

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

July 15, 2024 - at 8:00 PM or immediately following the 7:00 PM Finance & Facilities meeting
District Office
852 E Division Street
River Falls, Wisconsin 54022

Personnel Committee members: Stacy Johnson Myers (Chair), Alison Page, & Alan Tuchtenhagen

A quorum of the Board may be present for information-gathering purposes only.

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 - 8:00 PM (or immediately after Finance & Facilities Committee Meeting)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**

4. **CERTIFIED STAFFING UPDATE** **2**
Description: The committee will discuss the recruitment, selection, and hiring timeline updates.
Recommended Action: None, informational only.

5. **SAFETY AND CRISIS RESPONSE PROGRAM ASSISTANT JOB DESCRIPTION** **3**
Description: The District Safety Coordinator is proposing changing the High School Safety Paraprofessional to the Safety and Crisis Response Program Assistant.
Recommended Action: Approve the Safety and Crisis Response Program Assistant job description.

6. **ACADEMIC SERVICES, STUDENT SERVICES, AND FINANCE & FACILITIES PROGRAM ASSISTANT JOB DESCRIPTIONS** **4**
Description: Academic Services, Student Services, and Finance & Facilities job description updates reflect the new program assistant employment group.
Recommended Action: Approve the Director of Academic Services, Student Services, and Finance & Facilities Program Assistant job descriptions.

7. **SPEED AND STRENGTH PROGRAM ASSISTANT JOB DESCRIPTION** **8**
Description: In response to no longer contracting with ETS for speed and strength coordinator services, David Crail will present a job description for the Speed and Strength Program Assistant.
Recommended Action: Approve the Speed and Strength Program Assistant job description.

8. **2024-25 EMPLOYEE HANDBOOK UPDATES** **15**
Description: The administrative team reviewed the employee handbook and is proposing the attached revisions. There may still be a few additional revisions prior to the start of the next school year.
Recommended Action: Approve the employee handbook revisions as presented.

9. **PROPOSED/SUGGESTED ITEMS FOR THE NEXT REGULAR AND FUTURE PERSONNEL 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 PERSONNEL COMMITTEE MEETING**
Description: Upcoming committee meeting dates, times, and locations will be reviewed.
Recommended Action: Set the meeting schedule as follows:
Personnel Committee meeting, Monday, August 12, 2024, 7:00 p.m. (or immediately following Finance & Facilities)
The meeting will be held at the District Office, 852 E. Division Street.

