

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

Monday, February 27, 2023 - 6:00 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 - 6:00 PM**

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

**3. HEARING OF VISITORS OR DELEGATIONS**

**4. RECOMMEND 2023-24 SCHOOL CALENDAR AND IMPORTANT DATES, AND 2023-24**

**2**

**DAILY SCHEDULE**

**Description:** The calendar committee and administrative team will formally recommend the 2023-24 School Calendar, including the District Important Dates and the 2023-24 Daily Schedule.

**Recommended Action:** Approve the 2023-24 School Calendar, Important Dates, and Daily Schedule.

**5. INSURANCE STUDY COMMITTEE UPDATE**

**Description:** If available, the committee will review 2023-24 health/dental insurance renewals term insurance planning targets.

**Recommended Action:** Approve the 2023-24 health and dental insurance premiums.

**6. STAFFING UPDATE**

**17**

**Description:** The administrative team will share a 2023-24 staffing update.

**Recommended Action:** None, informational only.

**7. ACADEMIC SERVICES SECRETARY JOB DESCRIPTION**

**20**

**Description:** The administrative team will share revisions to the Academic Services Secretary Job Description.

**Recommended Action:** None, informational only.

**8. NOTICE OF COMMENCEMENT OF CONTRACT NEGOTIATIONS**

**Description:** River Falls School District will be commencing contract negotiations

with the Teacher Employee Group (RFEA, WEAC Region 1) and the

Bus Driver Group (WEAC Region 1). This notice satisfies Wisconsin

State Statute 19.84(1)(b) and 19.86. The Personnel Committee, Director of Human Resources and Superintendent will serve as the District Negotiations Committee.

**Recommended Action:** Approve Commencement of Contract Negotiations.

**9. 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.

**10. 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, April 10, 2023, 7:00 p.m.

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

**11. REQUEST FOR ANTICIPATED EXECUTIVE SESSION PURSUANT TO WISCONSIN STATUTE SECTION 19.85(1)(C)(E)(ROLL CALL VOTE REQUIRED) FOR THE PURPOSE OF PRELIMINARY NONRENEWAL OF CERTIFIED STAFF AND TO DISCUSS CONTRACT NEGOTIATIONS WITH EMPLOYEE GROUPS.**

**12. CONVENE TO EXECUTIVE SESSION**



August 2023				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28♦	29♦	30♦	31♦	

September 2023				
M	T	W	Th	F
				1
4	5▲	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023				
M	T	W	Th	F
2	3	4	5	6
9♦	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023				
M	T	W	Th	F
		1	2	3Q
6♦	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30T	

December 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15*	16	17	18	19Q
22♦*	23	24	25	26
29	30	31		

February 2024				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16*
19♦*	20	21	22	23
26	27	28	29	

March 2024				
M	T	W	Th	F
				1
4	5	6T	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2024				
M	T	W	Th	F
1	2	3	4Q	5♦*
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024				
M	T	W	Th	F
		1	2	3
6	7	8	9	10♦*
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2024				
M	T	W	Th	F
3	4	5	6▼	7*♦
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

▲	First Student Day
▼	Last Student Day
■	No school
*	Possible make-up days
♦	In-service Days

