

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

June 9, 2025 - 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. SEASONAL SCHOOL BUS DETAILER JOB DESCRIPTION

2

Description: Administration will present a new job description and hourly rate for the position of Seasonal School Bus Detailer.

Recommended Action: Approve the Seasonal School Bus Detailer job description and set the hourly rate.

5. CERTIFIED STAFFING UPDATE

3

Description: Administration will provide a 2025-26 staffing update.

Recommended Action: None, informational only.

6. 2025-26 EMPLOYEE HANDBOOK UPDATES

4

Description: The administration 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.

7. ADVANCED LEARNING GRANT AWARDS

34

Description: Advanced Learning Grants offer an incentive for employees to pursue lifelong learning goals. The program recognizes the personal investment in learning and provides an opportunity for employees to be reimbursed for a portion of the costs associated with this investment.

Recommended Action: None, informational only.

8. SUBSTITUTE TEACHER INCENTIVES

35

Description: Filling openings created by staff absences is crucial to maintain school functioning. Teacher substitution positions fill at about 90%.

Recommended Action: Approve the Substitute Teacher Pay Incentives 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, July 14, 2025, 8:00 p.m. (or immediately following Finance & Facilities)

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

11. ADJOURN

School District of River Falls
Job Description
SEASONAL SCHOOL BUS DETAILER

MINIMUM QUALIFICATIONS

1. Demonstrate an attention to detail and pride in quality of work
2. Be able to work independently
3. Be able to maintain effective working relationships with other district employees
4. Ability to lift, stand, and bend for extended periods of time
5. Be able to obtain a Class B CDL along with S/P and Air Brake Endorsements

POSITION SUMMARY:

A Seasonal School Bus Detailer is typically a summer seasonal job that involves cleaning and maintaining the interior and exterior of school buses during the non-school/summer months, when they're not in regular use.

REPORTS TO:

Transportation Director

PERFORMANCE RESPONSIBILITIES:

1. Wash the exterior of school buses, including wheels and windows.
2. Clean and sanitize the interior of school buses (seats, floors, walls, windows).
3. Vacuum or sweep floors and remove trash and debris from buses.
4. Deep-clean air vents, dashboards, and driver areas.
5. Report any damage or needed repairs to supervisors/mechanics.
6. Refill cleaning supplies and maintain equipment.
7. Work under hot summer conditions, often outdoors or in bus garages and maintenance bays.

SCHEDULE:

Typically weekdays during summer break (June–August).

2025-26 CERTIFIED STAFF HIRES

	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
1	HS	SCIENCE	12	3/28	Merkatoris, A	Resignation	RAND, AMANDA	
2	HS	SPANISH	4	3/27	Muenich, C	Retirement	TURNER, SARA	
3	HS	SPED	4	3/27	Anderson-Smolinksi, M	Resignation	MURRAY, KATE	<i>Unfilled 2024-25</i>
4	HS	SOCIAL STUDIES	44	5/5	Villeneuve, A.	Resignation	GRAMACHE, GREG	
5	HS	SOCIAL STUDIES	44	5/5	Segerstrom, P	Resignation	HAYES, SOPHIA	
6	HS	ART	8	5/2	Sorenson, A	Resignation	WELTZIEN, BRIAN	
7	HS	BAND/MUSIC (.5FTE)	14		Plum, A	Transfer	DREIFORT, JAKE	<i>Plum to MMS Band (Mike Fulle)</i>
8	HS	French (.55 FTE)	0		Sabelko, M	Resignation		
9	DISTRICT	OT	3	4/4	NA	New Position	HENDRICKS LEUINING, LANA	
10	DISTRICT	SP/L (.5FTE)	2	4/28	NA	New Position		
11	MMS	SPED Cross Cat.	4	3/27	NA	New Position	VESSEY, JOSIE	
12	MMS	SOCIAL STUDIES	20	4/4	Carlson, J	Resignation	VOGEL, SOPHIA	
13	MMS	MUSIC*	28	4/9	Fuller, Mk	Retirement	PLUM, ALEX	
14	MMS	SPED CROSS CAT ID EMPH	3		Hauschild, D	Resignation	NUTTING, KARI	
15	MMS	LITERACY	1	5/21	Yang, C	Resignation	ZIBROWSKI, VIENNA	
16	WS	5TH GRADE	26	4/10	Lindquist, N	Retirement	DEBRIYN, CANDICE	
17	WS	TITLE I READING*	7	4/3	Owens, K	Retirement	LARUE, HELEN	
18	WS	1ST GRADE	34	5/7	LaRue, H	Transfer	RAUCH, TESSA	<i>LaRoue to Title I (Kari Owens)</i>
19	RB	SPED CROSS CAT ID EMPH	9	4/1	NA	New Position	HANSON, SYDNEY	
20	RB	1ST GRADE	36	4/21	Kornmann, C	Retirement	WALTH, CHRISTINE	<i>Bubble continues from K</i>
21	RB	SPED, CROSS CAT, EBD EMPH	4	4/8	Kennealy, M	Resignation	REICHE, BECCA	
22	GW	SPED ID	7	4/1	Wronski, D	Resignation	WEYENBERG, ASIA	
23	GW	MUSIC	11	4/14	Jantscher, B	Retirement	ROBUCK, NATALIE	
24	GW	SPEECH/LANGUAGE	8	4/18	Lindevig, K	Retirement	KRUEGER, SAM	
25	GW	3RD GRADE	23	5/30	Bubble	Bubble		<i>Bubble continues from 2nd grade</i>

2025-26 Handbook Changes

I.1.2 Definitions

- a. Regular Full-time Employee: defined in accordance with the following Full Time Equivalency Chart:
 - i. Calendar Year Employees: Employees who work over the course of the entire fiscal/calendar year.
 - ii. School Year Employees: Employees who work while the school year is in session.

Custodians/ <u>Maintenance</u>	2080 hours
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F. Seasonal/Summer School Employees

c.

Band Clinician (*summer 2026 Rates)	*\$15.29 * <u>\$15.75</u> per hour, \$25 per parade
Bus Washer	\$12.73 <u>\$19.03</u> per hour
Grounds Worker	\$19.03 <u>\$19.70</u> per hour
Snow Removal	\$19.03 <u>\$19.70</u> per hour
Swimming Lifeguard	\$18.49 <u>\$19.03</u> per hour

I.2.5 Family and Medical Leave Act (FMLA)

The District may be obligated to provide eligible employees with leave from work, and certain associated rights and mandated benefits, as provided under the following laws:

- The federal [Family Medical Leave Act of 1993](#) (FMLA)
- The [Wisconsin Family and Medical Leave Act](#) (WFMLA)
- The [Wisconsin Bone Marrow and Organ Donation Leave Act](#)

Employees who have worked for the district for 12 months and have completed 1,000 hours of service are eligible for Family Medical Leave (FML)

The FMLA and WFMLA offer leave entitlements to eligible employees for several circumstances. The most common use of FML is related to child rearing, such as related to the following circumstances: leave connected to the birth of a child, the adoption of a child, and certain foster placements. Other leave entitlements include:

- leave for an employee's own serious health condition
- leave to care for certain individuals, such as the employee's spouse, child, or parent, who have a serious health condition.