11. **ADJOURN**

CERTIFIED STAFF HIRES								
	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
1	RFPME	UPPER EL. TEACHER	3	3/14	BUROW, M	RESIGNATION (1/12/24)	HOSTETLER, K	Filled as LTS through end of 23-24.
2	RFHS	ASSISTANT PRINCIPAL	27	3/7, 3/13	GRAETZ, T	RESIGNATION (9/30/24)	LINK, H	Filled as LTS through end of 23-24.
3	CO	DIRECTOR OF ACADEMIC SERVICES	22	6/28, 6/29	SCHURMAN, N	TRANSFER	ELLIOTT, M/WISE, A (SHARED)	SCHURMAN TRANSFER TO DIR. OF HR-LD, BELL TRANSFERS TO SUPERINTENDENT (BENSON RETIREMENT)
4	RFHS	SPAN/EL	6	Closes on 5/15	ENGEL, C	RETIREMENT	LALLEMONT, K	Position changed to 1.0 FTE EL
5	GW	5TH GRADE	16	4/15	JACOBSON, K	RESIGNATION	ARBRUST, K	
6	RCA	TEACHER/GEDO-2 COORDINATOR	4	4/25, 5/2	WEBB, P	TRANSFER	KALLENBACH, M	WEBB TRANSFERS TO RCA COORDINATOR (SILVER RETIREMENT)
7	GW	SPED	4	Closed on 5/3	OLSON, A	RESIGNATION	PFEFFER, C	
8	RFHS	COUNSELOR	17	4/8, 4/10	SUTTON	RESIGNATION (3/8/24)	OOSTERHUIS, A	Filled as LTS through end of 23-24.
9	RB	K	31	4/1	THOMFORDE	RESIGNATION	SLOWIAK, H	
10	RFMPE	SPED	4	4/2	CHAPMAN	RESIGNATION	MANNING, B	
11	RB	K	31	4/1	SOMMERFELDT	RETIREMENT	ELSENPETER, E	
12	RB	4TH GRADE	27	4/8	FRIEDE	RETIREMENT	LINDER, E	
13	MMS	7TH GRADE MATH	16	3/29	WITT	RETIREMENT	HUPPERT, R	
14	MMS	7TH GRADE MATH	16	3/29	SUTTON, R	RESIGNATION	FIERRO, M	
15	MMS	7TH GRADE SCIENCE	5	4/23	JOHNSON, B	TRANSFER	CADMAN, A	JOHNSON TRANSFER TO LMC (ZUBER TRANSFER TO HEALTH, LOCKIE RETIREMENT)
16	RFHS	COUNSELOR	17	4/8, 4/10	FOWLER	RESIGNATION	STOCKER, R	
17	RFHS	SCIENCE	4	4/26	ROHLINGER	RESIGNATION	SMITH, D	
18	GW	ID SPED	4	Closes on 5/28	BRENNAN-BOBART	TRANSFER	WRONSKI, D	BRENNAN-BOBART TRANSFERS TO RB CC/EC SPED (NEW POSITION)
19	MMS	INT. COACH		7/24	NA	NEW POSITION		Position reduced to 0.85
20	MS/HS	CHOIR	15	5/24	PLUM	TRANSFER	PIETZ, T	PLUM TRANSFERS TO HS CHOIR (LONEY RETIREMENT)
21	RB	SPED	5	5/20	CROWE	RESIGNATION	KENNEALY, M	
22	MS	8TH GRADE ELA	5	5/24	MCKONE	RESIGNATION	WELLMAN, K	
23	HS	ELA	7	5/30	MILLER, K	RESIGNATION	KRIZEK-SCORE, M	
24	HS	ELA	7	5/30	WHIPKEY	RESIGNATION	MONTPLAISIR, K	
25	RB	SPEECH-LANG.		7/10	EARLEY	RESIGNATION		
26	RB	PE		7/10	NELSON, C	TRANSFER		NELSON TRANSFERS TO MS PE (WOLF RESIGNATION)
27	WS	PRINCIPAL	20	6/23, 6/25	KAMRATH	RESIGNATION	MADER, R	
28	HS	PE		7/11	WILKEN	RESIGNATION		

RETENTION ANALYSIS: REASON					
YEAR	RETIREMENT	RESIGNATION	TOTAL	RESIGNATION	R/R
2018	12	15	27	6.20%	11.16%
2019	10	12	22	4.90%	8.98%
2020	8.32	13	21.32	5.10%	8.37%
2021	7.5	16.5	24	6.47%	9.42%
2022	8	22	30	8.46%	11.47%
2023	7.5	19	26.5	7.06%	9.85%
2024	8	19	27	7.00%	9.95%
2018-23 AVERAGE	8.8	16.6	25.4	6.46%	9.88%

*FTE ADJUSTMENTS ARE NOT NOTED, **NEW/CUTS/LAYOFFS ARE NOT NOTED

School District of River Falls
Job Description
SAFETY AND CRISIS RESPONSE PROGRAM ASSISTANT

MINIMUM QUALIFICATIONS

1. A background in organizational safety and/or security.
2. Proficient in the use of technology.
3. Strong organizational, interpersonal, collaboration, and communication skills
4. Ability to work independently, take initiative, solve problems, and manage diverse personalities.
5. Ability to adhere to confidentiality in the workplace.

POSITION SUMMARY

The Safety and Response Program Assistant collaborates with RFHS Administration in monitoring and supervision of the school campus, as well as, supports district wide safety and security efforts through collaboration with the District Safety Coordinator. The position works 7.5 hours each day that school is in session, as well as 12 additional in-service or summer session days.