<b>JUNE 2023</b>	
7	Renaissance Open House (5:30-7:30 pm)
<b>AUGUST</b>	
29	HS Parent Night Open House (5-8 pm)
30	MMS Back-to-School Open House (12:30-7:15 pm)
30	Elementary Back-to-School Open House (3-6 pm)
<b>SEPTEMBER</b>	
4	No School (Labor Day)
5	First Student Day of School (all schools, including RF4C)
11	Renaissance Back-to-School Night (5:30-7:30 pm)
<b>OCTOBER</b>	
2	HS & Renaissance Parent/Teacher Conferences (4:30-7 pm)
9	No School for Grades K-8 (Teacher In-Service) Virtual Day for Grades 9-12
<b>NOVEMBER</b>	
2	MMS Parent-Teacher Conferences (3:15-8 pm)
3	End of Quarter One (Secondary Level)
6	No School (Teacher In-Service)
9	Elementary Parent-Teacher Conferences (4-7:30 pm)
10	MMS Veterans Day Program (1 pm)
14	Elementary Parent-Teacher Conferences (4-7:30 pm)
22-24	No School (Thanksgiving Break)
30	End of Trimester One (Elementary Level)
<b>DECEMBER</b>	
4	HS & Renaissance Parent/Teacher Conferences (4:30-7 pm)
25-29	No School (Winter Break)
<b>JANUARY 2024</b>	
1	No School (Winter Break)
15	No School (MLK Day)
19	End of Quarter Two (Secondary Level)
22	No School (Teacher In-Service)
29	HS Course Registration/College Fair Night (5-8 pm)
<b>FEBRUARY</b>	
15	Elementary Parent-Teacher Conferences (4-7:30 pm)
15	MMS Parent-Teacher Conferences (3:15-8 pm)
16	No School (Vacation)
19	No School for Grades K-8 (Teacher In-Service) Virtual Day for Grades 9-12
20	Elementary Parent-Teacher Conferences (4-7:30 pm)
22	HS & Renaissance Parent/Teacher Conferences (4:30-7 pm)
<b>MARCH</b>	
6	End of Trimester Two (Elementary Level)
7	HS ACT Day for Juniors (virtual day for Grades 9, 10, & 12)
18-22	No School (Spring Break)
<b>APRIL</b>	
4	End of Quarter Three (Secondary Level)
5	No School (Teacher In-Service)
<b>MAY</b>	
9	HS & Renaissance Parent/Teacher Conferences (4:30-7 pm)
10	No School (Teacher In-Service)
16	Renaissance Graduation Celebration (6-8 pm)
27	No School (Memorial Day)
<b>JUNE</b>	
2	High School Graduation (1-3 pm)
6	Last Student Day of School



# **Daily Schedule-School Calendar Proposals**

*February 27, 2023*



## BACKGROUND AND RATIONALE

- Each year inclement weather and other factors require the district to adjust the school calendar and/or the daily schedule to meet DPI minimum requirements for hours of instruction. This is frustrating for families, students, teachers, and support staff.
- Mid-year adjustments are designed to meet state requirements, they are not consistent or optimal for learning.
- The current schedule allows for common, collaborative time on a weekly basis at the ELEM and MS levels. At the HS common, collaborative time is less frequent. There is a desire to increase this time at the HS.



## OBJECTIVES

1. Create a daily schedule that embeds an excess of:
  - 3 days of instruction at RFHS, RCA, and MMS
  - 5 days of instruction at RF4C, GW, RFPME, RB, WS
2. In the case of inclement weather, prepare for meaningful virtual instruction opportunities at the MMS, RCA, and RFHS .
3. Reduce the need to make mid-year adjustments to the school calendar/schedule.
4. Increase common, collaborative planning time at RFHS.



# 2023-24 Daily Schedule Recommendations



# River Falls High School

- Daily Schedule:
  - Start: 7:35 AM, End: 2:55 PM (+5 minutes)
  - Late Start Schedule (30 Dates)
    - Start: 8:15 AM, End: 2:55 PM
- 10/9/23 and 2/19/24 → Planned Virtual Learning Days
- 26 excess hours of instructional time
  - 3+ buffer days
  - Better prepared and equipped for virtual learning after the buffer runs out



# Meyer Middle School

- Daily Schedule:
  - Start: 7:45 AM, End: 2:55 PM (+5 minutes)
- 30 excess hours of instructional time
  - 3+ buffer days



# Westside, Rocky Branch, and Greenwood

- Convert Parent/Student Orientation Day (9/5/23) into a day of instruction
- Daily Schedule:
  - Start: 8:40 AM, End: \*3:50 PM (+5 minutes)
  - Late Start Schedule (36 dates, every Thursday)
    - Start: 9:00 AM, End: 3:50 PM
- 32 excess hours of instructional time
  - 5+ buffer days
  - If other schools have virtual learning, teachers will be expected to complete virtual in-service activities.

\*Transfer bus students released at 3:40



# RF Montessori

- Convert Parent/Student Orientation Day (9/5/23) into a day of instruction
- Daily Schedule:
  - Start: 8:40 AM, End: \*3:40 PM (+5 minutes)
- 32 excess hours of instructional time
  - 5+ buffer days
  - If other schools have virtual learning, teachers will be expected to complete virtual in-service activities.