A. Family Medical Leave (FML) to Include Child Rearing.

1. Application Procedures: The employee will make a written application for an unpaid FML to the Superintendent Director of Human Resources and Leadership. FML

eligible employees must submit a Family Medical Leave Application at least 30 days in advance unless the employee is unable to provide such notice due to medical reasons, or in the case of an adoption, the employee is unable to provide such advance notice due to the placement requirements of the adoption process. The application for an unpaid FML will include acceptable medical or legal (for adoption) verification and the anticipated dates for beginning the leave and for returning to work. Such application will be reviewed and processed by the Director of Human Resources and Leadership and shall be granted or denied at his/her sole discretion.

2. Duration of the Unpaid Family Medical Leave (FML) to Include Child Rearing:

- a. The maximum amount of FML is 12 weeks.
- b. The maximum leave that can be taken by one parent for child rearing, as determined by the FMLA, is 12 weeks. The District will increase the length of requested leave for parents who both work for the school district and who are taking leave connected to the birth of a child, the adoption of a child, and certain foster placements beyond the length stipulated by the FMLA to a total of 18 weeks.

The timeframe in which FML for child rearing is allowed, and the maximum length of FML for child rearing, and approved leave beyond FML, will be limited as noted below. Shorter leave and/or an early return from the leave will only be upon the mutual agreement of the employee and the District. In extreme circumstances, exceptions can be made at the sole discretion of the Director of Human Resources and Leadership.

- a. Child born or adopted during the summer vacation – the following two semesters.
- b. Child born or adopted during the first semester – the balance of that semester plus the second semester.
- c. Child born or adopted during the second semester – the balance of that semester plus the first semester of the following school year.
- d. Should the child be born or adopted during the last three weeks of first semester or the last three weeks of second semester, the leave may be extended for an additional quarter/semester upon mutual agreement of the employee and the district.

3. Benefits during Family Medical Leave (FML) to Include Child Rearing:

- a. Family Medical Leave (FML) is unpaid.
- b. The employee may substitute accrued paid sick leave or vacation days for any leave allowed under the Wisconsin and Federal FMLA. ~~the child rearing leave is unpaid.~~
- c. The District will continue health and dental insurance benefits during any leave covered by the Wisconsin and Federal FMLA. During the unpaid If an 5

employee asks to extend leave beyond FMLA, or take leave not covered by the FMLA, and if that request is granted, the employee may continue participation in insurance programs at his/her own expense subject to approval of the carrier. If the premium is not received by the first of the month, the employee's insurance coverage will be terminated. (see Extended Unpaid Leaves of Absence - I.10.9)

- d. The employee will retain accumulated paid leave not used during their FMLA, but will not accrue any additional paid leave during the unpaid child rearing leave.

4. Return from the Unpaid Leave extending beyond FMLA:

If an employee is approved to extend their leave outside the parameters of FMLA (see Extended Unpaid Leaves of Absence - I.10.9), the employee will notify the Director of Human Resources and Leadership Superintendent or designee of the employee's intent to return to work 30 days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal and/or reduction in force, whichever is applicable.

I.2.8 Harassment and Bullying of Students and Staff is Prohibited

School district [Board Policy 411-1 Harassment](#) and [Board Policy 411-1-Rule Harassment Complaint Procedures](#) prohibit harassment in any form. No students or school employees will be allowed to engage in any form of harassment or intimidation including sexual, racial, religious, or disability towards other students.

All regular employees are required to complete the Harassment Policy and Complaint Procedures training each year by September 30th, within six months of employment and annually thereafter. The opportunity to complete these training sessions will occur during normal working hours.

I.3.2 Accident/Incident Reports

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor immediately. Reports should cover property damage as well as personal injury. If the accident/incident occurs during the school day a student injury and/or property damage, a completed [Student Incident Report](#) (available in school health offices or contact Payroll & Benefits Coordinator at 415-1800 ext 1112) must be submitted to the building principal within 24 hours or the next scheduled District workday, as appropriate. In the event of a work-related accident or injury, please see the Worker's Compensation section of this Handbook.

I.3.3 Alternative Vehicle Driver

Alternative vehicle driver checks are required before anyone, staff or volunteer, is permitted to operate a school vehicle and/or transport students in either a school vehicle or personal vehicle. Submission every four years of a completed [Alternative Vehicle Driver](#) form to the Human Resources Department prior to transporting students is required. You will be notified if we are unable to allow you to transport students.

I.3.6 Bloodborne Pathogens

All school district staff members are required to be trained annually about blood-borne pathogens. Staff hired after the start of the school year must view the online [bloodborne pathogens training](#).

All regular employees are required to complete bloodborne pathogen training each year by September 30th within six months of employment and annually thereafter. The opportunity to complete these trainings will occur during normal working hours.

I.3.8 Cell Phones

Personal Cell phone use for personal reasons should only occur during non-contractual time. Individual prep time should be used to prepare instructional time and materials related to students and classroom objectives.

I.3.9 Chaperone Responsibilities for School-Related Activities

School-sponsored activities will be supervised by staff member chaperones and volunteer chaperones. Chaperones must have the emergency phone numbers, ride with students while transported, and abstain from tobacco and/or controlled substances while responsible for the supervision of students.

The roles and responsibilities of the chaperone, whether paid or volunteer, are further delineated in [Board Policy 455.1 Student Chaperones](#) of the Procedures Manual and are available in all the school offices along with field trip request forms.

I.3.10 Child Abuse

- A. **Reporting:** Wisconsin law requires all employees of Wisconsin public school district to report suspected child abuse and neglect, Wis. Stat. sec. 48.981(2)(a)16m. **All employees** having reasonable cause to suspect that a child seen in the course of their professional duties has or will experience abuse, neglect, been threatened with abuse or neglect, or that abuse and neglect will occur shall immediately contact the Department of Social Human Services in which county the child resides in, and inform the agency of the facts and circumstances which led to the filing of the report. The building principal or department supervisor should also be contacted.
- B. **Training:** All regular employees are required to complete Child Abuse and Neglect training each year by September 30th within six months of employment and annually thereafter. The opportunity to complete these trainings will occur during normal working hours.

I.3.12 Computer and Internet Use Agreement

In alignment to [Policy 363.2-Rule Internet Safety and Acceptable Use](#) the school district requires that all regular employees, including coaches, are required to acknowledge the Access to District Technology Tools Policy each year by September 30th. ~~staff including coaches and Substitutes, upon being hired, must read and acknowledge [Policy 363.2- Access to District Technology](#), who may utilize computers in the course of their employment, must read and complete a computer and internet use agreement. The agreement is available on the school district's webpage under Information Technology Department and Human Resources Department.~~

B. Examples of prohibited conduct include, but are not limited to:

m.. Posting a message on social media, an internet bulletin board, World Wide Web document or any publicly available internet site which contains statements pursuant to an employee's official duties, or which might be interpreted as stating a District position or policy, without advance written approval of the building principal, or in the case of staff, building principal or Superintendent, unless the message clearly indicates that it reflects only the views of the author and not the District.

