

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

Monday, May 10, 2021 - 6:30 PM

River Falls High School Media Center, 818 Cemetery Road, River Falls, WI 54022

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 - 6:30 p.m. (or immediately following Finance and Facilities) in the River Falls High School Media Center**

2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**

3. **HEARING OF VISITORS OR DELEGATIONS**

4. **Approve Letters of Appointment to all Support Staff** **3**
Description: Per Section III.2.2.1 Letters of Appointment. The district will issue a letter of appointment before the last student contact day to support staff expected to be needed for the 2021-22 school year.
Recommended Action: Approve sending letters of intent to all support staff positions.

5. **Certified Staffing update** **4**
Description: The committee will discuss the recruitment, selection, and hiring timeline for upcoming certified staff openings.
Recommended Action: None, informational only.

6. **Approve 2021-2022 support staff salary schedule** **5**
Description: The updated 2021-22 salary schedule will be discussed. The schedule reflects a \$0.30 per cell increase for all support staff positions. In addition, to the per cell increase, eligible support staff will move up one step on the schedule. The salary increase for hourly support staff is estimated to be 3.68%.
Recommended Action: Approve 2021-22 support staff salary schedule as presented.

7. **Approve grounds worker-trainer and grounds worker job descriptions** **7**
Description: The Grounds Worker-Trainer is responsible for assisting the District-wide Grounds Lead with the proper training and day-to-day direction of seasonal grounds workers.
Recommended Action: Approve grounds worker-trainer and grounds worker job descriptions.

8. **Approve 2021-2022 bus driver collective bargaining agreement** **11**
Description: The Negotiations Committee is recommending the approval of the 2021-22 Bus Driver Collective Bargaining Agreement. The offer includes a 1.19% base wage increase. Drivers who qualify for step advancement will earn, on average, a 3.14% increase.
Recommended Action: Approve 2021-22 bus driver collective bargaining agreement as presented.

9. **Proposed/suggested items for the next regular and future Board meeting agenda(s)**
Description: As always, Board members will be given the opportunity to suggest items for future Board member agendas.
Recommended Action: As needed.

10. **Schedule next Board/Committee meetings**
Description: Upcoming committee meeting dates, times, and locations will be reviewed.
Recommended Action: Set meeting schedule as follows:
Personnel Committee meeting, Monday, June 14, 2021, 6:30 p.m. (or immediately following Finance and Facilities)
Meeting will be held at River Falls High School, 818 Cemetery Road

11. **Request for anticipated executive session pursuant to Wisconsin § 19.85(1)(c)(e)(roll call vote required) for the purpose of discussion of administrator evaluations and negotiations.**

12. CONVENE TO EXECUTIVE SESSION



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

Dear FIRST NAME,

Greetings! This has been a complicated, difficult school year for adults and students in the River Falls School District. You have faced unknowns and changes at work and in your personal lives, and I know that takes a significant toll. District administrators and building principals have repeatedly relayed to the board that you have been dedicated, professional, and creative this year. You have met the challenges of serving students through a pandemic with grace and fortitude. Please accept the school board's abiding appreciation for your work and your commitment to public education.

While some of the district's work has changed this year, a constant is the need to provide you with a notice of reasonable assurance of continued employment for the 2021-22 school year. The 2021-22 school year is scheduled to begin on September 1, 2021. The position we envision for you will be similar in terms of duties and hours as your 2020-21 assignment. Your anticipated 2021-22 rate of pay will be . This notice aligns the reasonable assurance outlined in Wis. Stat. § 108.04(17)(d).

As you already know, the school district has the right to transfer or reassign you pursuant to the employee handbook. These employee handbook terms reserve the right to lay you off, in full or part, pursuant to the employee handbook. While we are legally required to remind you of this, please realize we have no current intention to do so. The benefits which accompany your employment are also set out in the employee handbook.

Two copies of this letter have been provided. Please complete the bottom portion of one letter and return it to your building secretary by the end of the school year; the other copy is for your files.

Once again, thank you for your work this year and for your continued patience and support as we navigate education within a pandemic. We hope you and your family are healthy and that the summer provides an opportunity for renewal and joy.