\*\*Shorter recess



# Renaissance Charter Academy

\*\*Exempt from hours of instruction requirements



## RF4C

- Convert Orientation Day (9/5/23) into a day of instruction
- Daily Schedule:
  - AM Start: 8:50, End: 11:30
  - PM Start: 12:30, End: 3:10
- 30 excess hours of instructional times



## Impact on Teacher Schedule

- 188 day contract → no change.
- Reduces impact on in-service schedule.
- ELEM: 8:05-4:05 → recognizes the need to push back contract day.
  - While a schedule change is being recommended, it cuts into a ‘block’ of prep time at the start of the day, which is not favored.
  - Virtual in-service allows ELEM teachers to work from home on inclement weather days.
- MS: 7:15-3:15 → no change.
  - Cuts 5 minutes of ‘prep’ from end of the day.
- HS: 7:15-3:15 → no change.
  - Losing 4-8 hours of in-service time for virtual learning on 10/9 and 2/19, but gaining weekly collaboration time.



# STUDENTS

INCLEMENT WEATHER DAY	ELEM STUDENTS	MS STUDENTS	HS/RCA STUDENTS
DAY 1, 2, 3	NO MAKE UP REQUIRED	NO MAKE UP REQUIRED	**NO MAKE UP REQUIRED
DAY 4	NO MAKE UP REQUIRED	VIRTUAL LEARNING ON THE INCLEMENT WEATHER DAY.	VIRTUAL LEARNING ON THE INCLEMENT WEATHER DAY.
DAY 5	**NO MAKE UP REQUIRED	VIRTUAL LEARNING ON THE INCLEMENT WEATHER DAY.	VIRTUAL LEARNING ON THE INCLEMENT WEATHER DAY.
DAY 6+	WILL BE MADE UP BY CHANGING A PREVIOUSLY SCHEDULED IN-SERVICE/VACATION DAY INTO A DAY OF INSTRUCTION		
**Subject to adjustments if school is closed for early release and/or late starts.			



# TEACHERS

<b>INCLEMENT WEATHER DAY</b>	<b>ELEM TEACHERS</b>	<b>MS TEACHERS</b>	<b>HS/RCA TEACHERS</b>
<b>DAY 1, 2, 3</b>	HOURS MADE UP AT A LATER DATE AS APPROVED BY PRINCIPAL. NO DOCUMENTATION NEEDS TO BE SUBMITTED.	HOURS MADE UP AT A LATER DATE AS APPROVED BY PRINCIPAL. NO DOCUMENTATION NEEDS TO BE SUBMITTED.	HOURS MADE UP AT A LATER DATE AS APPROVED BY PRINCIPAL. NO DOCUMENTATION NEEDS TO BE SUBMITTED.
<b>DAY 4</b>	VIRTUAL IN-SERVICE	VIRTUAL TEACHING DAY	VIRTUAL TEACHING DAY
<b>DAY 5</b>	VIRTUAL IN-SERVICE	VIRTUAL TEACHING DAY	VIRTUAL TEACHING DAY
<b>DAY 6+</b>	<b>WILL BE MADE UP BY CHANGING A PREVIOUSLY SCHEDULED IN-SERVICE/VACATION DAY INTO A DAY OF INSTRUCTION</b>		

<sup>15</sup>  
**\*\*Subject to adjustments if school is closed for early release and/or late starts.**



# SUPPORT STAFF

<b>INCLEMENT WEATHER DAY</b>	<b>PARAPROFESSIONALS</b>	<b>BUS DRIVERS</b>	<b>ALL OTHER EMPLOYEES</b>
<b>DAY 1, 2, 3</b>	PAID DAY, DO NOT HAVE TO REPORT OR MAKE UP TIME	PAID DAY, DO NOT HAVE TO REPORT OR MAKE UP TIME	MUST REPORT OR USE TIME OFF
<b>DAY 4, 5</b>	PAID DAY, MUST BE AVAILABLE IF NEEDED FOR VIRTUAL LEARNING/IN-SERVICE	PAID DAY, MUST BE AVAILABLE IF NEEDED BY TRANSPORTATION DEPT. (UNLIKELY)	MUST REPORT OR USE TIME OFF
<b>DAY 6+</b>	<b>WILL BE MADE UP BY CHANGING A PREVIOUSLY SCHEDULED IN-SERVICE/VACATION DAY INTO A DAY OF INSTRUCTION</b>		