I.3.16 Criminal Background Checks/Charges/Convictions

Nothing herein shall prohibit the District from placing an employee on administrative leave, ~~or from~~ suspending an employee/volunteer, or terminating an employee based upon an arrest, indictment or conviction, as permitted by law.

I.3.17 Email

All staff members are expected to check and respond to emails on a regular basis each day. There are many important emails that come to staff from various places that require prompt responses. All staff members are also expected to check their school email over the summer months. District and building level communication will be distributed via email.

I.3.19 Employee Assistance Program (EAP)

The [Employee Assistance Program](#) offers confidential and professional assistance to all employees and their families who are currently having problems that affect their personal lives and/or job performance. Information that explains the many aspects of this program may be found on the school district's Human Resources Page, Employee Quick Guide. ~~Just log in and select Employee Assistance Program found under the Teacher and Staff Resources tab.~~ Information folders are also available and can be requested by contacting your building principal or the Director of Human Resources and Leadership Development. See [Board Policy 523.3, Employee Assistance Program](#).

I.3.21 Facility Use

It is understood that staff may want to use rooms other than their own for classroom projects, presentations, etc. If these activities are during the course of the day, they should be scheduled with the building secretary/principal. ~~where the room in question is located.~~

I.3.24 Health Screening

State statute [Wis. Stat. § 118.25\(2\)](#) requires that all school employees complete the health screening process which includes a tuberculin skin test (if deemed necessary by a physician upon the employee's completion of a screening questionnaire) and basic physical examination. Information and forms are available ~~on the school district's webpage under~~ through the Human Resources Department.

I.3.25 Inclement Weather and Other Emergency School Closings

~~For teachers, W~~hen there is an inclement weather emergency day which is not made up in person or substituted for with a virtual learning day, teachers will have the option to make up the time at a later date, take the day without pay, or substitute other available leave such as personal time.

I.3.26 Mobile Device Staff User Agreement

The School District of River Falls has provided a mobile device to many staff members who work directly with students. The purpose of the mobile device implementation is to enhance personalized learning and achievement for students and staff. The mobile devices will be used in instruction to promote 21st century learning skills. All staff members who are issued mobile devices will be required to review and abide by the Mobile Device Staff User Agreement and sign the agreement with the school district to protect the hardware and software with this technology. See [Board Exhibit 363-2 Mobile Devices Staff User Agreement](#)

I.3.27 Injury Procedure

The teacher in charge of an injured student will immediately report such injury to the Health Services Office. The Health Services Aide will report the injury to the Principal's Office. Never allow an injured student to come to the office alone. If you cannot leave, seek student assistance for this purpose. In some instances, the injured student should be permitted to remain in the room and medical assistance will be brought there. If you are in doubt, seek advice. ~~You~~ With your input, health aides are required to fill out an injury report form that will be filed in the office. A copy must be submitted to the Director of Finance and Facilities.

I.3.36 Personal Appearance

- Face coverings are to be worn at all times when indoors, with the exceptions of the following situations:
 - When you are eating or drinking.
 - When you are communicating with someone who is deaf or hard of hearing.
 - When you are working if wearing a face covering poses a safety risk, as determined by government safety guidelines or regulations.
 - When you are having trouble breathing.

I.3.39 Religious Activities and Expression

The historical and contemporary significance of religious holidays may be included in the program of education provided that such instruction is presented in an unbiased and objective manner.

Holiday-related activities will be educationally sound and sensitive to religious differences, and will be selected carefully to avoid excessive or unproductive use of school time. Staff members should refrain from any religious activity or expression that would violate the First Amendment rights of students or others, especially any religious activity or expression that is proselytizing or coercive.

I.3.40 Rooms and Doors

Each staff member is responsible for their own area. Classroom doors should be locked at all times. Do not loan your keys to students or permit students to use your room when you are not present. All staff are required to close and lock classroom windows prior to leaving at the end of the school day.

Heaters, candles, and unattended lights (Christmas lights) are not allowed. Fans Authorized electronic devices should have UL rating attached as well as a grounding plug (three-prong). Classroom refrigerators and coffee makers are prohibited. However, they are allowed only in very specific situations (science or special education) and must be in an approved location through OSHA or Fire Marshal.

A summary of allowed and prohibited classroom items is available at: [Allowed and Prohibited Items](#). See your building administrator for specific items that are not listed.

I.3.48 School Day Visitors

All visitors must use the secure camera entry buzzer system to seek entry into a school district building. Office staff will determine if the visitor is authorized to enter. Visitors allowed entry are required to sign into a visitor's log, and wear an official visitor ID badge on a red RFSB visitor lanyard while on school district grounds. They are to return the ID badge and lanyard at the completion of their visit. Students may not bring a friend or relative to school for an entire day. Visits may be allowed during the lunch hour with approval from the principal. See [Board Policy 860 Visitors to the School](#)

I.3.53 Advanced Learning Grants

The purpose of Advanced Learning Grants is to create a sustainable and equitable program to financially support the professional growth of employees. The Director of Human Resources and Leadership Development will share grant rules, submission requirements, and deadlines with all employees via email and on the District Website no later than September 30.

- The maximum grant awards to an individual employee will be no greater than \$1,000.
- Employees pursuing high need licenses (CTE, Special Education, Alternative Education) and those pursuing Montessori education, will be eligible for an annual award of \$1500.
- The total of all grant awards will not exceed \$15,000.

I.3.54 Reporting Threats of School Violence

- A. Reporting: Wisconsin law (ACT 143) requires all employees of Wisconsin public school districts to report threats of school violence. All employees having reasonable cause to suspect threats of school violence in the course of their professional duties shall

immediately inform a law enforcement agency. This can be done by phone or personally. A School Resource Officer is considered part of a law enforcement agency.

- B. Training: All school district staff members are required to complete their training **each year by September 30th** ~~within six months of employment and annually thereafter about reporting threats of school violence~~. The opportunity to complete these trainings will occur during normal working hours.

I.3.55 Required Annual Trainings

All regular employees are responsible for completing the following ~~annual~~ required training **annually**. These trainings are required by state statute and school district policy and are designed to ensure that all employees understand their responsibilities and duties as representatives of the district. In response to new state statutes or school district policies additional training may be added at any time. Annual required trainings will be completed and verified using an online training system (i.e. SafeSchools). ~~All New~~ employees will be required to complete **required training by September 30th** ~~within six months of employment~~. ~~On-going employees will have the opportunity to complete trainings during normal working hours~~. Employees who fail to complete required training are subject to disciplinary actions. Trainings include, but are not limited to:

I.7.5 Salary Deferrals –Tax Sheltered Annuities (TSA)

3. Staff will be permitted to have their contribution remitted via payroll deduction to **a 403b (Tax Sheltered Annuity) through WEA**, ~~an Investment Vehicle offered by a vendor listed as a District approved vendor~~, as required by the IRS Code and as directed by the District's plan document.

