

**School District of River Falls
Personnel Committee**

Monday, July 13, 2020 - 4:00 PM
District Office
852 E Division Street
River Falls, Wisconsin 54022

Committee members: Amy Halvorson (Chair), Cindy Holbrook, and Stacy Johnson Myers

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

Agendas can be viewed at www.rfsd.k12.wi.us/district/school-board.cfm or at
<https://v3.boardbook.org/Public/PublicHome.aspx?ak=1001044>

1. **Call to Order -- 4:00 PM -- District Office Conference Room**
2. **Manner of Public Notification of Meeting**
3. **2020-21 certified staff update**
4. **Approve updated work safety guidelines and expectations for employees**
5. **Summary of employee wellness resources**
6. **Discussion related to 2020-21 fall co-curricular contracts**
7. **Determine Potential Future Agenda Items**
8. **Recommend Next Personnel Committee Meeting Date**
9. **Adjourn**

CERTIFIED STAFF HIRES

LOCATION	DEPT.	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
MMS	SPED	ID-SPED	6	2/20	KIM LUDWIKOSKI	RESIGNATION	ANN BEHNKE	
WS	REG	3RD GRADE (0.5 FTE)	11	2/12	ASHLEY BOATMAN	RESIGNATION	CASSIE MUNOZ	
WS	SPED	CC-SPED	5	2/20	*KRISTY WICKBOLDT	TRANSFER		<i>*TRANSFERRED TO 1ST GRADE WS (MARY ANDERSEN RETIREMENT)</i>
RB	SPED	RF4C-SPED	-	-	-	NEW POSITION	*MARA SHEPARD	<i>*INCREASED FROM 0.5 FTE to 1.0 FTE</i>
MMS	REG	PHYSICAL EDUCATION	28	3/12	JONI HERUM	RETIREMENT	STEPHANIE NELSON	
MMS	REG	ENGLISH-LANG. ARTS	15	3/17	DEB KELLER	RETIREMENT	NICOLE RESCH	
RB	SPED	EBD-SPED	7	3/20	LOIS MARTIN	RETIREMENT	CAROLYNE PELLIGRINI	
WS	SPED	SCHOOL PSYCH	6	4/3	*ANDREA GANSKE	TRANSFER	JOSEPH HAMES	<i>*TRANSFERRED TO GW SCHOOL PSYCH (NICOLE DETLAFF RESIGNATION)</i>
MMS	REG	ELA TEACHER	11	4/14	*PETER VITT	TRANSFER	CHARLIE YANG	<i>*TRANSFERRED TO 8TH GRADE LITERACY (NEW POSITION)</i>
HS	REG	ENGLISH	14	4/16	JEAN MOELTER	RETIREMENT	ANGELA HAUGLAND	<i>*POSITION INCREASED FROM 0.27 FTE to 1.0 FTE</i>
HS	REG	SCIENCE	17	4/16	-	NEW POSITION	JACOB LEMKE	
HS	REG	COUNSELOR	15	4/15	SARAH JOHNSON	RESIGNATION	WHITNEY SUTTON	
DIST	REG	ENGLISH LANGUAGE	5	4/21	-	NEW POSITION	DREW ROHL	<i>0.5 FTE</i>
DIST	REG	GIFTED-TALENTED TEACHER	5	4/21	-	NEW POSITION	DREW ROHL	<i>0.5 FTE</i>
DIST	REG	SCHOOL SOCIAL WORKER	7	4/23	-	NEW POSITION	ANGELA SCOTT	
HS	REG	MATH	5	4/28	*SARAH CORNELL	TRANSFER	BRIANA BARTZ	<i>*TRANSFERRED TO HS EBD SPED (DAWN HAUSCHILD TRANSFER TO MMS EBD-SPED TO REPLACE AMANDA BISHOP RESIGNATION)</i>