**\*\*Subject to adjustments if school is closed for early release and/or late starts.**

CERTIFIED STAFF HIRES								
	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
1	DIST	DIRECTOR OF FINANCE AND FACILITIES MANAGEMENT	4	12/16, 12/20	SMURAWA, C	RESIGNATION	EDWARDS, L.	
2	WS	SPED-CC	2	11/30	GLOMSKI, J	RESIGNATION	STOECKEL, H	<i>Hired on 1/3/23</i>
3	HS	MATH	3	1/3	LANGER, J	RESIGNATION	WESTBERG, L	<i>Hired on 2/27/23</i>
RECRUITMENT PHASE								
	LOCATION	POSITION	REPLACES	REASON				
1	DIST	DIRECTOR OF ACADEMIC SERVICES	PETERSON, J (WISE/ELLIOTT INTERIM)	RESIGNATION				
2	GW	4TH/5TH	LINEHAN, S	RESIGNATION				
3	GW	LMC-SPEC.	LEFEBER, J	RETIREMENT				
4	GW	2ND GRADE	LAPPOINT, K	RETIREMENT				
5	GW	1ST GRADE	MAES, A	RESIGNATION				
6	GW	1ST GRADE	DUNN, H	RESIGNATION				
7	RB	PE	ERICKSON, K	RETIREMENT				



## **PARAPROFESSIONAL STAFFING UPDATE**

### Summary

Our ability to attract and retain paraprofessionals, specifically Special Education paraprofessionals has been ineffective this year. We are unable to consistently fill positions, attract applicants, and develop a deep enough paraprofessional sub-pool. Paraprofessionals provide critical instructional, supervisory, and clerical support for students. In certain situations, paraprofessionals are supporting our most vulnerable students. During staffing shortages, paraprofessionals are willing to provide additional assistance, fill-in, and cover the greatest areas of need. However, the additional stress of this uncertainty is draining and frustrating.

Since 9/1/23, we have needed to recruit 44 paraprofessional positions (17-General Ed/ 27-SPED). So far, we have filled 39 of these positions. The positions that remain unfilled are:

- ID SPED (RFHS)
- CC SPED (RFHS)
- CC SPED (RFHS)
- LUNCH PARA (RFHS)
- CC SPED (RFPME)

We have been able to attract 6 paraprofessionals from other school districts in the area. However, the average tenure in these positions is getting shorter. We have had 9 \*new\* paraprofessionals resign since the start of the year. The HS is experiencing the highest rates of resignations. 14 paraprofessionals have resigned this year, 3 of which started after 9/1/23.

If the paraprofessional is willing, we complete an exit interview. Each situation is different, however, below are common themes from paraprofessionals who are resigning.

Why are you leaving?

- Moving to a position that offers better health insurance benefits.
- Moving to a position that pays more.
- Changed to a position that is less physically and/or emotionally demanding.
- Family situation changed (i.e. having a baby/spouse's job changed/college schedule changed)
- Moved to a different position in our district.

Feedback about the work environment

- Colleagues are supportive and very willing to help.
- Communication about the paras schedule could improve.
- High levels of instructional expectations.
- It is hard to really know what you are getting into until you are there.

### Impact

Paraprofessionals report feeling undervalued because the stresses of the job are amplified by financial stresses. It is safe to assume that some of our most effective paraprofessionals are feeling burnout, and are considering leaving RFSd.

Special education teachers are very concerned about our ability to provide the legally required para support for our students. If we are unable to meet this obligation during the school year, we have to extend the school year for these students.

#### Recruitment Efforts

We have continuously posted/recruited for these positions on education-specific platforms (WECAN, edPost), as well as, general job boards (Indeed). We also have reached out to UW-RF through the Handshake platform. Principals are not waiting for positions to close, instead if a qualified candidate applies, they will complete interviews. Despite the shortage, principals are not going to hire a candidate that is unqualified or unprepared for the responsibilities. This information is determined at the interview or reference check phase. In addition, on multiple occasions, we have offered candidates the position, but have been turned down due the wage and benefit package that we can offer.

