

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

August 12, 2024 - 6:00 PM

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 - 6:00 PM

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. ONBOARDING AND ORIENTATION UPDATE

3

Description: The committee will discuss the onboarding and orientation process that new staff experience.

Recommended Action: None, informational only.

6. DIRECTOR OF HR AND LEADERSHIP 2024-25 GOALS

12

Description: New Director of Human Resources and Leadership Development, Nate Schurman, will share his goals for the 2024-2025 school year.

Recommended Action: None, informational only.

7. DISTRICT OFFICE AND BUILDINGS & GROUNDS PROGRAM ASSISTANT JOB DESCRIPTION

16

Description: District Office and Buildings & Grounds Program Assistant job description updates reflect the new program assistant employment group.

Recommended Action: Approve the District Office and Buildings & Grounds Program Assistant job description.

8. REVIEW POLICY 537 STAFF DEVELOPMENT

18

Description: The administrative team is recommending minor updates to the following policy in the 500 series.

Recommended Action: Approve the updates to School Board Policy 537 Staff Development.

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, September 23, 2024, 6:00 p.m.

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	ARBURST, 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	ELSENPIETER, 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	3	7/24	NA	NEW POSITION	SWANSON, C	
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.	3	7/10	EARLEY	RESIGNATION	CAMPBELL, S	
26	RB	PE	10	7/15	NELSON, C	TRANSFER	KOLB, E	NELSON TRANSFERS TO MS PE (WOLF RESIGNATION)
27	WS	PRINCIPAL	20	6/23, 6/25	KAMRATH	RESIGNATION	MADER, R	
28	HS	PE	6	7/11	WILKEN	RESIGNATION	SOWA, C	
29	HS	BUS/VIRTUAL	4	8/1, 8/2	SMITH, MATT	RESIGNATION	QUADE, O	FCS certification; will teach personal finance
30	HS	MATH	2	8/1	CHUKEL, KARYN	RESIGNATION	EKHOLM, H	
31	HS	SPED	2		ANDERSON-SLOMINSKI	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	22.5	30.5	8.46%	11.47%	
2023	7.5	19.0	26.5	7.06%	9.85%	
2024	8.0	22.0	30.0	8.11%	11.05%	
2018-23 AVERAGE	8.8	17.1	25.9	6.61%	10.04%	

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

Staff Onboarding and Orientation Report (2024-25)

School Board - Personnel Committee

August 12, 2024



Job Posting

- Resignation
- Retirement
- Transfer
- Change in hours
- New position



Applicant Screening

- Screening Team
- Rubric
- Rankings
- Reference calls



Interview

- Interview team
- Narrowing of candidates
- Reference calls
- Background check
- Salary determination
- Verbal offer and email



Good Morning Teacher,

Great talking with you this morning. I'm really glad to learn you are leaning towards taking the FCS position. The team really enjoyed meeting you last week and we all think you will make a great addition to our staff. Below are a few details related to your salary and benefits.

Our Employee Handbook is available at the following: [LINK](#). The HR Quick Guide is another resource that might be helpful: [LINK](#).

This is a lot of information. Please do not hesitate to contact Nate Schurman (Director of Human Resources) at 715-425-1800 ext. 1102 or Amanda Huppert (Benefits Coordinator) at 715-425-1800 ext. 1112) if you have any questions.

Salary

- Based on your 4 years of professional experience, you will be placed at step X (\$xx,xxx) on our salary ladder. In addition, the following stipend contributes to your overall salary offer.
 - High Need CTE Stipend: \$xxx
 - Extended Year Contract for Virtual School: \$x,xxx (X days)
 - **Total Offer: \$xx,xxx**

General Summary of Benefits for 1.0 FTE Teachers

- Sick Leave Earned
 - Each employee shall be credited with one day of paid sick leave per month of employment to a maximum of 10 days per contract year.
- Personal Days Provided
 - Teachers shall be entitled to up to three days of personal leave each employment year.
 - Personal leave will be deducted from the employee's available sick leave days (i.e 7 sick days + 3 personal days).
- Health Insurance ([LINK](#))
- Retirement ([LINK](#))



Onboarding

- HR sets appointment with new staff member
- New staff member meets with
 - Jenny
 - I-9, W-4, Direct Deposit, Aesop, ID Badge
 - Nate
 - License, Salary Schedule, Evaluation Process, Calendar, Employee Access
 - Amanda
 - Holidays, Vacation, Health Insurance, Payroll, Retirement



