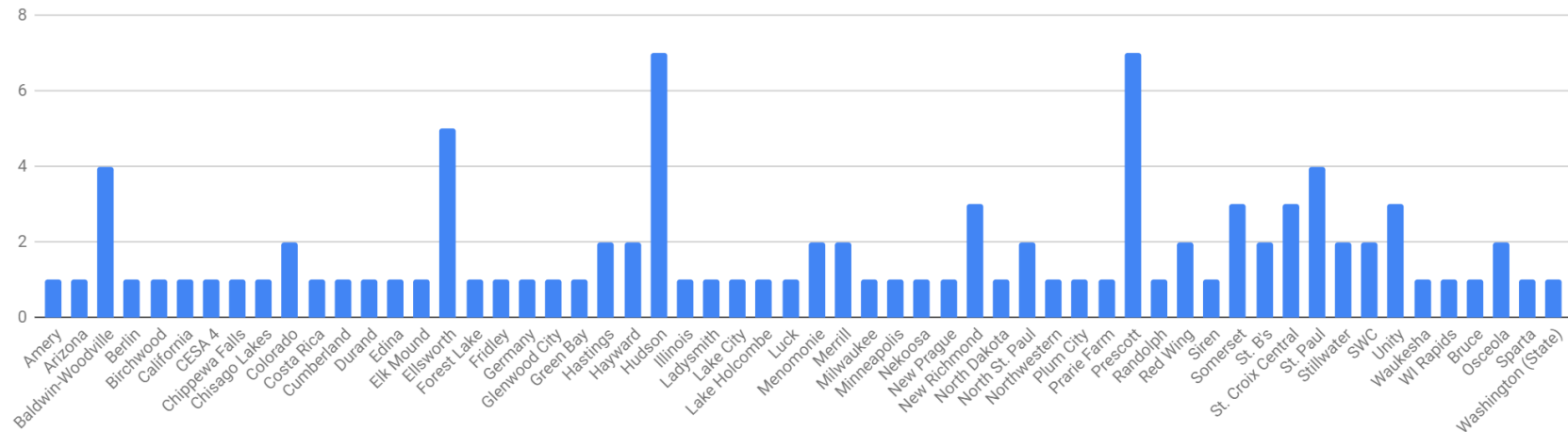


TEACHERS/TEACHERS/ADMIN JOINING RFSD (2018-2022)



STAFF RETENTION ANALYSIS (2018-2022)

TEACHERS/ADMIN JOINING RFSD OLD DISTRICT (2018-2022)



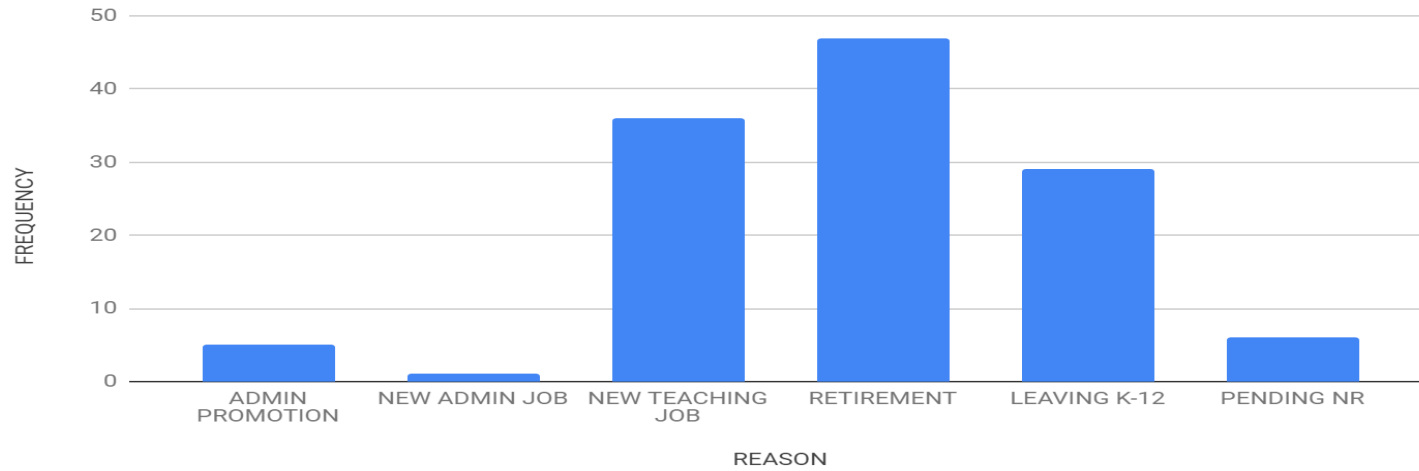
TEACHERS/ADMIN EXITING RFSD OLD DISTRICT (2018-2021)