We are slightly above average at the top of the para schedule, but we fall short in our contributions to health insurance. The average top hourly rate in area districts is \$19.57. We are at \$20.30. The average health insurance contribution is 77%. We are at 62% for a para who works 7.5 hours per day during the school year.

#### Mentor Program and Para Calendar Changes

These changes received positive feedback. However, school cancellations are challenging for paraprofessionals to manage. We are committed to ensuring they are able to make up hours, but it does change the timing of when they work and their pay are less consistent.

**School District of River Falls  
Job Description  
ACADEMIC SERVICES SECRETARY**

**MINIMUM QUALIFICATIONS:**

1. Proficient in the use of technology.
2. Strong organizational, interpersonal, and communication skills.
3. Ability to work independently, take initiative, and solve problems.
4. High school diploma, but a 2-year associate degree and/or post-secondary credits preferred.
5. Experience working in an educational setting.

**POSITION SUMMARY:**

Provide administrative support to the Director of Academic Services, academic services staff, and other administrators as requested.

**REPORTS TO:**

Director of Academic Services

**PERFORMANCE RESPONSIBILITIES:**

*GENERAL SECRETARIAL DUTIES*

1. Provide organizational assistance and administrative support to the Director of Academic Services.
2. Maintain a professional office environment.
3. Communicate confidential information in an appropriate manner.
4. Prepare, proofread and/or edit materials as directed.
5. Use various software applications to prepare, format, and share data/reports to teachers and administrators.
6. Make arrangements for conferences and meetings for the Director of Academic Services and related staff.
7. Suggest means for improving office systems and procedures.
8. Provide backup telephone and reception support for the Central Office Secretary.
9. Provide backup support for other central office personnel as needed.
10. Perform all other duties as assigned by the Director of Academic Services.

*ACADEMIC SERVICES RESPONSIBILITIES*

1. Assist in the development of new teacher in-service, districtwide in-service, and staff development workshops.  
Tasks include, but are not limited to:
  - a. Organize materials and resources.
  - b. Arrange for facilities, accommodations, and rentals as needed.
  - c. Communicate schedules to administrators, teachers, support staff, and other stakeholders.
2. Update and maintain curriculum information on the Academic Services website.
3. Solicit sample materials from vendors in support of the curriculum review cycle.
4. Act as budget officer for the Academic Services Department. Tasks include, but are not limited to:
  - a. Manage the budget, claims, and reporting for the following grant programs.
    - i. Title I: Improving the Academic Achievement of the Disadvantaged
    - ii. Title II: Preparing, Training, and Recruiting Licensed Teachers, Principals, and Other School Leaders
    - iii. Title III: Language Instruction for English Learners and Immigrant Students
    - iv. Title IV: 21st Century Schools
    - v. Every Student Succeeds Act (ESSA)
    - vi. Carl Perkins (in conjunction with CESA 11)
  - b. Monitor curriculum budget and communicate balance of accounts to the Director.
  - c. Coordinate payment for services provided by Cooperative Educational Service Agency 11 (CESA 11).
  - d. Process purchase orders for English Language Learning, Gifted-Talented, and River Falls eSchool.
  - e. Distribute and track the Extended Year Contracts (EYC) in collaboration with Human Resources.
5. Assist the Director in the completion of District Assessment Coordinator duties.
6. Complete and submit the WISEstaff Fall Staff Report Data Collection to the Department of Instruction (DPI).
7. Support the Director in the organization of summer school programming and staffing.
8. Maintain EL, GT, and eSchool records as directed by the Director.

**School District of River Falls**  
**Job Description**  
**ACADEMIC SERVICES SECRETARY**

*INFORMATION TECHNOLOGY RESPONSIBILITIES*

1. Provide organizational assistance and administrative support to the IT Supervisor
2. Act as budget officer for the IT Department. Tasks include, but are not limited to:
  - a. Process purchase orders.
  - b. Monitor curriculum budget and communicate balance of accounts to the Director.
3. Assign teachers, students, and administrators to online learning resources such as textbooks and academic interventions.
4. Complete Technology inventory as directed by the IT Supervisor.

Revised 2/27/23