Orientation

- New Teacher Orientation: August 20-21
 - Day 1
 - Breakfast with the Board
 - Welcome: District Mission, Vision, Values, and Goals
 - High Quality Teaching and Learning
 - Character Education
 - District Branding and Communication
 - Information Technology
 - Mentor Lunch
 - Building Orientation/Work Time



Orientation

- New Teacher Orientation: August 20-21
 - Day 2
 - Chamber of Commerce Breakfast
 - Curriculum Cycle Review
 - Curriculum Overview
 - Educator Effectiveness
 - Teacher Education Association Lunch
 - Student Services Update
 - Orientation Day Survey
 - Optional Guided Hike: School Forest



Mentorship

- All new staff are assigned a mentor
 - [Mentor Handbook](#)
 - [Para Mentor Handbook](#)





2024-25 PERSONNEL COMMITTEE GOALS AND CALENDAR

Director of Human Resources and Leadership Development: Wildly Important Goal (WIG)

Improve staff member job satisfaction, as measured on the Job Satisfaction: Staff Feedback Survey Composite (Table 1) from 67.25% to 75% by 2027.

Lead measures:

1. Improve employee pay for certified staff and paras (influences retention too)
 - a. **Improve comparable BA Teacher Salary Ranking (Table 2) from 5th to 3rd by 2027
 - b. ***Improve comparable Support Staff Salary Ranking (Table 3) from 5th to 3rd by 2027
 - c. Close the salary gap for those misplaced on the salary ladder by 50%
2. Improve 1st year mentee experience through the development of core mentors at each building.
 - a. Increase investment in and expectations of core mentors to enhance the first and second year experience of teachers.
3. Improve communication and organization of inservice time commitments.
 - a. Effectively communicate teacher expectations for inservice time.
 - b. Enhance training/professional development for support staff on inservice days.
4. Support focused instructional leadership of building principals
 - a. Regular WIG/Whirlwind focused check-ins with building principals

Goal 3: Attract, Retain, and Develop High Quality Staff

3.1: Enhance mentoring and coaching support for new certified teaching staff

- Develop a core mentor group at all buildings □ Report to Personnel by September, 2024
- 100% of new teachers indicate that new teacher orientation was successful □ Report to Personnel by October, 2024
- 100% participation rate mid-year check-in with new teachers □ Report to Personnel February, 2025
- Develop a mentor compensation plan to reflect increased mentor expectations □ March, 2025
- All Core Mentors CESA-trained □ Report to Personnel by June, 2025
- In collaboration with core mentors and administrators, adjust the mentor handbook to reflect enhanced mentee opportunities □ Report to Personnel by July, 2025

3.2 Implement mentoring program for paraprofessionals (bus drivers will be targeted in 23-24)

- Meet two times with each paraprofessional mentor to address implementation □ Report to Personnel by February, 2025
- 100% of new paras will be assigned a mentor □ Report to Personnel by February, 2025
- 100% of new paras will indicate the mentor supported their onboarding to the district □ Report to Personnel by February, 2025
- Develop bus driver mentor handbook □ Report to Personnel by June, 2025

3.4 Monitor and maintain regionally competitive salary and benefits for all staff

- Analysis of Certified/Support Staff Employee Retainment □ Report to Personnel by October, 2024
- Update and monitor certified staffing ratio and ensure alignment to Board policy □ Report to Personnel by November, 2024
- Close the salary gap by 50% for staff misplaced on the salary ladder □ Report to Personnel by November, 2024
- Update compensation analysis for each employee group □ Report to Personnel by March, 2025.
 - **Improve comparable BA Teacher Salary Ranking from 5th to 3rd by 2027
 - ***Improve comparable Support Staff Salary Ranking from 5th to 3rd by 2027

3.6 Maintain and improve proactive communication systems allowing employee feedback.

- Facilitate listening sessions for all buildings and departments. Invite Board of Education representative to each listening session □ Report to Personnel by April 2025.
- Maintain monthly HR updates □ Report to Personnel by May, 2025.