REPORTS TO

High School Principal and District Safety Coordinator

PERFORMANCE RESPONSIBILITIES

1. Model respectful and safe behavior for students and staff.
2. Collaborate with the River Falls High School Administration and School Resource Officer (SRO) in the supervision of River Falls High School (RFHS) while school is in session.
3. Patrol RFHS exits, hallways, and locker bays to control student activity.
4. Monitor student behavior before, during and after each RFHS lunch period.
5. Coordinate the dismissal of students during the RFHS lunch period.
6. Report disciplinary, safety, and other concerns to RFHS Administration.
7. Assist the District Safety Coordinator in the following areas:
 - a. Organizing and facilitating safety meetings.
 - b. Developing reports for the School Board and the Department of Justice.
 - c. Reviewing and updating the School District of River Falls Safety Plan.
 - d. Creating the annual safety management plan and emergency drill calendar.
 - e. Proposing updates for the School District of River Falls safety plan annually.
8. Attend regional and state-wide safety training and share relevant information with appropriate stakeholders.
9. Monitor building adherence to the safety management plan and compliance with the emergency drill calendar.
10. Conduct an annual safety audit with the Director of Building and Grounds and SROs.
11. In collaboration with building principals and SROs, organizes annual intruder drills at the secondary level.
12. Seek school/district safety grant funding.
13. Update and disseminate annual ALICE and threat reporting presentation.
14. Validate building-level safety measures are in place during the school year.
15. Communicate observed safety concerns with building principals.
16. Act in a professional and ethical manner at all times and comply with school policies, procedures, and expectations.
17. Perform all other duties as assigned.

Approved: 7/15/24

School District of River Falls
Job Description
ACADEMIC SERVICES PROGRAM ASSISTANT

MINIMUM QUALIFICATIONS:

1. Be proficient in the use of technology.
2. Have strong organizational, interpersonal, and communication skills.
3. Demonstrate the ability to work independently, take initiative, and solve problems.
4. Hold a high school diploma, but a 2-year associate degree and/or post-secondary credits preferred.
5. Have 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:

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. 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.
11. Update and maintain curriculum information on the Academic Services website.
12. Solicit sample materials from vendors in support of the curriculum review cycle.
13. 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 the 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.
14. Assist the Director in the completion of District Assessment Coordinator duties.
15. Complete and submit the WISEstaff Fall Staff Report Data Collection to the Department of Instruction (DPI).
16. Support the Director in the organization of summer school programming and staffing.
17. Maintain EL, GT, and eSchool records as directed by the Director.
18. Provide organizational assistance and administrative support to the IT Supervisor.
19. Act as budget officer for the IT Department. Tasks include, but are not limited to:
 - a. Process purchase orders.
 - b. Monitor the technology budget and communicate balance of accounts to the IT Supervisor.

School District of River Falls
Job Description
ACADEMIC SERVICES PROGRAM ASSISTANT

20. Assign teachers, students, and administrators to online learning resources such as textbooks and academic interventions.
21. Complete Technology inventory as directed by the IT Supervisor.
22. Perform all other duties as assigned by the Director of Academic Services.

Revised 7/15/24

School District of River Falls
Job Description
STUDENT SERVICES PROGRAM ASSISTANT

MINIMUM QUALIFICATIONS:

1. High school diploma.
2. Office administrative and data analysis experience.
3. Maintain confidentiality.
4. Ability to take initiative, work independently, and manage diverse personalities.
5. Proficient in Microsoft Office and Google Suite.
6. Strong communication and organizational skills to handle a wide variety of situations.
7. Ability to interpret procedures and policies.

POSITION SUMMARY:

Provide confidential administrative support to the Director of Student Services, special education staff, and other administrators as requested.

REPORTS TO:

Director of Student Services

PERFORMANCE RESPONSIBILITIES:

1. Provide administrative support for evaluations and individual education reports.
2. Organize, prepare, and distribute required special education paperwork and forms.
3. Coordinate student referral process.
4. Ensure students and families are communicated to in their home language.
5. Develop and maintain accurate files as needed to comply with state and federal reporting requirements.
6. Establish and maintain files to meet record keeping needs for the Student Services Department.
7. Maintain and monitor data regarding annual reviews and reevaluations of students with an IEP or 504 Plan.
8. Process special education/504 student transfers into and out of the district.
9. Maintain and monitor special education student eligibility for School Based Services (SBS).
10. Coordinate Medicaid Administrative Claiming (MAC).
11. Provide administrative support to the Birth to Three (B-3) program, Early Childhood (EC) program, and Health Office.
12. Train special education staff in use of Infinite Campus, state special education forms, policies, and procedures
13. Compile staff yearly schedules to distribute to the Director.
14. Coordinate Extended School Year (ESY) documentation.
15. License students in the Special Ed curriculum programs.
16. Compile and send progress reports each quarter/trimester for all special education students.
17. Dictate and/or record Title IX and IEP/Evaluation meetings as determined by the Director of Student Services.
18. Update the Annual Notices in both English and Spanish.
19. Coordinate with bus garage staff to meet transportation needs of special education and homeless students.
20. Manage student services/health office budget and inventory.
21. Assist in the coordination of preschool screenings.
22. Coordinate state testing for special education students.
23. Establish strong working relationships, coordinate, and correspond with outside government and private agencies, private schools, staff, and parents/guardians.
24. Fill in for central office personnel as needed.
25. All other duties as assigned