Conclusions

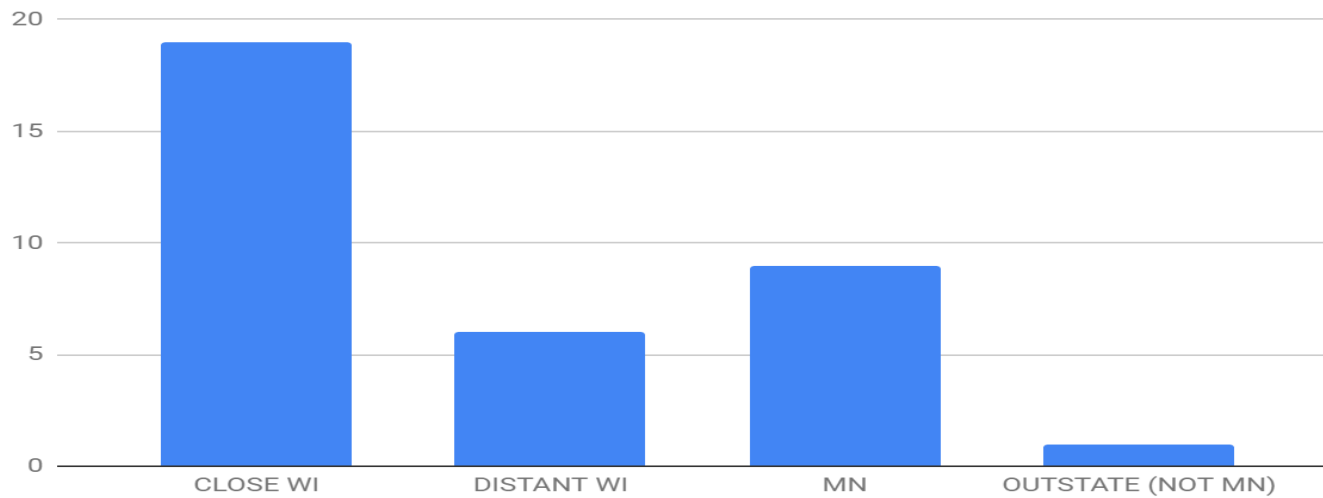
- RFSD attracts experienced teachers (99 new hires have had at least one year of experience)
- The majority of teachers join us with 10 years of experience or less.
- District within 40 minutes are the most frequent (Hudson-7, Ellsworth-5, Prescott-7, BW-4)

STAFF RETENTION ANALYSIS (2018-2022)

TEACHERS/ADMIN EXITING RFSD (2018-2022)