4. ~~An approved TSA Provider list can be obtained from the Business Office.~~

I.8.2 Expenses

Employees required or approved by the District to attend conferences, seminars, and in-service training sessions shall be reimbursed for travel, meals, lodging, and registration providing prior approval has been received via a Travel Request Form; supporting receipts/documentation are attached and forwarded to Business Services upon completion of travel. The Travel Request Form is available on the school district's website (go to Departments, Finance and Business Services, Employee Travel).

Meals (guidelines- based on standard rates supplied by the U.S. General Service Administration)

Breakfast: ~~\$13.00~~ **\$16**

Lunch: ~~\$15.00~~ **\$19**

Dinner: ~~\$26.00~~ **\$28**

I.10.2 Bereavement Leave

Bereavement leave outlined in part A and B below is non-accumulative, however, it will not be deducted from any other paid leave. Upon receiving prior approval from their immediate supervisor, employees may use bereavement leave as follows:

1. Bereavement/Funeral Leave for a Death in the Immediate Family: In the event of death in an employee's immediate family, the employee shall be allowed per occurrence up to **four five** paid days off work. Immediate family includes the spouse, parents, domestic partner, children, brother, sister, grandchildren, grandparent, step-relative of the same relationship as provided herein of the employee and his or her spouse.

I.10.3 Child Rearing Leave/Medical Leave Outside of FML

Employees who have not worked for the district for 12 months and have not completed 1,000 hours of service are ineligible for Family Medical Leave (FML) but may request child rearing leave or medical leave outside of FML.

1. Application Procedures: Employees who are not eligible for FML, or those who wish to extend their leave beyond the parameters of FML, must notify the Director of Human Resources with a written request for Child Rearing/Medical Leave. The employee ~~shall make written application for an unpaid~~ must submit a Child Rearing/Medical Leave of Absence Request to the Director Human Resources and Leadership Superintendent at least 30 days in advance unless the employee is unable to provide such notice due to medical reasons, or in the case of an adoption, the employee is unable to provide such advance notice due to the placement requirements of the adoption process. The application for **an unpaid** child rearing/**medical** leave shall include acceptable medical or legal (for adoption) verification and the anticipated date of beginning the leave and return to work. Such application will be reviewed and processed by the Director of Human Resources and shall be granted or denied at his/her sole discretion.
2. Duration of the Unpaid Child Rearing/Medical Leave: The maximum length of the leave shall be limited as noted below. Shorter leave and/or an early return from the leave shall only be upon the mutual agreement of the employee and the District.
 - a. Child born or adopted during the summer vacation – the following two semesters.
 - b. Child born or adopted during the first semester – the balance of that semester plus the second semester.
 - c. Child born or adopted during the second semester – the balance of that semester plus the first semester of the following school year.
 - d. Should the child be born or adopted during the last three weeks of first semester or the last three weeks of second semester, the leave may be extended for an additional quarter/semester upon mutual agreement of the employee and the district.
 - e. **Medical leave will not exceed one full school year.**
3. Benefits during the unpaid child rearing/Medical leave
 - a. The child rearing/**Medical** leave is an unpaid leave except that the employee may substitute accrued paid sick leave and **vacation time** for any leave allowed under the Wisconsin and Federal FMLA.

- b. During the unpaid child rearing/Medical leave, the employee may continue participation in insurance programs at his/her own expense subject to approval of the carrier. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated. The District will continue health and dental insurance benefits during any child rearing leave covered by the Wisconsin and Federal FMLA.
 - c. The employee shall retain accumulated paid leave not used during their child rearing/Medical leave, but shall not accrue any additional paid leave during the unpaid child/Medical rearing leave.
4. Return from the Unpaid Child Rearing/Medical Leave: The employee shall notify the Director Human Resources and Leadership Superintendent or designee of the employee's intent to return to work 30 days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal and/or reduction in force, whichever is applicable.

If the employee's leave is for medical reasons, the employee shall be eligible to return to duty from an unpaid medical leave of absence when he/she is physically able provided:

I.10.5 Personal Leave

- 1. Personal Days Provided
 - a. Teachers and administrators shall be entitled to up to three days of personal leave each employment year. As determined by the Building Principal, teachers can earn one additional personal day for participation on leadership committees and one additional personal day for serving as a new teacher buddy/mentor. At the completion of ten consecutive years of service in the district, a teacher will be entitled to four days of personal leave each employment year.
 - b. All other employees, with the exception of limited-term employees, shall be entitled to up to two days of personal leave each employment year; At the completion of ten years of service in the district, all other employees will be entitled to three days of personal leave each employment year.

I.10.6 Sick Leave

e.. Summer School Employees: If employees under contract for the regular school year work summer school they will receive one additional day of sick leave (prorated based on 160 hours of summer school employment). The additional sick leave will be available for the employee to use during the regular school year. Absences during the summer session are unpaid.

2. Sick Leave Use

- a. Sick leave shall be paid for any absence from work due to the:
 - i. Personal illness, injury, **mental health**, or serious health condition of the employee;

4. 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. **Payments will occur on the August 20th payroll.**

I.10.7 Short Term Unpaid Leave Excluding FMLA Qualifying Events

For the purposes of this section of the handbook, Short Term Unpaid Leave is defined as unpaid leave that does not exceed 10 days.

1. Unpaid Leave Day Restrictions

- a. **Unpaid leave requests for reasons aligned with personal leave are discouraged and should only be requested for extenuating circumstances, major life milestones, and once-in-a-lifetime opportunities.**
- b. **Unpaid leave restrictions align with Personal Leave Day Restrictions. In addition, unpaid leave shall not be used to attend Association membership meetings or legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District.**
- c. **No more than five (5) consecutive days of personal leave and unpaid leave will be allowed.**
- d. **Unpaid leave for illnesses can be requested only if the employee has exhausted sick and personal leave.**
 - i. **Unpaid sick leave should not be requested regularly.**
 - ii. **Excessive use of unpaid sick leave can result in disciplinary action**

2. Approval of Unpaid Leave

- a. **An email request to the school principal and Director of Human Resources and Leadership shall be made as far in advance as possible, normally not less than five days. Emergencies may delay the submitting of the written statement until the employee returns to work.**
- b. **The Director of Human Resources has the right to approve or deny all requests.**
- c. **The combination of personal day and unpaid day approvals will not exceed the following:**
 - i. **MMS and RFHS: No more than three support staff employees and three certified staff employees per day.**

- ii. RB, GW, and WS: No more than two support staff employees and two certified staff employees per day.
- iii. RFPME and RCA: No more than one support staff employee and one certified staff employee per day.

