

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

Monday, April 11, 2022 - 6:00 PM
District Office, 852 E Division Street, River Falls, Wisconsin 54022

The regularly scheduled meeting of the River Falls Board of Education was called to order on Monday, April 11, 2022 at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. President Johnson Myers called the meeting to order at _____ p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the Star Observer, WEVR Radio Station, and the Eau Claire Leader Telegram.

PRESENT

President Stacy Johnson Myers, Vice President Amy Halvorson, Clerk Alan Tuchtenhagen, Treasurer Todd Schultz, members Bob Casey, Lindsey Curtis, Cindy Holbrook, and student representative, _____. Also present were Superintendent Jamie Benson, Director of Human Resources and Leadership Development David Bell, Director of Academic Services Jennifer Peterson, and Director of Finance & Facilities Chad Smurawa,

ACTION ITEMS

A. Johnson Myers reviewed the minutes, bills, and recommended employment items on the Agenda. _____ moved, seconded by _____ that the Board approve the following:

1. The Minutes from the _____ Regular Board of Education meeting;
2. Checks numbered _____ through _____ had been prepared in the amount of \$ _____ and checks numbered _____ had been prepared in the amount of \$ _____, and there were automatic transfers of \$ _____ and \$ _____ for a total of \$ _____. Checks _____ were voided.
3. Pursuant to Board Policy which references Wisconsin Statutes Sections 111, 118, and 121, approval of the following employment recommendations:
Motion carried unanimously (7-0).

1. CALL TO ORDER - 6:00 p.m. at the District Office Conference Room

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS

4. Certified Staffing Plan Update

The committee will discuss the recruitment, selection, and hiring timeline for upcoming certified staff openings, including the Director of Student Services hiring timeline.

Recommended Action: None, informational only.

5. Approve sending Letters of Intent to Certified Staff

Under the terms of Wisconsin Statute 118.22, on or before May 15 of the school year during which a teacher holds a contract, the Board by which the teacher is employed shall give the teacher written notice renewal or refusal to renew the teacher's contract for the ensuing school year.

Recommended Action: Approve sending letters of intent to certified staff.

6. Director of Student Services Job Description Update

The proposed revised job description reflects current essential responsibilities.

Recommended Action: Approve revised Director of Student Services Job Description.

7. Proposed/suggested items for the next regular and future Board meeting agenda(s)

As always, Board members will be given the opportunity to suggest items for future Board member agendas.

Recommended Action: As needed.

8. Schedule next Board/Committee meetings

Upcoming committee meeting dates, times, and locations will be reviewed.

Recommended Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, May 9, 2022, 7:00 p.m.

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

9. Request for anticipated executive session pursuant to Wisconsin § 19.85(1)(c) (Roll call vote required) to discuss negotiations with employee groups.

10. CONVENE TO EXECUTIVE SESSION

ADJOURNMENT

President Johnson Myers declared the meeting adjourned at _____ p.m.

Alan Tuchtenhagen, Clerk



School District of River Falls

ADMINISTRATIVE OFFICE

852 East Division Street, River Falls WI 54022

715-425-1800 phone / 715-425-1804 fax

www.rfsd.k12.wi.us

Date

Name

School

Dear FIRST NAME,

Greetings! As the months of the present school year fade away, the school board and administration are making plans for the coming school year. The most critical component of our planning relates to you and your colleagues, our teachers. You are the heart of the school district. We are anxious to support you and your work because we know that the relationships you build with students are the primary means to enable students to learn and grow. Thank you for all you have done and continue to do to support the young people whose education has been entrusted to our school district.

This school year has been yet another year of challenge due to COVID and, increasingly, the lingering impacts of the pandemic on learning; child and adolescent development and emotional wellbeing; and the ways people relate to each other, all amid tremendous challenge on the national and global stage. You and your colleagues have a front row seat to not only the many challenges students face, but also to the tremendous potential they have to offer the world. On behalf of the school board, thank you for all you do to teach and nurture students.

On an annual basis, the school board reaches out to you to extend an offer of continued employment for the coming school year. Please accept this letter as the school board's offer of continued employment for the 2022-2023 school year. I hope you will accept this offer and return to teach in the River Falls School District. Please use Skyward to electronically sign your letter by June 15, 2022. If you decide to decline this offer of employment, a resignation is respectfully requested.

Along with our board colleagues, Alan and I know how important you are to the school district. We recognize your tremendous work and dedication to the students and families in the River Falls community. You have our abiding thanks and appreciation.