HS/RFPME	REG	LIBRARY MEDIA SPECIALIST	10	4/24	CHERYL HOFFMAN	RETIREMENT	MARY MILLER	
MMS	REG	CHOIR	12	5/7	KATELYN PETERSON	RESIGNATION	JACY WALKER	
RB	REG	1ST GRADE	74	5/15	SAM PORTEN	RESIGNATION	SARA BUTCHER	<i>*POSTED AS 2ND GRADE BECAUSE OF BUBBLE CLASS</i>
RFPME	REG	COUNSELOR	23	5/21	KAYDEN SCHUMACHER	RESIGNATION	KAREN SWENSON	
MMS	SPED	LD-SPED	5	5/12	CHRIS HARMON	RESIGNATION	JULIA JOHNSON	
WS	RED	2ND GRADE	62	5/27	JAYNE HOFFMAN	RETIREMENT	VICTORIA HOFFMAN	
HS	REG	TECH ED	5	5/8	-	NEW POSITION	LOGAN FIGEROA	
RFPME	SPED	CC-SPED	5	6/25	-	NEW POSITION	RAINBOW BARRY	<i>0.5 FTE</i>
GW	SPED	ID-SPED	5	6/26	ASHLEY ROESLER	RESIGNATION	STEPHANIE HEINEN	
RB	REG	ART	14	6/24	RANDY SCHWARK	RETIREMENT	AUDREY JOHNSON	
GW	REG	5TH GRADE	28	7/9	MARCIA PHARIS	RETIREMENT		
DIST	SPED	OT	10	6/30	HEATHER GERMAIN	RESIGNATION		
MS	REG	SOCIAL STUDIES	43	7/9	LAURA GUNNELL	TRANSFER		<i>*TRANSFERRED TO HS SS (CHAD FORDE RESIGNATION)</i>

RETENTION ANALYSIS: REASON				TOTAL	TEACHERS				ADMIN	
YEAR	RETIREMENT	RESIGNATION	NEW	TOTAL	RESIGNATION	R/R	RESIGNATION	R/R	RESIGNATION	R/R
2018	12	15	5	32	6.20%	11.16%	6.11%	10.92%	7.69%	15.38%
2019	10	12	9.5	31.5	4.90%	8.98%	5.17%	9.05%	0.00%	7.69%
2020	8.32	11.5	7.68	27.5	4.51%	7.78%	4.79%	8.26%	0.00%	0.00%

*FTE ADJUSTMENTS ARE NOT NOTED

RETENTION ANALYSIS: DEPARTMENT/LOCATION (ALL CHANGES)									
YEAR	SPED	HS/REN	MMS	WS	RFPME	GW	RB	DISTRICT	TOTAL
2010-2018 AVE.	5.89	5	3.67	1.78	1.67	1.11	1.78	2	22.9
2018	11	9.5	2.5	2	0	1	4	2	32
2019	8	8	8.5	0	1	2	3	1	31.5
2020	9	6	4	2.5	1	1	2	2	27.5

*FTE ADJUSTMENTS ARE NOT NOTED *TRANSFER BETWEEN ONLY NOTED WITH EMPLOYEE LEAVING

RETENTION ANALYSIS: DEPARTMENT/LOCATION (RETIREMENT/RESIGNATION)									
YEAR	SPED	HS/REN	MMS	WS	RFPME	GW	RB	DISTRICT	TOTAL
2018	4/6	1.5/7	1.5/0	1/0	0	1/0	2/1	1/1	12/15
2019	1/5	2/3.5	3/2.5	0	0	1/0	3/0	0/1	10/12
2020	1/6	1.322/2	2/1	2/0.5	0/1	1/0	1/1	0	8.32/11.5