1.10.8 Unpaid Leaves of Absence

1. ~~Medical leaves are normally limited to the paid sick leave allowed under this handbook and the leave allowed under the Wisconsin and Federal Family and Medical Leave Acts. Medical leaves to care for a family member with a serious health condition are limited to the leave allowed under the Wisconsin and Federal Family and Medical Leave Acts. Employees with disabilities protected under the Americans with Disabilities Act and the Wisconsin Fair Employment Act may be allowed additional unpaid leave as an accommodation of their disabilities.~~
2. ~~Application Procedures: Employees shall give notice of leaves covered by the Wisconsin FMLA in a reasonable and practical manner. Employees shall give notice of leave covered by the Federal FMLA as soon as practical. Shorter notice may be given in case of emergency.~~
3. ~~Benefits during Leave~~
 - a. ~~Length of service and other benefits shall not accrue during such leave.~~
 - b. ~~The District will continue health and dental insurance as required under the Wisconsin and Federal FMLA.~~
 - c. ~~Where an unpaid leave is allowed beyond that required by the Wisconsin and Federal FMLA the employee may continue health insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health insurance at the employee's expense is contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.~~
 - d. ~~Employees are allowed to use accrued paid sick leave during any leave covered by the Wisconsin and Federal FMLA.~~
 - e. ~~The employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.~~
4. ~~Placement upon Return from Leave~~

~~The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work prior to the expiration of the leave. If the employee does not provide such notice, he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or reduction in force, whichever is applicable.~~

~~The employee shall be eligible to return to duty from an unpaid medical leave of absence when he/she is physically able provided:~~

- ~~a. The employee has previously indicated his/her intent to return to duty following the expiration of the medical leave.~~
- ~~b. The employee provides his/her physician's certification that he/she is able to return to work. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed upon physician will issue a physician's certification. The third physician's certification will be binding on the parties. The District will pay all costs associated with the second and third physician's certification.~~
- ~~c. If the employee is unable to return to work at the end of a Wisconsin or Federal FMLA leave due to the employee's disability, the employer will consider an additional unpaid leave of absence as an accommodation of the employee's disability.~~

~~5. Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.~~

~~6. Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.~~

I.10.9 Extended Unpaid Leaves of Absence – For Other Than Medical and Child Rearing Reasons

For the purposes of this section of the handbook, Extended unpaid Leave is defined as unpaid leave that exceeds 10 days.

1. Application Procedures: All requests for **extended other** unpaid leaves of absence, other than emergencies, must submit a [Personal Leave of Absence Request](#) to the District at least 30 days prior to the anticipated beginning of the leave. Such applications will be reviewed and processed by the **Director of Human Resources and Leadership Development** ~~District Administrator~~ and will be granted or denied at his/her sole discretion. The unpaid leave of absence shall not exceed one calendar year.
2. Benefits During Leave:
 - a. Length of service and other benefits will not accrue during such leave.
 - b. Insurance Application: An employee on unpaid leave under this Article is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions, but will pay the entire premium for such programs as the employee wishes to retain commencing with the beginning of the leave. Employees continuing their insurance during an unpaid leave of absence of 10 or more

consecutive work days will reimburse the district for the cost of the insurance, unless such leave was taken in accord with the terms of either the state or federal Family Medical Leave Act. Employees taking more than 10 days of unpaid leave during a school year that are not consecutive will begin reimbursing the district for insurance starting with the 11th day of unpaid leave. It is the responsibility of the employee to make arrangements with the district business office to pay to the **School District** the monthly premium amounts in advance and on such date as determined by the **School District**. The right to continue participation in such group insurance programs, however, shall discontinue upon termination of employment.

- c. During the unpaid leave, the employee will retain accumulated paid leave, but will not accrue any additional paid leave during the unpaid leave.
3. **Placement upon Return from Leave:** The employee will notify the **Director Human Resources and Leadership Development District Administrator or his/her designee** of the employee's intent to return to work at least 30 days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee will be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or reduction in force, whichever is applicable.

PART II – STAFF WITH INDIVIDUAL CONTRACTS UNDER § 118.22, WIS. STATS.

II.1.1 Standard for Nonrenewal for Teachers

B. **Non-Probationary Employee:** After completing the probationary period, the parties agree to the following procedure for nonrenewal:

- a. A non-probationary teacher who has not been placed on a plan of assistance under the District's evaluation procedures ~~for all or part of two consecutive semesters~~ may only be non-renewed for cause **or pursuant to a reduction in force. Cause is defined as the following:**
 - i. **There is a factual basis for the nonrenewal: The factual basis must support a finding of employee conduct or job performance in which the District has a disciplinary or termination interest; and**
 - ii. **Reasonableness of the penalty: Nonrenewal must not be unreasonable.**
- b. An administrator has the discretion to place a non-probationary teacher on a plan of assistance. This decision will be based on evaluator observations and/or evaluations.

- i. A non-probationary teacher who **is in the first 90 days of** ~~in the first two semesters (secondary) or first three trimesters (elementary)~~ of placement on a plan of assistance is subject to the same standard for non-renewal applicable to other non-probationary teachers in subsection B, 1, above.
- ii. A non-probationary teacher who continues to not meet performance expectations **after being on a plan of assistance for 90 days** ~~all or part of two semesters (secondary) or three trimesters (elementary)~~ shall return to probationary teacher status for three years and be subject to non-renewal under the standard applicable to probationary teachers.
- iii. A non-probationary teacher who successfully completes a plan of assistance **within 90 days** ~~either two or fewer semesters or three or fewer trimesters~~ retains non-probationary status. If such a non-probationary teacher who has successfully completed a plan of assistance subsequently receives an unsatisfactory evaluation within five years of completion of the plan of assistance, the teacher will be placed on a last chance plan of assistance **for 90 days.** ~~at least one semester or two trimesters.~~ A teacher on a last chance plan of assistance who subsequently does not meet performance expectations **within 90 days** shall be returned to probationary status indefinitely and be subject to non-renewal under the standard applicable to probationary teachers. Such teachers may be returned to non-probationary status at the district administrator's discretion.

II.1.2 Length of Probationary Period for Teachers

All teachers will serve a four year probationary period from the employee's initial date of hire. Initial date of hire is defined as the employee's most recent date of hire with no break in service.

The probationary period may be extended for up to one school year at the discretion of the building principal and Director of Human Resources and Leadership Development.

II.2.2 Field Trips

Extended trip organizers/leaders will be allocated two paid professional development days for necessary training. Additional training days must be taken as personal days.

II.6.3 Evaluation Process – Conditions for All Employees

A. Basic Requirements

- f. An evaluator has the discretion to **adjust repeat or advance** the evaluation cycle for a teacher.

B. Evaluation Components

- d. **Announced Extended** Observation
 - i. Teachers will receive no less than one **announced extended** observation during their summary year;

- i. Extended observations will be unannounced and typically last at least 45 minutes.
 - ii. At least one ~~announced~~ extended observation for teachers in Year 1 will be completed by February 15;
- e. Mini Observations
- b. A mini observation is a 15-20 minute unannounced classroom visit, performed by an administrator, with a focus on a reduced number of components from the Charlotte Danielson teaching framework;
 - c. ~~Three~~ Two mini observations are required for summary year and supporting year 1 teachers. ~~first year teachers and two~~ One mini observations per year will occur for ~~all other~~ summary year 2 teachers. Probationary teachers must have at least one mini observation completed by February 15.

C. Acknowledgement of Receipt and Response: The teacher will acknowledge receipt of all documents related to supervision and evaluation by signing and dating the summative evaluation document within 10 school days of receiving the evaluation. The teacher shall have the right to attach a report with any remarks concerning the document(s). Acknowledging receipt does not imply agreement with all or part of the documents received. Any employee wishing to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust, may submit those comments or objectives in writing and have them attached to the evaluation instrument to be placed in the personnel file. A teacher may attach a response to any document related to this process after the teacher's receipt of the evaluation document(s) listed above.