Revised on 7/15/24

School District of River Falls
Job Description
FINANCE & FACILITIES PROGRAM ASSISTANT

MINIMUM QUALIFICATIONS:

1. High school diploma.
2. Knowledge and experience working with computer software, including Microsoft Excel, Word, Sheets, and finance software.
3. Demonstrate high attention to detail.
4. Flexible and able to prioritize functions on a need basis.
5. Maintain confidentiality.
6. Able to establish and maintain effective working relationships with all school district employees and the general public.
7. Excellent telephone skills.
8. Pleasant and cordial demeanor and ability to work independently.
9. Clear, effective written and verbal communicator.
10. Experience in office procedures, money handling, and other secretarial duties.

POSITION SUMMARY:

The nature of the work requires someone who can provide superior clerical and organizational skills, maintain a good working relationship with all school district employees, and promote good relations with department members.

Support administrative operation by performing various duties in support of the Director of Finance & Facilities relevant to the operation of the Business Office. Perform routine duties independently, setting priorities and scheduling work. Complete and maintain financial reports, submit State & Federal reports, provide budget assistance and cross training within the finance and transportation departments.

REPORTS TO:

Director of Finance & Facilities

PERFORMANCE RESPONSIBILITIES:

1. Assist Director in preparing budget and compensation budget costing
2. Prepare and process weekly cash receipts, make necessary corrections and verify protocols
3. Train building staff in proper cash handling procedures and account coding in accordance with WUFAR
4. Complete Quarterly and Annual Medicaid financial reports
5. Ensure capital asset and inventory lists are updated annually
6. Document and track tax levy payments
7. Maintain and monitor Student Activity account balances
8. Lead pupil count process with building secretaries. Submit and update September and January Pupil counts to DPI
9. Assist Director with grant processing, maintaining budgets and submitting claims
10. Cross train as backup in Accounts Payable and perform duties as needed during absences
11. Assist Transportation Center with budget, expense tracking, entering PO's and invoices
12. Process monthly bus/suburban trip billing and invoices for contracted transportation
13. Assist with driver timesheets, ensuring reconciliation with schedules, time off and rates of pay
14. Support Transportation center's clerical duties as needed
15. Conduct verification processes for food service programs, including breakfast, lunch, snack and Free/Reduced applications
16. Assist with preparing for the annual financial audit as needed.
17. Process unclaimed funds to the State
18. Other duties as assigned by the Director of Finance & Facilities

Approved: 7/15/24

School District of River Falls
Job Description
SPEED AND STRENGTH PROGRAM ASSISTANT

MINIMUM QUALIFICATIONS:

1. Hold a high school diploma, or equivalent
2. Have Coach Authorization, NFHS, or other certification
3. Possess a working knowledge of all aspects of the activity or sport
4. Demonstrate an ability to work collaboratively with outside district partners, sport coaches, and athletes.
5. Have effective communication, both verbally and in writing.

POSITION SUMMARY:

Contracted Hours: 1222 Hours include training when school is in session as well as summer training.

The Speed and Strength Program Assistant is responsible for leading and overseeing all aspects of the District's speed and strength program. This role involves working with District partners in program design and implementation and collaborating with Activities Director and athletic program head coaches to ensure athletes achieve optimal performance and reduce injury risk.