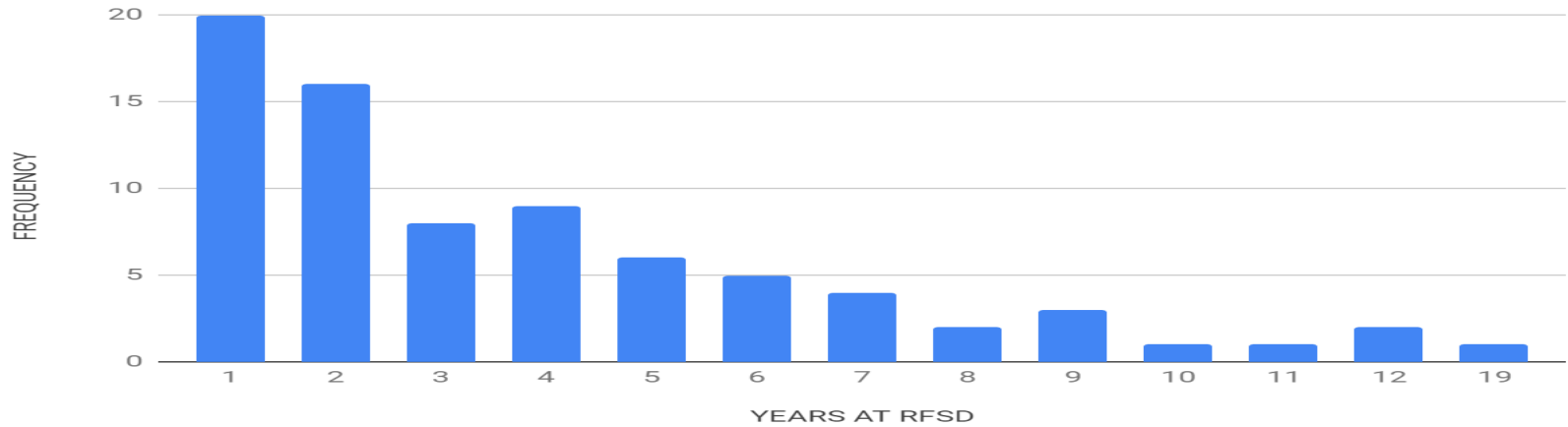


EXITING TEACHER-ADMIN MIGRATION (2018-22)



STAFF RETENTION ANALYSIS (2018-2022)

TEACHERS/ADMIN EXITING RFSD (2018-2022)



‘CLASS RETENTION RATE’						
YEAR	INITIAL	AFTER 1	AFTER 2	AFTER 3	AFTER 4	CURRENT
2018	33	29	25	23	20	60.61%
2019	31	27	24	22		70.97%
2020	32	29	26			81.25%
2021	30	25				83.33%

Conclusions

- Retirement is the most common reason for teachers exiting RFSD, but leaving K-12/moving to other districts are increasing at a higher rate.
 - Leaving K-12: 10 (2022)
 - Moving to another district: 9 (2022)
- 35 staff members made lateral moved to new different districts (9 times to a Minnesota District)
- 31 staff members resigned to pursue careers outside of K-12.
- The majority of teachers leave with 5 years of RFSD experience or less.

STAFF RETENTION ANALYSIS (2018-2022)

SUPPORT STAFF SUMMARY

YEAR	TOTAL SUPPORT STAFF	RB	GW	RFPME	WS	MMS	HS/REN	TRANS	DIST
2017-18	34	3	2	2	2	8	10	2	5
2018-19	62	8	5	3	9	11	7	12	7
2019-20	44	8.5	6	3.5	4.5	4	9.5	4.5	3.5
2020-21	31	8	4	1	3	4	7	2	2
2021-22	25	2	2	3	0	6	3	5	4
AVERAGE	42.75	5.90	3.80	2.50	3.70	6.60	7.30	5.10	4.30

YEAR	TOTAL SUPPORT STAFF	SPED PARA/HA	GEN PARA	MAIN	SUPERVISOR	SECRETARY	AA/ACCT/TECH	DRIVER
2017-2018	34	15	3	11	1	4	0	NA
2018-2019	62	17	16	8	2	7	5	7
2019-2020	44	15	15	6	0	2.5	1.5	4
2020-21	31	12	8	7	0	1	1	2
2021-22	25	12	6	0	0	1	1	5
AVERAGE	42.75	14.20	9.60	6.40	0.60	3.10	1.70	4.50

School District of River Falls
Job Description
SUPERINTENDENT

MINIMUM QUALIFICATIONS:

A valid license for Superintendent or District Administrator issued by the State of Wisconsin Department of Public Instruction (DPI), and such qualifications of academic, professional, and personal experience as specified by the River Falls Board of Education. Must have strong human relations skills.