Sincerely,

Stacy Johnson Myers, Board President

Alan Tuchtenhagen, Board Clerk

Jamie Benson, Superintendent

<p>I <u>accept</u> this offer of employment</p>	<p>_____ Signature</p>	<p>_____ Date</p>
<p>or</p>		
<p>I <u>decline</u> this offer of employment</p>	<p>_____ Signature</p>	<p>_____ Date</p>

CERTIFIED STAFF HIRES							
LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
HS	ACTIVITIES DIRECTOR	50	3/3	HALL, R	RETIREMENT	*CRAIL, D	
WS	3RD GRADE	NA	NA	KAPPING, S	RETIREMENT	*MUNOZ, C	<i>*CM WILL INCREASE FROM 0.5 FTE TO 1.0 FTE</i>
WS	5TH GRADE	NA	NA	FREEMAN, D	RETIREMENT	*WESTMAN, S	<i>*APPROVED TRANSFER FROM LTS</i>
HS	MATH	17	4/7	RUMPEL, J	RESIGNATION	CHUCKEL, K	
HS	SOCIAL STUDIES	48	4/8	BENNETT, J	RETIREMENT	NIEHANS, A	
MS	LITERACY	20	4/7	LANSING, M	TRANSFER	SABELKO, S	<i>*TRANSFERRED TO MS ELA (TOKHEIM RESIGNATION)</i>
HS	BUS ED	8	3/29	LEONARD, C	RESIGNATION	SMITH, M	
GW	PHY. ED.	19	4/7, 4/8	LINEHAN, M	RETIREMENT	LENSING, B	
GW	SPED, LD	6	4/15	GLADE, B	RETIREMENT	GUCKENBERGER, J	
HS	BUS ED	8	4/16	-	NEW POSITION	CONLEY, C	
HS	COUNSELOR	30	4/16	SCANLON, M	RESIGNATION	MOE, L	
RB	SOCIAL WORKER	9	4/26	-	NEW POSITION	GRINSTEAD, R	
DIST	GIFTED AND TALENTED	4	4/20	*ROHL, D	TRANSFER	MAZZEI, A	<i>*TRANSFERRED TO 1.0 FTE EL TEACHER (NEW POSITION) **0.5 FTE</i>
HS	PHY. ED.	2	5/3	-	NEW POSITION	WILKEN, C	
DIST	DIR. OF C.E. AND COM.	18	4/30	SQUIRE, M	RESIGNATION	AMES, J	
HS	COUNSELOR	30	4/16	MACBETH, S	RETIREMENT	HANSON, J	
CERTIFIED STAFF POSITIONS--RECRUITMENT PHASE							
LOCATION	POSITION	CLOSING	REPLACES	REASON	NOTES		
RFPME	SPED, CC	5/10	BARRY, R	RESIGNATION	*REPOST		
MS	SOCIAL STUDIES	5/7	STEVENS, T	TRANSFER	<i>*TRANSFERRED TO HS SS (CRAIL TRANSFER, HALL RESIGNATION)</i>		
HS	BAND	5/1	-	NEW POSITION	0.5 FTE		
GW	1ST GRADE	4/23	*FELLING, M	TRANSFER	<i>*TRANSFERRED TO TITLE I-READING (KELLY RETIREMENT)</i>		
DIST	SPEECH-LANG	5/12	BOE, M	RESIGNATION			
WS	5TH GRADE	6/1	HANSON, A	RESIGNATION	0.5 FTE		