Goal 4: Provide Life Readiness Skills

4.4 Research and determine health and wellness priorities for students and staff

- Create wellness goals for 2024-25 without wellness grant dollars from insurance □ Report to Personnel by November 2024
- Organize wellness activities to be offered multiple times during the 2024-25 school year □ Report to Personnel by June, 2025

Table 1

Job Satisfaction: staff feedback survey *composite

Staff Survey Question	Percentage Strongly Agree and Agree
I would recommend this District to others seeking employment	90.4
Our District effectively onboards new employees.	74.3
Inservice training/professional development days are organized and well planned	63.5
When compared to other school districts in the region, I am satisfied with my pay	40.8
Average	67.25

CALENDAR

August

- Personnel Committee Goals
- Final certified staffing update
- Buildings and Grounds/District Office Program Assistant job description update
- Hiring, onboard, orientation report

September

- Core Mentor Report
- Policy Review

October

- Policy review
- New Teacher Orientation Report
- Analysis of Certified/Support Staff Employee Retainment

November

- Update and monitor certified staffing ratio and ensure alignment to Board policy
- Initial budget forecast and staffing priorities
- Misplaced staff compensation adjustment report and approval
- Wellness committee goals update

December

- Initial negotiations and staffing goals
- HR website and resources update
- Policy Review

January

- Letters of intent to Administrative Team members every other year (2025) (accepted or rejected by March 31).
- Executive session for preliminary notice of nonrenewal to Administrative Team members by the end of January (seven days to request hearing). At least five months prior to expiration of contract (Jan. 31). If no such notice is given, the contract then in force will continue for two years.
- Health and dental insurance report and renewal forecast.

February

- Paraprofessional mentoring report.
- New teacher mid-year check in report
- Start recruitment of priority staffing positions that fall within the preliminary budget forecast.
- Review requests to continue job share arrangements.
- Executive session for final notice of nonrenewal to Administrative Team members (2023). No less than four months prior to the expiration of the administrative contract.

March

- Executive session for preliminary nonrenewal of certified staff (motion required in executive session to accept recommendations of administration for nonrenewal of certified staff and send written notices of preliminary nonrenewal; must be approved by full Board (open meeting law); recipient may request hearing with Board within five days of receipt of notice.
- Negotiations Planning
- Approval of new mentor compensation plan
- Compensation analysis report
- Set negotiation dates with teacher and bus driver groups

April

- Employee listening sessions report
- Health and dental insurance report
- Approve health and dental insurance renewal
- Letters of intent to certified staff no later than May 15.
- Executive session for private hearing requested by certified staff who received a preliminary notice of nonrenewal.
- Executive session for final nonrenewal of certified staff (motion required to accept recommendation of the administration for nonrenewal of certified staff and to send written notices of final nonrenewal no sooner than 15 days after receipt of preliminary notice); must be approved by full Board (open meeting law).

May

- Finalize contract with teacher and bus driver groups
- Finalize wage offers for support staff and administration.
- Monthly HR update report

June

- Teacher mentoring report
- Submit Bus Driver Mentor Handbook for approval
- Core mentor training report
- Wellness committee report
- Employee Handbook recommendations

July

- Present updated mentor handbook for approval
- Policy Review

Ongoing Monthly Activities

- Certified Staffing Updates
- New or revised job descriptions
- Personnel Policy review
- Educator licensing updates and compliance

School District of River Falls
Job Description
DISTRICT OFFICE AND BUILDINGS & GROUNDS PROGRAM ASSISTANT

MINIMUM QUALIFICATIONS:

1. **Hold a** high school diploma.
2. **Have** telephone reception experience.
3. **Have** strong **communication and organizational skills to handle a wide variety of situations.** ~~human relations and communication skills.~~
1. **Be proficient in the use of technology.** ~~Computer skills including word processing.~~
4. **Demonstrate** the ability to take initiative, work independently, and manage diverse personalities.
5. **Be able to** maintain confidentiality.
6. **Be** able to work on multiple projects at the same time and meet deadlines.

POSITION SUMMARY:

The District Office and Buildings and Grounds **Program Assistant** ~~Secretary~~ is responsible for providing receptionist and telephone duties, ~~management of open enrollment~~, and buildings and grounds ~~secretarial~~ support at the district office.

REPORTS TO:

Superintendent of Schools and Director of Buildings & Grounds

PERFORMANCE RESPONSIBILITIES:

1. Welcome visitors and serve as district receptionist.
2. Provide general telephone reception for facilities-related issues and other general information calls received by the district.
3. Prepare and process correspondence and other materials that support the district office and buildings and grounds department.
4. Order office supplies as needed, and sign for and check in orders as they arrive.
5. Troubleshoot problems with office machines (copier, typewriters, fax, binding) and call for service if needed.
6. Assemble district information and distribute as requested by callers and visitors.
7. ~~Manage the open enrollment and tuition waiver process including advertisement, processing applications, records requests, communication of approval or denial and building placement, and reports to Department of Public Instruction (DPI), special education billing assistance, and open enrollment information to the Board and administration as requested.~~
8. ~~Maintain a database of home-school residents and distribute to appropriate staff.~~
9. ~~Update telephone wall directory.~~
10. Management of environmental health and safety regulations for the district ~~concerns~~.
11. ~~Organize and schedule required trainings for employee groups to meet health and safety requirements.~~
12. Update Wisconsin Hazmat Online Planning and Reporting System (WHOPRS) database to accurately reflect chemicals used in the district.
13. Track Safety Data Sheets (SDS) for the buildings and grounds department and district office.
14. Assist with bid process as directed. The tasks may include but are not limited to distributing information, publishing of request for proposals, creating letters of acceptance/rejection, and communication with vendors and district staff.
15. Process purchase orders, p-card receipts, and cash receipts for buildings and grounds and district office in a timely manner. For each order and receipt, this requires: researching and communicating with buildings and grounds employees and vendors to verify accuracy, uploading orders into financial software, and monitoring supervisor approvals.
16. Make arrangements for employee workshops and trainings as directed by Director of Buildings and Grounds.
17. Coordinate and assist buildings and grounds employees with the attainment of job required licenses.
18. Manage the online work order request system, including employee training.
19. Maintain building records of projects throughout the district.

School District of River Falls
Job Description
DISTRICT OFFICE AND BUILDINGS & GROUNDS PROGRAM ASSISTANT

20. Attend custodian meetings as needed.
21. Communicate with buildings and grounds staff and contracted vendors regarding facilities/buildings and grounds contracts.
22. Monitor buildings and grounds department budget to assure compliance, including energy usage spreadsheets.
23. Annual calculation of building rental fees.
24. Secondary approval of time off, True Time/timesheet compliance, and substitute coverage for the buildings and grounds department.
25. Organize orientation and onboarding for new buildings and grounds employees including but not limited to, uniform ordering, computer systems training, distribution and troubleshooting of keys/badges, and introduction to building protocols.
26. Coordinate buildings and grounds department job postings, prepare employee interviews, complete reference checks, and employee recommendations for all new hires.
27. Support district security efforts by monitoring event scheduling for district events and coordinating with building level event schedulers. Ensure proper custodial coverage for community and school events.
28. Program door access system for community and employee access (may occur outside of normal working hours).
29. Monitor facilities scheduler and work with maintenance technicians to ensure HVAC programming of building automation systems for use of facilities.
30. Implement and assist with management of badge access system as needed.
31. Maintain ~~district office and~~ buildings and grounds employee spreadsheets.
- ~~32. Serve on District Crisis Response Team.~~
33. All other duties as assigned.

Revised 7/22/24



POLICY 537 STAFF DEVELOPMENT

The **School** Board of Education recognizes the importance of the professional growth and **staff** development of ~~staff members~~ as a means of strengthening the educational **al** programming. Individual staff members are encouraged to attend **out of district professional development opportunities such as workshops, conferences, conventions, and advanced educational programs** opportunities. **Professional growth experiences will align with District goals and priorities,** to enhance educational growth. **Staff who attend such conferences are expected to share their learning with other staff as directed by their supervisor.**

Building administrators, in collaboration with the Director of Academic Services, will promote professional development and will prioritize budget dollars for these opportunities. The School Board shall attempt to allow for these opportunities in developing the annual District budget. **Attendance at out of district professional development opportunities, registration,** mileage and related expenses for attendance at ~~inservice meetings, conventions, etc.,~~ must be approved in writing in advance by the prescribed District procedures.

Principals, and other instructional leaders such as instructional coaches, will provide internal professional development opportunities for all staff, in line with building and district goals. District directed inservice activities ~~shall be~~ will addressed to the expressed needs of the staff and the priorities of the **School** Board **as documented in the strategic plan.** **The administrative team will** Collaborative efforts should be implemented to assess local needs, analyze resources, and plan and evaluate the long-range comprehensive professional growth and development program to ensure that all personnel are appropriately and adequately trained.

The School District of River Falls encourages staff to attend national, state and local professional conferences when attendance is thought to **will** provide for an expansion of skills and knowledge which will result in further professional development. Further,

LEGAL REFERENCE: Wisconsin Statutes Section 118.21(4), **120.12(2m), 121.02(1)(a),** 121.02(1)(b), **121.02(1)(q);** Wisconsin Administrative Codes PI 8.01(2)(b), **PI 34, Subch. II**

CROSS REFERENCE: 671.2 Expense Reimbursements, Current Employee Agreement

DATE OF ADOPTION: March 19, 1979

REVISED: September 16, 1991, December 19, 2005, **September 30, 2024**