*FTE ADJUSTMENTS ARE NOT NOTED

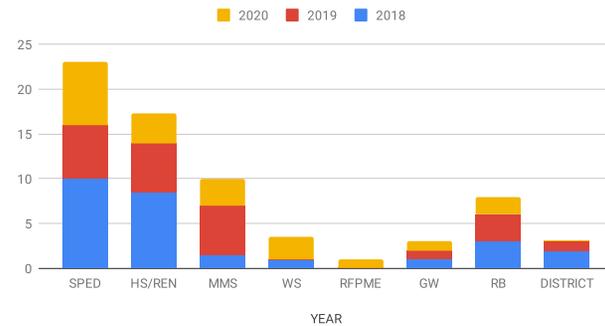
ATTRACTING ANALYSIS: TOTAL APPLICANTS				
YEAR	TOTAL CERTIFIED STAFF	TEACHER	ADMIN	AVE. APPLICANTS
2010-2018 AVE.	22.89	21.67	1.22	27.71
2018	32	30	2	15.69
2019	33	*31	2	19.15
2020	27.5	27.5	0	15.19

*FTE ADJUSTMENTS ARE NOT NOTED, INCLUDES THREE 0.5 FTE POSTINGS

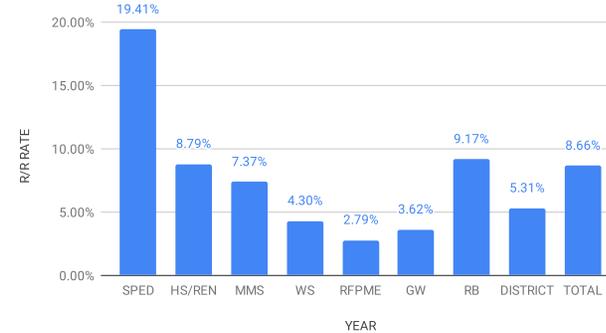
RETENTION ANALYSIS: DEPARTMENT/LOCATION (RETIREMENT/RESIGNATION)									
YEAR	SPED	HS/REN	MMS	WS	RFPME	GW	RB	DISTRICT	TOTAL
2018	10	8.5	1.5	1	0	1	3	2	27
2019	6	5.5	5.5	0	0	1	3	1	22
2020	7	3.322	3	2.5	1	1	2	0	19.822

*FTE ADJUSTMENTS ARE NOT NOTED

2018, 2019 and 2020



R/R RATE SINCE 2018





School District of River Falls
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 852 East Division Street, River Falls WI 54022
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MEMO

RFSW WORK SAFETY GUIDELINES AND EXPECTATIONS (8-1-2020)

The purpose of this document is to address safety guidelines and expectations for all employees. This process includes the guidelines for reporting to work, preparing workspaces, mitigating the spread of COVID, the use of PPE, social distancing, and return to work stipulations.

The COVID-19 pandemic and related planning are dynamic and this process will be updated as the CDC/DHS/DPI provide new guidance. The following work safety guidelines and expectations replace earlier work guidelines (specifically the guidelines established on 4-30-20). All employees are expected to follow guidelines and expectations. Building principals, direct supervisors, and the Human Resources Director are responsible for implementing these processes in partnership with district employees. Please contact your building principal, direct supervisor, and/or the Human Resources Director with questions or concerns. Please acknowledge that you have read the work safety guidelines and expectations through safeschools.

Step	Action
1	<p><u>Daily self-screen for COVID-19 related symptoms.</u> All employees will be required to complete a daily COVID-19 self-screening prior to entering a school building. Maintaining a safe and healthy work environment is a shared responsibility. Employees are required to proactively self-screen each day prior to reporting to a school building.</p> <p><u>Do not report to work or enter any district building if you have any of these symptoms <i>if they are different than your baseline symptoms:</i></u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Fever, defined as a temperature greater than 100.4°F <input type="checkbox"/> Cough/congestion <input type="checkbox"/> Shortness of breath/difficulty breathing <input type="checkbox"/> Headache <input type="checkbox"/> Chills or rigors <input type="checkbox"/> Muscle aches <input type="checkbox"/> New loss of taste or smell <input type="checkbox"/> Sore throat <input type="checkbox"/> Runny nose <input type="checkbox"/> Diarrhea <input type="checkbox"/> Nausea/Vomiting <p>*The Student Exclusion Flow Chart is a helpful resource as you complete your daily self-screen.</p> <p>If any of the above symptoms are present, contact your healthcare provider to obtain further guidance. If your provider recommends COVID-19 testing, you should remain at home and quarantine until the results of the test are received.</p> <p><u>Documentation of Self-Screen</u> Employees will not be required to document daily self-screens.</p> <p><u>Report absence</u></p>

