

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

January 13, 2025 - at 7:00 PM or immediately following the 6:00 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 - 7:00 PM (or immediately after Finance & Facilities Committee Meeting)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**

4. **REVIEW POLICY 538: EVALUATION OF STAFF**

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**Description:** Administration is recommending updates to Policy 538 as part of the review of policies in the 500s section.

**Recommended Action:** Approve initial reading of Policy 538: Evaluation of Staff.

5. **REVIEW POLICY 532.1: PERSONNEL NEGOTIATIONS**

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**Description:** Administration is recommending updates to Policy 532.1 as part of the review of policies in the 500s section.

**Recommended Action:** Approve the initial reading of Policy 532.1 Personnel Negotiations.

6. **STAFFING UPDATE**

**Description:** The committee will discuss the recruitment, selection, and hiring timeline updates.

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

7. **CONSIDERATION OF ADJOURNING TO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 19.85(1)(C), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF CONSIDERING THE EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY, FOR THE PURPOSE OF APPROVING CONTINUING EMPLOYMENT LETTERS FOR ADMINISTRATORS AND PURSUANT TO WIS. STAT. SEC. 19.85(1)(E), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF DELIBERATING OR NEGOTIATING THE PURCHASING OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION, FOR THE PURPOSE OF DISCUSSING 2025-26 BARGAINING GOALS. ROLL CALL REQUIRED.**

8. **CONVENE TO CLOSED SESSION**

9. **RECONVENE INTO OPEN SESSION AND AFFIRM ACTION TAKEN IN CLOSED SESSION IF NECESSARY**

10. **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.

11. **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, February 10, 2025, 7:00 p.m. (or immediately following Finance & Facilities)

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

## 12. ADJOURN



## POLICY 538 PROFESSIONAL STAFF EVALUATION OF STAFF

Recognizing that The objective of **the** staff evaluation **process aligns with the district vision and values that support continuous improvement in school operations, services, and programs. Professional evaluation of staff will stress the importance of personal improvement of each staff member so that all students may be provided a quality education. It will also ensure the continuous improvement of administrative and supervisory services, evaluate the renewal or non-renewal of individual contracts, and to assist in assigning staff to appropriate positions.**

**The staff evaluation process will give feedback to individual professional staff members in order to support their growth and provide appropriate assistance. A supervisor offering, or not offering, suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. one means by which** in the School District of River Falls may continuously improve the level of instruction as well as other services provided for its students;

The Superintendent or his/her designee is directed to formulate a plan of evaluation whereby these objectives may be achieved. In the formulation of such a plan, the following measures **will be followed** shall be considered:

- ~~1. Evaluation is to be used as a constructive measure to counsel and guide the staff member to his/her highest level of competency.~~
- ~~2. The evaluation process is to be considered an on-going process. Collaborative efforts will be established to determine evaluation instrument(s), frequency of evaluations, and procedures.~~
3. Support staff evaluations will be conducted at least annually in ~~each~~ of the employee's first ~~two~~ (2) years of position specific employment and then every third year thereafter. Evaluations will be based on written job descriptions and individual performance objectives as necessary.
4. Teacher evaluations **include certified staff members such as** (includes coordinator (Montessori, Renaissance and transition), library media specialists, school counselors, school nurses, school psychologists and teacher). **Teacher evaluations shall will** be conducted in compliance with state law and established district procedures. Evaluation instruments ~~shall~~ **will** be based on the appropriate Wisconsin Standards for teachers, and pupil service personnel. Evaluations will be based on written job descriptions, extended ~~format~~ observations, mini observations, student learning objective(s) **processes**, and professional practice goal(s).
  - a. Evaluations will be conducted in the first year of employment and at least every third year thereafter, or more frequently as determined by the supervisor, or the protocols of the educator effectiveness program adopted and used by the School Board. Pursuant to Wisconsin's educator effectiveness law, the School Board delegates to the Superintendent the task of selecting and implementing an**

approved educator effectiveness program such that the District is in compliance with State law.

- b. The School Board will use the educator effectiveness model available from the Department of Public Instruction and will assess, upon the recommendation of the Superintendent, whether to use an alternative program.
- c. Evaluations will be conducted based on the model in place at the time and consistent with applicable State law and the District's guidelines.
- d. Administration is authorized by the school board to implement additional evaluation procedures for specific personnel in need of additional or alternative evaluation in addition to the educator effectiveness program. A positive rating from the educator effectiveness model does not necessarily preclude the District from taking adverse employment action towards an employee for other performance or conduct related reasons, or from implementing remedial or performance improvement measures.

- 5. Administrative staff members, **to include coordinators**, ~~shall~~ **will** be evaluated at least annually by the Superintendent or designee. ~~Administrative staff who are in their first year with the district shall be evaluated at least twice.~~ Evaluations will be based on written job descriptions, individual performance objectives, leadership skills and professional development activities. Assistant principals will be evaluated by the building principal.
- 6. Data recorded as a result of the evaluation process ~~shall~~ **will** be treated as confidential material to the extent permitted by state laws.

It ~~shall~~ **will** be incumbent upon each administrator to inform the Superintendent and Director of **Human Resources** Personnel, prior to March 1, of the performance of individual professional staff members and whether or not he/she is recommending non-renewal of their contracts. The Superintendent is responsible for making renewal and non-renewal recommendations to the School Board.

LEGAL REFERENCE: Wisconsin Statutes Section **115.415, 118.21**, 118.22, **118.225, 118.30(2)(c)**, 121.02(1)(q), **120.12(2m)**; Wisconsin Administrative Codes PI 8.01(2)(q), **PI 8.01(2)(b), PI 34, PI 47**

CROSS REFERENCE: 538-AP Staff Evaluation and Professional Growth Process Procedures, Support Staff Evaluation Form, Employee Handbook

DATE OF ADOPTION: March 19, 1973

REVISED: March 16, 1981, September 16, 1991, January 30, 2006, March 22, 2010, February 16, 2015, November 16, 2015, **XXXXXXXX XX, XXXX**



## POLICY 532.1 PERSONNEL NEGOTIATIONS

The **School** Board ~~shall~~ **will** bargain in good faith with any certified bargaining representatives pursuant to Wisconsin Employment Relations Commission (WERC) determination regarding base wages.

### Negotiation Legal Status

Under state law, municipal employees have the right of self-organization to affiliate with labor organizations of their own choosing and the right to be represented by labor organizations of their own choice in conferences and negotiations with their municipal employers or their representatives on questions of base wages. Such employees also have the right to refrain from any and all such activities.

### School Board Negotiating Agents

A **School** Board of Education personnel committee ~~shall~~ **will** be appointed to represent the **School** Board in negotiations with staff. The personnel committee may not officially act for the **School** Board, except in areas specifically authorized by the **School** Board. Final decisions and agreements are subject to the approval of the entire **School** Board.

The **School** Board may designate administrator(s) or retain the services of qualified professional and lay consultants to assist the **School** Board in any or all negotiations.

### Negotiations Meeting Procedures

All negotiations meetings ~~shall~~ **will** be held at mutually acceptable times and places and ~~shall~~ **will** be **conducted in accordance with** ~~under exclusions provided for by the state statutes.~~

LEGAL REFERENCE: Wisconsin State Statute Sections 111.70, 19.82, 19.84, 19.85, 19.86

DATE OF ADOPTION: September 24, 2007

REVISED: February 20, 2012, January 19, 2015, **XXXXXX XX, XXXX**