II.7.1 Teacher Vacancies and Transfers

C. Process for Filling Vacancies: An employee external or internal applicant who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). ~~The term "applicant" refers to both internal candidates and external candidates for the position.~~ The District retains the right to determine the job descriptions needed for any vacant position.

Some teacher postings will include the statement: Applications will be screened as they are submitted, and candidates may be contacted for interviews prior to the close date of the job posting. In these instances, interviews may occur before an employee external or internal applicant decides to apply.

Internal applicants, those who are currently employed by the district, who work mainly in the same building of the posting, may be transferred into the open position at the discretion of the building principal as long as the opening is consistent with the current teaching assignment of the internal applicant.

Internal applicants, those who are currently employed by the district, who work mainly in a different building or who currently teach in a position different from what they are applying for, must go through the normal application and interview process.

II.7.2 Teacher Absence and Substitutes

Unplanned time off should be entered in Employee Access True Time within 24 hours of your return to work. Planned time off should be entered into Employee Access and Aesop prior to your time off. Details about the absence should be given in Employee Access so your building secretary and principal can determine if your request is correct. The need for a substitute should be posted in AESOP as soon as the employee is aware of their absence.

II.7.5 Staff In-Service Presentations – In District

B. Presentation Compensation

- a. Planning Time: Up to two hours at \$50 per hour or \$100 total;
- b. Presentation Time: \$75 per hour for each hour of presentation.

C. Repeated Session(s) Compensation

- c. Planning Time: Up to one hour at \$50 per hour or \$50 total;
- d. Presentation Time: \$50 per hour for each hour of presentation.

II.9.5 Summer School

Pay for school summer school classes will be paid at a rate of \$35 per hour. Classes are expected to contain rigorous instruction and align to our curriculum standards. The Director of Academic Services must approve all courses. Current summer school teachers (both academic and enrichment courses) who are earning \$35 per hour or more will be grandfathered at \$35 per hour.

II.10.2 Health Insurance

B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment and continue for a full 12-month period. The insurance benefits described in this Handbook and in the individual contract terminate according to the following schedule:

- a. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
- b. If an employee who has completed the school year resigns or is terminated, his/her insurance benefits shall terminate as of June 30th.
- c. Health Savings Account (HSA): As part of your health insurance benefit, the district will contribute an annual amount to your H.S.A. The specific district contribution amount varies depending on the plan you select (Family or Single), the deductible you select (Base vs. Alternative) and your full time equivalency (FTE). The district makes HSA contributions in July and October. Specific information about HSA amounts and distribution schedules will be shared with employees during the open

enrollment period (May 1-15), during new employee orientation meetings, and on the Employee Benefits Webpage.

PART III – NON-EXEMPT STAFF WITHOUT INDIVIDUAL CONTRACTS UNDER § 118.22, WIS. STATS.

III.2.4 Part-time Employees

A schedule of hours shall be prepared for part-time employees. Such a schedule shall be made known to the affected employees.

The normal duty year for bus drivers and paraprofessionals upon which salary and benefits are based shall be as follows:

- A. Bus Driver (Route): All student days plus two additional days (one dry run day and one inservice day). All drivers are expected to be available on late start or early release days which are caused by inclement weather or inservice days. Route bus drivers will be paid, but not required to make up the hours lost for full-day inclement weather closures.
 - a. Bus drivers will be compensated at their hourly rate for all non-union meetings scheduled by the district or Director of Transportation
 - b. Bus drivers will be paid hourly rate for up to one hour for mandatory drug testing and for one biennial required physical.

III.2.8 Timesheets Cards or other Form of Electronic Tracking of Hours Worked

Electronic or paper time card system shall be used by the following work groups:

- A. Paraprofessionals
- B. Bus Drivers
- C. Temporary Seasonal Maintenance (Grounds Lead, Grounds Worker, Utility Worker, Snow)
- D. Kids Club
- E. Food Service
- F. Teachers (Tutoring, Curriculum)
- G. Weight Room Supervisor
- H. Band Clinicians
- I. Parking Lot Supervisors

Employees who are required to use timesheets must fill one out for each week of work (Sun-Sat) and submit at the end of each week. Timesheets must be approved by the appropriate supervisor before payment is made.

Employees will punch clock in only when fully prepared to begin work. Employees are responsible for their own time cards and shall not punch clock in or out for any other employee. Employees caught punching clocking in or out for another employee or for time not worked will be subject to discipline up to and including discharge. If the employee leaves the premises for any personal reason, the employee must clock out and clock in upon return.

Process for Filling Vacancies

An external or internal applicant who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The District retains the right to determine the job descriptions needed for any vacant position.

Some postings will include the statement: Applications will be screened as they are submitted, and candidates may be contacted for interviews prior to the close date of the job posting. In these instances, interviews may occur before an employee external or internal applicant decides to apply.

Internal applicants, those who are currently employed by the district, may be transferred into the open position at the discretion of the building principal or supervisor as long as the opening is consistent with the current assignment of the internal applicant.

Internal applicants, those who are currently employed by the district, whose assignment is in a position different from what they are applying for, must go through the normal application and interview process.

III.5.3 Interviews

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position, and, if qualified, may be awarded the position.

III.5.4 District Ability to Select the Most Qualified Applicant

The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term applicant refers to both internal candidates and external candidates for the position.

III.6.2 Calendar Year Employee Groups

Vacation Days for the following calendar year employee groups (prorated based on FTE).

	Vacation Days:		
Calendar Year Groups:	after 1 year	after 5 years	after 10 years
Accounting	10 days	15 days	20 days
Administrative Assistants	10 days	15 days	20 days

Custodians	10 days	15 days	20 days
Kids Club Accounts Receivable Clerk	10 days	15 days	20 days
Maintenance	10 days	15 days	20 days
Mechanics	10 days	15 days	20 days
Program Assistants	10 days	15 days	20 days
Secretaries	10 days	15 days	20 days
Supervisors/Coordinators	10 days	15 days	20 days
Technology	10 days	15 days	20 days

III.6.4 Vacation Accumulation

Vacation Time will not be accumulated from year to year for the following calendar year employees except that an employee has the option to accumulate vacation if taken before December 31. The employee will be compensated at a rate of \$150 per day (\$18.75 per hour) for up to five (5) days of unused carryover vacation from the previous year at the end of the calendar year in which an employment year ends.