	<p>You are expected to follow established attendance reporting procedures. When reporting your absence in Employee Access note if the absence is due to COVID-19 symptoms or an unrelated illness. Proactive communication to your direct supervisor is helpful in securing a substitute (if this is needed for your position).</p> <p><u>Use of Sick Time</u> Through 12/31/20, the FFCRA allows for up to two weeks (80 hours or a part-time employee’s two-week equivalent) of paid sick leave if you are unable to work because:</p> <ol style="list-style-type: none"> 1. You have been advised by a healthcare provider to self-quarantine. You will be required to submit *documentation to Karin Brandvold upon return. 2. You are experiencing COVID-19 symptoms and seeking a medical diagnosis You will be required to submit *documentation to Karin Brandvold upon return. <p>*Documentation examples: Doctor’s recommendation to self-quarantine or evidence of a negative COVID-19 test.</p> <p>You are encouraged to contact David Bell (ext. 1117) or Sara King (ext. 1112) for guidance on your eligibility for the expanded Family Medical Leave Act: Families First Coronavirus Response Act.</p>
2	<p><u>Monitor well-being throughout the day.</u> All employees are expected to monitor health throughout the workday. Temporal thermometers will be available in the main office of each building for employee use. These thermometers will only be used for employees and will have specific cleaning instructions between uses. If COVID-19 symptoms develop during the day, employees should notify their supervisor and leave work as soon as is feasible.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fever, defined as a temperature greater than 100.4°F <input type="checkbox"/> Cough/congestion <input type="checkbox"/> Shortness of breath/difficulty breathing <input type="checkbox"/> Headache <input type="checkbox"/> Chills or rigors <input type="checkbox"/> Muscle aches <input type="checkbox"/> New loss of taste or smell <input type="checkbox"/> Sore throat <input type="checkbox"/> Runny nose <input type="checkbox"/> Diarrhea <input type="checkbox"/> Nausea/Vomiting <p><u>Please follow the Absence Reporting and Use of Sick Time guidance outlined in STEP 1.</u></p>
3	<p><u>Exposure to someone who has COVID-19.</u> If you have had close contact with someone with confirmed COVID-19, do not report to work. For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.</p> <p>Consult with your physician and do not return to work until you have been authorized to do so by your physician.</p> <p>If you have any questions, please contact Karin Brandvold (ext. 1108)</p> <p><u>Please follow the Absence Reporting and Use of Sick Time guidance outlined in STEP 1.</u></p>
4	<p><u>Clean and disinfect workspace</u> All buildings will be provided ample supplies and materials for you to regularly clean and disinfect your work space. The Enhanced Disinfection Plan outlines the specific responsibilities for cleaning and disinfecting. Generally, you will be expected to clean and disinfect surfaces that are frequently touched by multiple people. This could include tables, doorknobs, light switches, handles, desks, phones, and keyboards. Your supervisor will communicate specific cleaning expectations with you.</p>