Sincerely,

Stacy Johnson Myers, School Board President

Alan Tuchtenhagen, School Board Clerk

The School District of River Falls, innovative leader in personalized learning, ensures the development of every student's unique potential in order to excel as responsible, productive, global citizens, facilitated by forward-thinking staff in a safe, nurturing, and collaborative environment.

School District of River Falls
Job Description
DIRECTOR OF STUDENT SERVICES

MINIMUM QUALIFICATIONS:

A valid license for Director of Special Education/Pupil Services issued by the State of Wisconsin Department of Public Instruction (DPI), and such qualifications of academic, professional, and personal experience as specified by the River Falls Board of Education. Must have strong human relations skills.

POSITION SUMMARY:

The Director of Student Services directs and coordinates special education programs in the District and River Falls non-public schools. Formulates policies and procedures for new or revised programs or activities, such as screening, placement, education and training of students. Evaluates special education programs to ensure that objectives for student education are met. Interprets laws, rules, and regulations to students, parents, and staff. Recruits, selects, and evaluates staff. Prepares budget and solicits funds to provide financial support for programs. Prepares reports for federal, state, and local regulatory agencies. Coordinates school nursing/health services. Performs all other duties as assigned.

The Director of Student Services is responsible for the leadership of special education programs for all River Falls schools (public and private). Specific tasks include program planning, budgeting, staff planning, and personnel management. In addition, the Director of Student Services provides support and guidance in the areas of Title IX and civil rights compliance, health services, and counseling services.

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Select special education certified staff including, but not limited to: School Psychologists; School Nurse; Occupational/Physical Therapists; Speech and Language Clinicians; Early Childhood Teachers; Social Workers; Transition Coordinator; Hearing Impairment Teacher; and Project SEARCH

PERFORMANCE RESPONSIBILITIES:

1. **Lead Coordinates all special education programs ages 3-21.**
 - a. Develop policies and procedures to govern the delivery of special education, student services, and related services. Provide up-to-date special education policy recommendations.
 - b. Assist Human Resources in staff planning for district special education programming.
 - c. Cooperate with principals and in the planning and implementing of services for students with disabilities.
 - d. Ensure that all students with disabilities are provided a free and appropriate public education.
 - e. Evaluate school health services, speech and language therapy, occupational and physical therapy, visually handicapped, deaf and hard of hearing, adaptive physical education, school psychologists, and school social workers.
 - f. Advise on student open enrollment for special education.

2. **Ensure local, state and federal compliance.**

School District of River Falls

Job Description

DIRECTOR OF STUDENT SERVICES

- a. Report required data to the state and federal government.
 - b. Monitor the implementation of Individuals with Disability Education Act (IDEA).
3. **Coordinate staff development opportunities.**
- a. Plan and implement inservice programs for staff, students, and parents, in concert with principals and appropriate personnel.
 - b. *Coordinate and interpret Wisconsin Alternative Assessment – Students with Disabilities (WAA-SWD) results and needs.*
4. **Lead Student Services programming.**
- a. Provide direction and oversight of mental health services.
 - b. Perform the duties of the district's Title IX Coordinator, Equal Opportunity Coordinator and Homeless Liaison.
 - c. Coordinate all Section 504 responsibilities.
 - d. Facilitate multi-level systems of support (MLSS) in collaboration with principals and the Director of Academic Services. ~~Co-facilitates Response to Intervention (RtI) with Director of Academic Services.~~
 - e. Coordinate system-wide Student Support Team (SST) information and processes.
 - f. Advocate for the needs of school counselors and building student services teams..
5. **Establishes effective relationships with stakeholders**
- a. Maintain effective working relationships with various public and private agencies involved in social services and/or law enforcement.
 - b. Maintain appropriate human relation skills with all othe stakeholders including, parents, staff, and students.
 - c. Develop proactive communication with teachers, support staff, families, and students.
 - d. Embrace and encourage acceptance of diversity.
 - e. Contribute to the administrative team's professional learning community.
6. **Act as the fiscal agent for special education and related services.**
- a. Assume procurement of all federal and state special education entitlement grants.
 - b. Develop and administer a system-wide special education budget.
 - c. Direct Medical Administration claiming process and direct billing of Medicaid-eligible special education services.
7. **Commit to personal professional growth**
- a. Attend educational conferences, seminars, and workshops that align with department and school goals.
 - b. Remain current on important special education issues/laws through professional reading and consultation with legal counsel.
8. **Responsible for all of the above duties and any other assignments delegated to him/her by the Superintendent.**

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Approved by the Board on 1/18/16

Revised on 4/11/22