A.2.1 Hourly - Step Movement

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Accounting, Accountant	\$29.51	\$29.91	\$30.31	\$30.71	\$31.11	\$31.51	\$31.91			
Accounting, Payroll and Benefits	\$24.15	\$24.62	\$25.09	\$25.49	\$25.89	\$26.29				
Accounting, Accounts Payable	\$21.43	\$21.90	\$22.37	\$22.84	\$23.24	\$23.64	\$24.04			
Administrative Assistant	\$27.37	\$27.84	\$28.31	\$28.71	\$29.11	\$29.51				
Building & Grounds, Custodian	\$17.48	\$17.88	\$18.28	\$18.68	\$19.08	\$19.48	\$19.88			
Building & Grounds, District Courier	---	\$20.00	\$20.40	\$20.80	\$21.20	\$21.60	\$22.00	\$22.40		
Building & Grounds, District Building Lead	---	\$20.80	\$21.20	\$21.60	\$22.00	\$22.40	\$22.80	\$23.20		
Building & Grounds, District Grounds Lead	---	\$20.80	\$21.20	\$21.60	\$22.00	\$22.40	\$22.80	\$23.20		
Building & Grounds, Lead Custodian	---	\$20.00	\$20.40	\$20.80	\$21.20	\$21.60	\$22.00	\$22.40		
Building & Grounds, Maintenance Tech I	---	\$20.00	\$20.40	\$20.80	\$21.20	\$21.60	\$22.00			
Building & Grounds, Maintenance Tech II	\$26.73	\$27.13								
Building & Grounds, Seas, Grnds Worker/Trainer	\$18.00									
Building & Grounds, Seasonal, Grounds Worker	\$17.07									
Building & Grounds, Seasonal, Snow Removal	\$17.07									
Food Service	\$17.60									
Kids Club, Accounts Receivable	\$18.45	\$18.85	\$19.25	\$19.65	\$20.05	\$20.45	\$20.85			
Kids Club, Assistant Care Giver	\$11.30									
Kids Club, Lead Care Giver	---	\$14.25	\$14.72	\$15.19	\$15.59	\$15.99	\$16.39	\$16.79	\$17.19	
Kids Club, Site Manager	\$14.84	\$15.31	\$15.78	\$16.25	\$16.65	\$17.05	\$17.45	\$17.85		
Occupational Therapy Assistant	\$21.15	\$21.55								
Paraprofessional, General Education	---	\$15.45	\$15.95	\$16.55	\$16.85	\$17.25	\$17.50	\$17.90	\$18.30	\$18.70
Paraprofessional, At-Risk	\$16.75	\$17.15	\$17.55	\$17.95	\$18.35	\$18.75	\$19.05	\$19.55	\$19.95	
Paraprofessional, Bilingual/Health/Special Ed	---	\$16.35	\$16.75	\$17.15	\$17.55	\$17.95	\$18.35	\$18.75	\$19.05	\$19.45
Secretary	---	\$17.81	\$18.28	\$18.75	\$19.22	\$19.62	\$20.02	\$20.42		
Technology, Computer Workstation Technician	\$25.20	\$25.71	\$26.21	\$26.71	\$27.11	\$27.51	\$27.91	\$28.31	\$28.71	
Technology, Software & Staff Dev. Facilitator	\$25.20	\$25.71	\$26.21	\$26.71	\$27.11	\$27.51	\$27.91	\$28.31	\$28.71	
Transportation, Bus Driver, Route	---	\$21.30	\$21.70	\$22.10	\$22.50	\$22.90	\$23.30	\$23.70	\$24.10	\$24.50
Transportation, Bus Driver, Trip	\$17.20									
Transportation, Bus Driver Trainer	\$24.50									
Transportation, Mechanic	\$26.13	\$26.57	\$27.02	\$27.46	\$27.86	\$28.26	\$28.66	\$29.06	\$29.46	
Transportation, Seasonal, Bus Washer	\$11.30									
Volunteer Coordinator, District & STEP	\$18.53	\$18.93	\$19.33	\$19.77	\$20.13	\$20.53				

OTHER:

Auditorium Supervisor Stipend	\$2,500.00/year									
Auditorium Supervisor, MMS	\$26.00									
Board Meeting Video Recorder	\$15.00 (\$60.00 minimum/meeting)									
Girls' Hockey Transportation	\$10.58									
Gymnastics Spotter/Guard	\$10.58									
Lifeguard. Swimming	\$12.20									
Local Education Guide (LEG)	\$100/course, \$1,500 max per semester									
Medical/Emerg. Response Team Training Stipend	\$100 stipend, MERT training outside normal working hours									
Retainment Stipend	\$500 Upon completion of an employee's 10th year (full or part-time), an active employee will be eligible for a \$500 retainment stipend. The stipend will be paid on the 10/20/21 payroll.									
Summer Band Clinician (\$25.00 per parade)	\$13.50*									
Summer Speed/Strength (Gen Ed Para Step 1)	\$15.45*									
Tutor, Homebound (non-teacher)	\$16.00									
Tutor Supervisor, Middle School	\$15.15									

*Rate for Summer 2022

School District of River Falls
Job Description
GROUNDS WORKER / TRAINER

MINIMUM QUALIFICATIONS:

1. Have experience in building and/or grounds operation.
2. Ability to communicate effectively.
3. Understanding and ability to explain the proper use of all grounds equipment/machinery.
4. Knowledge of light maintenance on riding lawn mowers, weed whips, push mowers, and any other equipment or tools that will be used on the job.
5. Experience or demonstrated ability to manage a team or small group of people.
6. Ability to schedule and plan consecutive projects of varying importance and adjust to rapidly changing priorities.
7. Be 18 years of age or older.
8. Have a high school diploma or GED equivalent.
9. Ability to read chemical labels and material safety data sheets (MSDS).
10. Ability to complete work orders.
11. Have strong human relations skills.
12. Ability to interact constructively with the public and staff at all levels.
13. Ability to administer and receive constructive feedback.
14. Ability to work independently without direct supervision.
15. Have a valid driver's license.
16. Possess or be willing to obtain licenses, certifications and training as required for this position.
17. Physical and environmental requirements:
 - a. Ability to sit or stand for prolonged periods of time.
 - b. Ability to manually move, lift, carry, pull or push heavy objects or materials up to and including 75 pounds.
 - c. Ability to stoop, kneel, crawl, bend, turn, reach, climb and balance.
 - d. Ability to work indoors and outdoors in all conditions.
 - e. Ability to work in noisy and crowded environments.
 - f. Ability to drive a mechanical vehicle.

POSITION SUMMARY:

The Grounds Worker/Trainer is responsible for assisting the District-Wide Grounds Lead with the proper training and day-to-day direction and oversight of fellow seasonal grounds workers. This is a seasonal position that requires regular performance of duties from approximately April 1st to November 1st of each year, but timelines may vary due to requirements of weather and seasonal changes. The Grounds Worker/Trainer is responsible for the maintenance and improvements of the athletic fields and district properties.

REPORTS TO:

Districtwide Grounds Lead, Buildings and Grounds Director

PERFORMANCE RESPONSIBILITIES:

1. Demonstrate professional behavior, promoting positive relationships with students, staff, public and peers at all times.
2. Maintain school buildings and grounds in top condition to ensure full and productive use of district facilities.
3. Communicate effectively with all members of the school district and community.
4. Assist with the oversight, training, and daily tasking for all seasonal grounds workers.
5. Operate appropriately all equipment and machinery as necessary.
6. Provide equipment recommendations for all grounds maintenance activities.
7. Maintain all grounds equipment including record keeping of all maintenance performed.
8. Assist maintenance department in repair and maintenance of all property.

School District of River Falls
Job Description
GROUNDS WORKER / TRAINER

9. Clean-up trash after all activities at athletic facilities.
10. Maintain and operate all irrigation systems.
11. Perform all tasks related to preparation of athletic fields for games and practices.
12. Assist the Buildings and Grounds Department in a variety of general tasks throughout the district when not engaged in grounds work.
13. Observe district policy at all times.
14. Adhere to all district health and safety policies.
15. Mow and weed whip, etc, using various styles of lawn equipment (including push and riding equipment) and use of school vehicles.
16. Work overtime and all shifts as required.
17. Work a variety of hours in order to perform duties. Weather may change daily hours and reporting times.
18. Perform all other duties as assigned.

Approved by the Board on 5/10/21

**School District of River Falls
Job Description
GROUNDS WORKER**

MINIMUM QUALIFICATIONS:

1. Have experience in building and/or grounds operation.
2. Be 18 years of age or older.
3. Have a high school diploma or GED equivalent.
4. Knowledge of light maintenance on riding lawn mowers, weed whips, push mowers, and any other equipment or tools that will be used on the job.
5. Able to read chemical labels and material safety data sheets (MSDS).
6. Able to initiate and complete work orders.
7. Have strong human relations skills.
8. Able to interact constructively with the public and staff at all levels.
9. Able to administer and receive constructive feedback.
10. Able to work independently without direct supervision.
11. Have any job-related skills.
12. Have a valid driver's license.
13. Possess or be willing to obtain licenses, certifications and training as required for this position.
14. Physical and environmental requirements:
 - a. Able to sit or stand for prolonged periods of time.
 - b. Able to manually move, lift, carry, pull or push heavy objects or materials up to and including 75 pounds.
 - c. Able to stoop, kneel, crawl, bend, turn, reach, climb and balance.
 - d. Able to work indoors and outdoors in all conditions.
 - e. Able to work in noisy and crowded environments.
 - f. Able to drive a mechanical vehicle.