REPORTS TO:

Activities Director

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with District partners to develop and implement comprehensive speed and strength programs tailored to the specific needs of the of the athletes and district's athletic programs
2. Collaborate with District partners to design training that improves upon the athletic performance of the District's athletes in the areas of speed, strength, power, agility and endurance.
3. Collect and analyze data to track athlete progress and program effectiveness
4. Continuously evaluate and adjust programming based on athlete progress and data.
5. Assist in the monitoring of the weight room
6. Work closely with head coaches and athletic trainers to develop an approach to athlete development and injury prevention.
 - a. Assist as needed in the rehabilitation of athletes
7. Communicate effectively with athletes to answer questions related to training programs.
8. Collaborate with District partners to promote proper nutrition for district athletes.
9. Oversee the maintenance and safety of the speed and strength facilities and equipment.
10. Know how to operate all speed and strength training equipment as well as the automated external defibrillator (AED) and other basic first aid equipment.
11. Maintain a clean and organized environment
12. Ensure the proper use of equipment by athletes and staff
13. Prepare reports for Activities Director, coaches, and other stakeholders
14. Stay informed of regulations and safety protocols

7/15/24

RIVER FALLS
WILDCATS™

ATHLETIC PARTICIPATION
MEYER MIDDLE SCHOOL

ATHLETES PARTICIPATION:

- ONE SPORT: 186
- TWO SPORTS: 101
- THREE SPORTS: 40

TOTAL: 327

ATHLETIC PARTICIPATION
RIVER FALLS HIGH SCHOOL

ATHLETES PARTICIPATION:

- ONE SPORT: 287
- TWO SPORTS: 176
- THREE SPORTS: 41

TOTAL: 504

RIVER FALLS
SUMMER SPEED & STRENGTH PARTICIPATION

MEYER MIDDLE SCHOOL:

- 158 PARTICIPANTS

RIVER FALLS HIGH SCHOOL:

- 226 PARTICIPANTS

TOTAL: 384

DIRECTOR OF SPEED & STRENGTH

THE DIRECTOR OF SPEED AND STRENGTH IS RESPONSIBLE FOR LEADING AND OVERSEEING ALL ASPECTS OF THE DISTRICT'S SPEED AND STRENGTH PROGRAM. THIS ROLE INVOLVES WORKING WITH DISTRICT PARTNERS IN PROGRAM DESIGN AND IMPLEMENTATION AND COLLABORATING WITH ACTIVITIES DIRECTOR AND ATHLETIC PROGRAM HEAD COACHES TO ENSURE ATHLETES ACHIEVE OPTIMAL PERFORMANCE AND REDUCE INJURY RISK.

OFF-SEASON TRAINING

WORK DIRECTLY WITH ATHLETES NOT IN A SPORT DURING THE SCHOOL YEAR

IN-SEASON TRAINING

WORK DIRECTLY WITH ATHLETES IN A SPORT
CURRENTLY ALL PROGRAMS LIFT TWO DAYS PER WEEK AS A PART OF THEIR PRACTICE

SUMMER TRAINING

WORK WITH ALL HIGH SCHOOL & MIDDLE SCHOOL ATHLETES
DURING SUMMER SPEED & STRENGTH SESSIONS

DIRECTOR OF SPEED & STRENGTH

COLLABORATIVE APPROACH WITH ETS

ETS WILL PROVIDE:

TRAINING FOR DIRECTOR OF SPEED & STRENGTH
PROGRAMMING FOR ALL TRAINING PHASES (IN-SEASON/OFF-SEASON)

2024-25 RFSB EMPLOYEE HANDBOOK REVISION SUMMARY

7-15-24

I.10.6 SICK LEAVE

Sick Leave Accumulation

Sick leave will accumulate for full-time and part-time employees to a maximum of 144 days (prorated based on FTE). After the maximum accumulation of days, employees will be paid \$150 for each day (i.e. 8 hours) of accumulated, unused sick leave in excess of 144 days.

SUBSTITUTE EMPLOYEE HANDBOOK

School and Department Contact Information Update (p.2)

School Calendar Update (p.4)

Length of Day

TEACHER/PRINCIPAL (p.6)

Compensation

Other Support Staff Employee Rates

- Updates all rates to 2024-25
- Add Principal \$250 per day

A.1 SALARY AND STIPEND GUIDE

Add \$500 Teacher Mentor

A.2 SUPPORT STAFF SALARIES

Add School Board Meeting Administrative Assistant (\$100 per meeting)

Add Paraprofessional Mentor (\$250 per mentee)