POSITION SUMMARY:

The Superintendent of Schools is the chief school administrator and the executive official for the Board of Education of the River Falls Public Schools. The Superintendent of Schools is charged with providing leadership in developing, achieving, and maintaining outstanding educational programs, services, and opportunities for the students, staff, and residents of the School District of River Falls, as well as performing all other duties as assigned by the Board.

REPORTS TO:

Board of Education

SUPERVISES:

Director of ~~Personnel~~ Human Resources and Leadership Development, Director of Academic Services, Director of Finance and Facilities Management, Director of Student Services, Administrative Assistant to the Superintendent, High School Principal, Middle School Principal, Elementary Principals, Supervisor of Information Technology, ~~District Secretary~~, Activities Director (jointly with high school principal), Community Education/Communications Director

GOAL #1: SCHOOL BOARD DEVELOPMENT

PERFORMANCE RESPONSIBILITIES

1. Serve as ex-officio on the school board by providing recommendations, participating in discussions, and making reports on topics of importance to the Board.
2. Lead Board and administration in annual goal-setting for school district initiatives aligned to a district strategic plan.
3. Assist in planning organizational meetings in April to ensure smooth operations of the Board during the year.
4. ~~Schedule, provide for, and evaluate~~ Facilitate Board professional development opportunities (inservice, retreats, workshops) and encourage Board participation in the opportunities.
5. Keep the school board informed on matters such as district problems, needed Board decisions, legislative and funding issues, and state and federal policies.
6. Conduct information sessions for Board candidates and train newly elected Board members in school district operations and issues.
7. Collaborate with the Board President in the establishment of meeting agendas.
8. Perform all other duties as assigned by the Board of Education

GOAL #2: COMMUNICATIONS AND PUBLIC COMMUNITY RELATIONS

PERFORMANCE RESPONSIBILITIES

1. Provide for a system of internal communications.
 - a. Build and nurture relationships and rapport with staff.
 - b. Organize district efforts to recognize staff contributions and achievements.
 - c. Implement systems of internal two-way communications.
2. Provide for a system of external communications.
 - a. Build and nurture relationships with community stakeholders.
 - b. Provide for regular flow of information to and from community stakeholders.

School District of River Falls
Job Description
SUPERINTENDENT

- c. Remain actively involved in civic, community, and business organizations.
- d. Promote and implement partnerships with community stakeholders.
- e. Emergency school closing decisions.

GOAL #3: EDUCATIONAL LEADERSHIP AND DISTRICT CULTURE

PERFORMANCE RESPONSIBILITIES

1. Provide leadership, vision, empowerment, and motivation for district administration and staff to develop and implement strong educational programs aligned to the district mission for students in the three R's of rigor, relevance, and relationships.
2. Recommend employment, transfer, promotion, and dismissal of all administrative personnel.
3. Supervise and evaluate the performance and goal-attainment of all administrative personnel.
4. Provide administrative professional development opportunities and oversee individual administrative goal-setting and personal and professional development plans.
5. Ensure accountability of administrators in effectively implementing duties as defined in job descriptions and district strategic plans.
6. Delegate appropriate responsibilities for members of the administrative team, including that of acting district administrator during the superintendent's absence.
7. Oversee all aspects of crisis prevention and response planning.
8. Provide a consistent conflict resolution process when addressing complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students, or Board members.
9. Consider equity, inclusion, and diversity in recruitment, policy adoption, training, and decision-making.

GOAL #4: STRATEGIC PLANNING

PERFORMANCE RESPONSIBILITIES

1. Provide leadership for systemic long-range planning for all aspects of the school district, including instructional, staffing, capital needs, fiscal, and stakeholder involvement.
2. Oversee implementation of the district's strategic plan to meet the mission of the District.
3. Project enrollment, staffing, and facility needs and establish a plan to address needs.
4. Create and implement a system that provides ongoing, timely strategic plan progress updates to the Board and employees.