Calendar Year Groups:
Accounting
Administrative Assistants
Custodians
Kids Club Accounts Receivable Clerk
Maintenance
Mechanics
Program Assistants
Secretaries
Supervisors/Coordinators
Technology

III.7.1 Holidays Defined

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided to full-time and part-time employees according to the following schedule:

A. Calendar Year Employees will receive 10 paid holidays (prorated based on FTE):

Calendar Year Groups:	10 Paid Holidays:
Accounting	July 4
Administrative Assistants	Labor Day
Custodians	Thanksgiving Day
Kids Club Coordinator	Day after Thanksgiving Day
Kids Club Accounts Receivable Clerk	December 24
Maintenance	December 25
Mechanics	December 31
Program Assistants	January 1
Secretaries	Good Friday
Supervisors	Memorial Day
Technology	

III.8.2 New Employee Wage Schedule Placement

- A. New employee placement: New employees shall be placed on the wage schedule at the discretion of the District.
- B. Step Movement after First Year of Employment: Employees beginning employment prior to January 31 who have provided satisfactory service, as determined by the District, will advance to the next step the ensuing fiscal year on July 1 provided funds are available as determined by the District. Employees who begin employment after January 31 will remain on the same step for the ensuing fiscal year. An employee may be held to the previous year's step for less than satisfactory performance. An employee may be frozen at his/her previous year's wage rate for more serious nonperformance. **Adjustments to the parameters listed within this section are at the discretion of the Superintendent or designee.**

III.8.4 Retainment Stipend

Employees with 10 years of continuous district experience (full or part time), will qualify for a one-time \$500 retainment stipend. ~~Employees who have worked continuously for the district since 9/15/2014 will be eligible for the stipend.~~ The one-time stipend will be paid on the 10/20 payroll.

III.12.1 Dental Insurance

The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

- a. Job classification areas eligible for insurance: Employees in the following job classification areas are eligible for insurance if they meet the other eligibility requirements:
 - i. Accounting
 - ii. Administrative Assistants
 - iii. Bus Drivers (Route)
 - iv. Custodians
 - v. Kids Club Accounts Receivable Clerk
 - vi. Kids Club Coordinator
 - vii. Kids Club Site Manager
 - viii. Maintenance
 - ix. Mechanics
 - x. Paraprofessionals
 - xi. Program Assistants
 - xii. Secretaries
 - xiii. Supervisors
 - xiv. Technology

III.12.2 Health Insurance

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

- a. Job Classification areas eligible for insurance: Employees in the following job classification areas are eligible for insurance if they meet the other eligibility requirements:
 - i. Accounting
 - ii. Administrative Assistant
 - iii. Bus Drivers (Route)
 - iv. Custodians
 - v. Kids Club Accounts Receivable Clerk
 - vi. Kids Club Coordinator
 - vii. Kids Club Site Manager
 - viii. Maintenance
 - ix. Mechanics
 - x. Paraprofessionals
 - xi. Program Assistants
 - xii. Secretaries
 - xiii. Supervisors
 - xiv. Technology

PART IV – EXTRACURRICULAR SCHEDULE

Sport	Head Coaches Salary	Total Assistants Pool	Minimum # of Assistants
Baseball	\$4,805	\$8,555.00	3
Basketball - Boys	\$6,392	\$17,978.00	5 (if 5 teams)
Basketball - Girls	\$6,392	\$17,978.00	5 (if 5 teams)
Cheer - Fall	\$1,915	\$1,200.00	1
Cheer - Winter	\$2,446	\$1,400.00	1
Cross Country	\$4,214	\$5,256.00	2
Dance - Winter	\$2,446	\$1,000.00	1
Football	\$6,392	\$26,758.00	7
Golf - Boys	\$3,510	\$2,171.00	1
Golf - Girls	\$3,510	\$2,171.00	1
Gymnastics	\$4,908	\$6,299.00	2
Hockey - Boys	\$5,725	\$7,469.00	2
Hockey - Girls	\$5,725	\$7,469.00	2
Soccer - Boys	\$5,074	\$6,050.00	2
Soccer - Girls	\$5,074	\$6,050.00	2
Softball	\$4,805	\$8,555.00	3
Swimming - Boys	\$4,675	\$5,456.00	2
Swimming - Girls	\$4,675	\$5,456.00	2
Tennis - Boys	\$3,738	\$2,492.00	1
Tennis - Girls	\$3,738	\$2,492.00	1
Track - Boys	\$4,743	\$11,357.00	4
Track - Girls	\$4,743		
Volleyball	\$5,286	\$12,187.00	5 (if 5 teams)
Wrestling	\$5,780	\$7,847.00	2

Girls Wrestling	\$5,780		
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**High School
Speed and**

Strength Coordinator ————— **\$4,240**

A. Middle School Athletics

a. Basketball, Boys

- i. 8th Grade Head \$2,211
- ii. 8th Grade Assistant \$1,769
- iii. 7th Grade Head \$2,211
- iv. 7th Grade Assistant \$1,769

b. Basketball, Girls

- i. 8th Grade Head \$2,211
- ii. 8th Grade Assistant \$1,769
- iii. 7th Grade Head \$2,211
- iv. 7th Grade Assistant \$1,769

c. Cross Country, Boys & Girls

- i. Head \$2,211
- ii. Assistant \$1,769

d. Football

- i. 8th Grade Head \$2,432
- ii. 8th Grade Assistant \$2,189
- iii. 8th Grade Assistant \$2,189
- iv. 7th Grade Head \$2,432
- v. 7th Grade Assistant \$2,189
- vi. 7th Grade Assistant \$2,189

e. Track, Boys & Girls

- i. Head \$1,990
- ii. Assistant \$1,548
- iii. Assistant \$1,548
- iv. Assistant \$1,548
- v. Assistant \$1,548

f. Volleyball

- i. 8th Grade Head \$2,211
- ii. 8th Grade Assistant \$1,769
- iii. 7th Grade Head \$2,211
- iv. 7th Grade Assistant \$1,769

g. Wrestling

- i. Head \$2,432
- ii. Assistant \$1,769

IV.2.2 Activities

A. Guidance and Supervision: If numbers are such that additional guidance and supervision are needed, the Activities Director may add such a position at the rate of up to \$880.

B. High School Activities

a. Accompanist (solo and ensemble)	\$21 per event	
b. Art Club	\$1,459	
c. Band, Marching & Pep	\$3,648	
d. Band, Marching & Pep	\$3,648	
e. Band, Jazz	\$2,432	
f. Band, Jazz	\$2,432	
g. Band, Major Trip	\$1,946	
h. Biology Club	\$553	
i. Book Club	\$521	
j. C.A.T.S. (Connecting All Together Socially)	\$1,769	
k. C.A.T.S. Assistant	\$533	
l. Chess Club	\$521	
m. Creative Writing Club	\$521	
n. FFA	\$3,128	
o. FBLA	\$2,529	
p. Foreign Exchange Student Advisor	\$243	
q. Foreign Language Trip Advisor max)	\$1,702	(min # students = 15) (1 per year
r. Forensics, Head Coach	\$3,316	
s. Forensics, Assistant Coach	\$1,769	
t. Forensics, Assistant Coach	\$1,769	
u. Games Club	\$521	
v. G.S.A. (Gender and Sexuality Alliance)	\$521	
w. G.S.A. – Renaissance Academy	\$521	
x. HOSA	\$521	
y. Intramurals, Coordinator	\$2,086	
z. Mock Trial Advisor	\$1,769	
aa. Mock Trial, Assistant	\$774	
bb. Music, Vocal	\$3,162	
		*Note: Includes Costume Carolers and Acapella
cc. Music, Vocal	\$3,162	
		*Note: Includes Costume Carolers and Acapella
dd. Musical Director	\$3,758	
ee. Musical, Assistants x 3	\$4,378/3	
ff. National Honor Society	\$995	
gg. Pathfinders	\$521	
hh. Plays, #1 Director	\$1,835	
ii. Plays, #1 Assistant	\$1,376	
jj. Prom Advisor	\$608	
kk. Prom Advisor	\$608	

ll. Robotics Advisor	\$1,877
mm. Science Trip Advisor (every other year)	\$1,606
nn. Senior Leadership Advisor	\$608
oo. Senior Leadership Advisor	\$608
pp. Social Studies Trip Advisor (every other year)	\$1,606
qq. SOS Advisor	\$1,216
rr. SOS Assistant Advisor	\$730
ss. Student Council , Advisor	\$3,128
tt. Student Council, Asst. Advisor	\$1,981
uu. Student Council - Renaissance Academy	\$1,702
vv. Wiley's Closet Advisor	\$608
ww. Yearbook, Advisor	\$4,864
xx. Yearbook, Assistant	\$2,432
yy. Additional Activity, AD Discretion	\$1,000