5	<p>Hygiene All buildings will be provided ample supplies and materials for you to regularly wash hands with soap and water or hand sanitizer. This is especially important after touching frequently used items. You will be expected to adhere to hygiene best practices that include, but are not limited to: avoiding touching your face, eyes, and mouth; sneezing or coughing into a tissue or the inside of your elbow.</p> <p>Handwashing Best Practice</p>
6	<p>Social Distancing When feasible, employees should maintain 6 feet of distance between co-workers, students, and other adults.</p> <p>Social Distancing</p>
7	<p>Masks and PPE If your work requires you to be within 6 feet of co-workers, students, and other adults, you will be expected to wear a cloth/disposable mask. The intent of the mask is to protect other people in case you are infected, but not showing symptoms. You may be asked to wear other PPE if work responsibilities put you in close contact with others. Your supervisor will communicate these expectations to you and the additional PPE will be provided for you.</p> <p>If for personal medical reasons you cannot wear a mask, please contact Karin Branvold to discuss alternative masking options.</p> <p>It is understood that masking creates a host of logistical challenges for the instruction of children and the completion of other essential work functions. The requirement to wear masks was carefully considered and will be closely monitored.</p> <p>About Cloth Face Coverings Proper masking techniques Evidence for Effectiveness of Cloth Face Coverings</p>
6	<p>Contact Karin Brandvold if you test positive for COVID-19 This practice will be an important step for contact tracing. Employees who you have worked closely with may be informed that they may have been exposed to a colleague with a positive COVID-19 test. However, your identity will be confidential.</p> <p>An official from public health in your county of residence will follow up if you test positive for COVID-19. Public health will determine close contacts and recommend exclusion/quarantine as appropriate. If an employee tests positive, we will support the contact tracing protocols established and completed by public health.</p> <p><u>Please follow the Absence Reporting and Use of Sick Time guidance outlined in STEP 1</u></p>

I agree to follow the above safety guidelines

Name: _____

Signature: _____

Date: _____



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MONTHLY EMPLOYEE WELLNESS RESOURCES

Resources for Personal Mental Health and Wellbeing

[Work Safety Guidelines and Expectations \(8-1-20\)](#)

[Illness monitoring flowchart for employees with Covid symptoms](#)

[Requesting Medical Leave or work accommodation.](#)

[Requirements to qualify for paid sick leave and family/medical leave under FFCRA](#)

[You Power: Free Health Assessment and Well-Being Activities \(must be enrolled in the district's health insurance plan\)](#)

[Family Means Employee Assistance Program](#)

[Virtual Employee Counseling](#)

[Coping With the COVID-19 Crisis: The Importance of Care for Caregivers—Tips for Parents and Teachers](#)

[Frequently Asked Human Resources Questions](#)

[FAQ #5 7-15-20](#)

[FAQ #4 6-15-20](#)

[FAQ #3 5-20-20](#)

[FAQ #2 4-24-20](#)

[FAQ #1 4-1-20](#)

Topics for Deeper Study (PD points available for completion of these activities)

[Powered on Well: Proactive practices to maintain health](#)

[Compassion Resilience Toolkit](#)

Resources to Support Student Mental Health and Wellbeing

Wisconsin Department of Instruction Resources

- [COVID-19 in Racial and Ethnic Minority Groups](#)
- [Learning During COVID-19](#)
- [Countering Coronavirus Stigma and Racism: Tips for Teachers and Other Educators](#)
- [Trauma Sensitive School Discipline](#)
- [Culturally Responsive Problem-Solving](#)

Topics for Deeper Study (PD points available for completion of these activities)

Student Mental Health First Aid→ contact Jennifer Peterson.

[Trauma Informed Care→ DPI Online Professional Development](#)



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2020-21 CO-CURRICULAR ADVISOR AND COACH CONTRACT STIPULATIONS

The purpose of this document is to address the potential for a shortened and/or canceled athletic/activity season for the 2020-21 school year. Each coach and advisor will be made aware of these stipulations prior to the start of the season/school year.

If health and safety conditions allow, all activities and athletics will operate as normal. However, the COVID-19 pandemic may require the full and/or partial cancellation of a sport or activity. If that does occur, the following guidelines will be used to determine coaching/advising stipends.

Scenario #1: 50%-100% of the season/activity is complete

- Head coaches, assistant coaches, and advisors will be paid 100% of the contract.

Scenario #2: 50% or less of the season/activity is complete

- Head coaches, assistant coaches, and advisors will be paid 50% of the contract

Scenario #3: Complete season cancelled

- Returning head coaches/advisors - 33%
- Returning assistants/advisors - 25%
- New head coaches hired after March 17 - 10%
- New assistant coaches - 0%

I understand and agree to the above contract stipulations

Name: _____

Signature: _____

Date: _____