GOAL #5: POLICY/GOVERNANCE/DECISION-MAKING

PERFORMANCE RESPONSIBILITIES

1. Recommend Board policies and policy changes, and implement policies and procedures as established and approved by the Board.
2. Collaborate with administrators to recommend organizational structures that provide for effective and efficient operations of the District.
3. Recommend calendar of school days for Board approval and make decisions on alterations in school day schedule for emergency or weather-related changes.
4. Administrative liaison between the Board and administrators. ~~to the Governance Committee.~~

GOAL #6: FISCAL AND LEGAL MANAGEMENT

PERFORMANCE RESPONSIBILITIES

1. Administer the school system in conformity with the laws of the United States, the State of Wisconsin, and regulations of the DPI.

School District of River Falls
Job Description
SUPERINTENDENT

2. Oversee long-range budget revenue and expenditure projections, annual budgeting procedures, and sound fiscal management of district revenues and resources.
3. Provide leadership in the professional negotiations process.
4. Manage all litigation, attorney consultation, and legal issues of the District.

GOAL #7: PROFESSIONAL DEVELOPMENT

PERFORMANCE RESPONSIBILITIES

1. Attend education conferences, seminars, and workshops.
2. Remain current on important issues through professional reading.
3. Pursue professional growth and development activities and keep aware of current educational trends and issues.

GOAL #8: VALUES AND ETHICS LEADERSHIP

PERFORMANCE RESPONSIBILITIES

1. Demonstrate ethical conduct in all aspects of the work environment.
2. Maintain the strictest confidence concerning personnel, students, and operational concerns of the District.

DAYS OF EMPLOYMENT:

Twelve month year and in accordance with the negotiated agreement.

EVALUATION:

Performance in this position will be evaluated by the Board of Education.

Approved by the Board on 1/18/16

Revised on 10-10-22

School District of River Falls
Job Description
RFPME COUNSELOR AND RF4C BEHAVIOR COACH

MINIMUM QUALIFICATIONS:

Must have or be eligible to obtain Wisconsin Department of Public Instruction School Counselor licensure or State of Wisconsin Social Worker licensure; will possess effective interpersonal communication, leadership, organizational skills, and positive human relation skills.

POSITION SUMMARY:

COUNSELOR - Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students. The major functions of the school counselor job description incorporate the elements of a comprehensive school counseling program per the Wisconsin Comprehensive School Counseling Model and the American School Counselor Association National Model.

RF4C BEHAVIOR COACH - Collaborate with RF4C teachers, site management, and school personnel in the implementation of strategies designed to improve student success in all environments within the classroom.

REPORTS TO:

RFPME Principal

PERFORMANCE RESPONSIBILITIES:

COUNSELOR: ([LINK](#)).

RF4C BEHAVIOR COACH

1. Participate in multi-disciplinary team meetings.
2. Provide parenting education to families.
3. Establish specific behavior management programs for students as needed.
4. Encourage, support, motivate, and work interactively with teachers to develop and implement ongoing goals.
5. Assist teachers to structure environments, routines and interactions that contribute to positive social-emotional outcomes for the children and families in the RF4C program.
6. Support teachers as they learn new strategies and work for behavioral change.
7. Identify, select, and model for differentiation within the classroom as needed.
8. Provide guidance and assistance to staff in delivery of high quality programs and services.
9. Prioritize the needs of teachers and develop credible trusting relationships
10. Follow safety policies, procedures, and regulations.
11. Observe classroom teaching and offer feedback regarding instructional strategies and interventions to improve student behavior and learning.
12. Attend professional development opportunities to maintain current and gain in-depth knowledge of research and best practices in all aspects of behavioral, social, and emotional development.
13. Check in periodically with staff to offer support and guidance.
14. Perform all other duties as assigned.