C. Middle School Activities

a. Art Club, Advisor	\$730
b. Drama, Head	\$1,702
c. Drama, Assistant	\$1,216
d. Drama, 2nd Play Head *	\$1,702
e. Drama, 2nd Play Assistant *	\$1,216
f. Forensics, Advisor	\$730
g. FFA	\$1,251
h. G.S.A. (Gender and Sexuality Alliance)	\$486
i. Girls Who Give Back, Advisor	\$730
j. Girls Who Give Back, Assistant	\$486
k. Math Counts Advisor	\$730
l. Music, Instrumental	\$1,946
m. Music, Instrumental	\$1,946
n. Music, Vocal	\$2,918
o. Music, Vocal Assistant	\$1,946
p. Musical, Director	\$3,546
q. Musical Assistant, Music	\$1,459
r. Musical Assistant, Technology	\$1,459
s. Student Council	\$1,911
t. Wildcat Crew, Advisor	\$730
u. Wildcat Crew, Assistant	\$486
v. Yearbook, Head	\$3,405
w. Yearbook, Assistant	\$1,216
x. Additional Activity, Discretion of the Principal	\$1,500

D. Elementary

- a. Greenwood

2025-26 Certified Staff Salary Ladder		
	Bachelor's	Master's
V*		\$84,687
H3	\$77,265	\$81,895
H2	\$76,641	\$80,507
H1	\$75,341	\$79,137
G3	\$73,854	\$77,743
G2	\$72,600	\$76,396
G1	\$71,389	\$75,351
F3	\$70,426	\$74,068
F2	\$69,227	\$73,320
F1	\$67,857	\$71,181
E3	\$66,456	\$69,898
E2	\$65,327	\$69,256
E1	\$63,745	\$67,545
D3	\$62,091	\$65,513
D2	\$61,004	\$64,765
D1	\$59,634	\$62,359
C3	\$58,728	\$61,344
C2	\$57,763	\$60,477
C1	\$56,157	\$59,202
B3	\$53,770	\$56,391
B2	\$52,880	\$55,717
B1	\$51,778	\$54,694
A3	\$50,461	\$53,600
A2	\$50,034	\$53,266
A1	\$49,391	\$52,765
BASE	\$48,648	\$51,808

* Teachers at V ladder or above earned 3.0% increase in 2025-26

Salary and Stipend Guide		Reference
Teacher Mentor	\$500 per year, \$1000 (1 mentee), \$1500 (2 mentees)	---
District Safety Coordinator	\$3500	

District Character Education Coordinator	\$1000	
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A.2.2 Salaried

Coordinator, Kids Club	\$71,534
Coordinator, Renaissance Charter Academy	\$94,760
Supervisor, Director of Community Education and Communications	\$90,795
Supervisor, Director of Buildings and Grounds	\$107,627
Supervisor, Information Technology	\$97,201
Supervisor, Transportation	\$94,557
Supervisor, Transportation Assistant	\$61,790

A.3 2025-26 EVENT WORKER PAY SCHEDULE

Advanced Performance Solo and Ensemble Accompanist	\$40/event
Base Performance Solo and Ensemble Accompanist	\$20/event

A.4 2025-26 ADMINISTRATOR SALARIES

Administrator, District Activities Director	\$110,000
Administrator, Assistant Principal & Activities Director, Middle School	\$120,455
Administrator, Assistant Principal, High School	\$115,838
Administrator, Assistant Principal, High School	\$119,163
Administrator, Co-Director of Academic Services	\$74,494
Administrator, Co-Director of Academic Services	\$74,494
Administrator, Director of Finance & Facilities Management	\$157,983
Administrator, Director of Human Resources & Leadership Development	\$159,110
Administrator, Director of Student Services	\$140,010
Administrator, Principal, Elementary, Montessori	\$99,787
Administrator, Principal, Elementary, Rocky Branch	\$128,653

Administrator, Principal, Elementary, Westside	\$128,653
Administrator, Principal, Elementary, Greenwood	\$128,653
Administrator, Principal, High School	\$152,889
Administrator, Principal, Middle School	\$145,206
Administrator, Summer School	\$2,500 stipend
Superintendent	\$200,363



JUNE 2025

ADVANCED LEARNING GRANT

OVERVIEW

Advanced Learning Grants offer an incentive for employees to pursue lifelong learning goals. The program recognizes the personal investment in learning and provides an opportunity for employees to be reimbursed for a portion of the costs associated with this investment. The guidelines outlined below are designed to create a sustainable and equitable program to reimburse employees for professional growth expenses.

APPLICATION GUIDELINES

- Grants partially reimburse qualified applicants for some of the costs associated with professional growth during the school year (June 1-May 31).
- A fully completed application will include the following:
 - Advanced Learning Grant Cover Sheet
 - Transcript (official or unofficial)
 - If the professional growth is not being completed through a college/university, the applicant provide adequate documentation that proves:
 - The course/program was during the school year.
 - Proof that the course/program was successfully completed.
 - Billing Statement that verifies the cost of the course/program and proof of payment.
- Applicants already reimbursed through other district-supported grants are not eligible to apply for an Advanced Learning Grant.

2024-25 AWARDS → \$1000 unless otherwise noted

1. Rainbow Barry
2. Emma Cruciani
3. Lauren Feyereisen
4. Alicia Fuller (\$977)
5. Rachel Gjerde
6. Max Haskins
7. Katrina Hostetler
8. Amanda Huppert
9. Kelly Nelson
10. Alex Plum (\$676)
11. Sarah Plum
12. Joseph Ruble-Dessalet
13. Caitlyn Severson
14. Jill Tiffany

Over the past six years, the district has awarded **87** Advanced Learning Grants totaling \$65,653 in tuition assistance to employees.

Retired RFSD Teacher Rate and SPED Bonus

	Daily Rate	Daily Rate for Retired RFSD Teachers	5 Days worked = \$100 bonus (SPED Teaching Positions Only)
General Ed.	\$200	\$225	NA
Special Ed.	\$200	\$225	\$220

*Certified teacher subs who substitute for paras will receive the teacher sub rate.