School District of River Falls
Job Description
TITLE I AND READING CENTER SECRETARY

MINIMUM QUALIFICATIONS:

1. Proficient technology skills.
2. Strong organizational, interpersonal, and communication skills.
3. Understanding of student confidentiality.
4. Ability to work independently and take initiative.
5. HS Diploma, but a 2-year associate degree and/or post-secondary credits preferred.
6. Experience working in an educational setting is preferred.

POSITION SUMMARY:

Support the smooth and efficient operation of the Title I program and Reading Center.

REPORTS TO:

Director of Academic Services

PERFORMANCE RESPONSIBILITIES

GENERAL SECRETARIAL DUTIES

1. Provide organizational assistance and secretarial services to the Director of Academic Services.
2. Prepare materials as requested.
3. Maintain and monitor appropriate records.
4. Prepare and process correspondence.
5. Present competent and pleasant manner in conjunction with telephone contacts.
6. Possess operational knowledge of office machines.
7. Maintain a thorough and efficient filing system.
8. Maintain a schedule of appointments and make arrangements for conferences and meetings.
9. Welcome visitors and transfer calls in an efficient and polite manner.
10. Suggest means for improving office systems and procedures.
11. Perform all other duties as assigned.

TITLE SECRETARY RESPONSIBILITIES

1. Assist the Director of Academic Services with annual Title I application.
2. Collect necessary data to complete Federal reporting requirements. Examples include, but are not limited to:
 - a. Demographics for all K-5 students for end-of-year reporting.
 - b. Monthly attendance.
 - c. Time and effort reports for all employees paid in whole or part by Title funds.
 - d. Upload and maintain all Title I reports for audit purposes.
 - e. Compile academic data for Title I data digs.
3. Organize contact lists to each Title Teacher.
4. Create student and family compacts for all students.
5. Create exit letters to students no longer receiving Title I services.
6. Provide ongoing communication regarding upcoming events and meetings.
7. Assist Title I teachers and the Director of Academic Services with annual student screening and prioritization.
8. Complete Title I resources inventory annually.
9. Assist in the organization of fall and spring family Title I meetings. .
10. Create, distribute, and compile results for yearly Title I feedback surveys.
11. Provide secretarial support for Title I meetings.

School District of River Falls
Job Description
TITLE I AND READING CENTER SECRETARY

12. Share resources provided to CESA Title I Coordinator.
13. Maintain an understanding of current Title I legal and procedural requirements.
14. Assist in the creation of annual Title I goals.
15. Monitor and update Title I School Board policies as necessary.
16. Store and check out Title I materials for teachers.
17. Prepare summer take home projects for Title I students.
18. Update all EL students in Infinite Campus yearly and as needed.
19. Assist with new Title III procedures.
20. Attend Title I and III CESA meetings as needed.

READING CENTER RESPONSIBILITIES

1. Assist in the research and procurement of intervention resources.
2. Facilitate Math/ELA universal screening (i.e. FastBridge testing).
3. Assist IT with universal screener database update (testing windows, student/staff rosters, intervention access)
4. Maintain an updated list of available intervention resources.
5. Collect, maintain, and upload student data in an online data warehouse (i.e. eduClimber).
6. Assist literacy coaches and Director of Academic Services with intervention and data warehouse training.
7. Store and distribute all ELA curriculum to K-5 teaching staff.
8. Store, maintain, and distribute all team time, intervention, and book sets.
9. Discard books and other resources when no longer used in the district.
10. Update Reading Center website.
11. Create documents for staff to guide them through new resources.
12. Provide secretarial support for Reading Center meetings.
13. Perform budget officer duties for the Reading Center.

DAYS OF EMPLOYMENT:

Current: 28.5 hours per week during school year +4 weeks in summer.

Proposed: 35 hours per week during school year +6 weeks in summer (i.e 7 hours per day)

EVALUATION:

Performance in this position will be evaluated by the Director of Academic Services.

Approved by Personnel Committee 10-10-22