POSITION SUMMARY:

The Grounds Worker is responsible for the maintenance and improvement of the athletic fields and district properties. The Grounds Worker will ensure that these grounds are kept in top condition for full and productive use.

REPORTS TO:

Districtwide Grounds Lead, Buildings and Grounds Director

PERFORMANCE RESPONSIBILITIES:

1. **Demonstrate professional behavior, promoting positive relationships with students, staff, public and peers at all times.**
2. Communicate effectively with all members of the school district and community.
3. Operate appropriately all equipment and machinery as necessary.
4. Provide equipment recommendations for all grounds maintenance activities.
5. Maintain all grounds equipment including record keeping of all maintenance performed.
6. Assist maintenance department in repair and maintenance of all property.
7. Clean-up trash after all activities at athletic facilities.
8. Maintain and operate all irrigation systems.
9. Perform all tasks related to preparation of athletic fields for games and practices.
10. Assist the Buildings and Grounds Department in a variety of general tasks throughout the district when not engaged in grounds work.

School District of River Falls
Job Description
GROUNDS WORKER

11. Observe district policy at all times.
12. Adhere to all district health and safety policies.
13. Mow and weed whip, etc, using various styles of lawn equipment (including push and riding equipment) and use of school vehicles.
14. Work overtime and all shifts as required.
15. Work a variety of hours in order to perform duties. Weather may change daily hours and reporting times.
16. Perform all other duties as assigned.

Revised by the Board of Education on 5/10/21



School District of River Falls

ADMINISTRATIVE OFFICE

852 East Division Street, River Falls WI 54022

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

**2021-22 COLLECTIVE BARGAINING AGREEMENT
BETWEEN WEAC REGION 1-BUS DRIVERS AND RIVER FALLS SCHOOL DISTRICT**

1. ARTICLE I – RECOGNITION

The Board recognizes the Association as the exclusive bargaining representative on base wages for all full-time and regular part time employees employed by the School District of River Falls, including but not limited to guidance counselors, reading coordinator, school psychologist, teacher of the hearing impaired, and school nurses, but excluding administrators and supervisory personnel, teacher aides, clerical employees and uncertified support staff.

2. ARTICLE II – DURATION

All items in this Agreement shall be in effect for a period of one (1) year beginning with the 1st day of July 2021 and ending on the 30th day of June, 2022.

3. ARTICLE III – SEVERABILITY

If any sections of this Agreement or any addenda thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if the compliance with or enforcement of any section or addenda should be restrained by such tribunal, the remainder of this Agreement and addenda thereto shall not be affected thereby, and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such invalid section(s).

4. ARTICLE IV – COMPENSATION

The Board agrees to a total base wage increase of \$0.25 per cell (1.19%). A summary of all adjustments are outlined in the schedule below.

WEAC REGION 1—RIVER FALLS TEACHERS

WEAC Region 1 President

Date

Chairperson, Negotiations Committee

Date

BOARD OF EDUCATION

President

Date

Board Clerk

Date

The School District of River Falls, innovative leader in personalized learning, ensures the development of every student’s unique¹ potential in order to excel as responsible, productive, global citizens, facilitated by forward-thinking staff in a safe, nurturing, and collaborative environment.

Summary of 2021-22 Bus Driver Schedule (\$0.70, includes base (\$0.25), supplemental (\$0.05), and step increases (\$0.40)

Bus Driver, Route

<u>Step</u>	<u>2020-21 Rate</u>	<u>2021-22 Rate</u>
2	\$21.00	\$21.30
3	\$21.40	\$21.70
4	\$21.80	\$22.10
5	\$22.20	\$22.50
6	\$22.60	\$22.90
7	\$23.00	\$23.30
8	\$23.40	\$23.70
9	\$23.80	\$24.10
10		\$24.50

Bus Driver, Trip

<u>2020-21 Rate</u>	<u>2021-22 Rate</u>
\$16.90	\$17.20

Bus Driver, Trainer

<u>2020-21 Rate</u>	<u>2021-22 Rate</u>
\$23.80	\$24.50

Retention Stipend

Upon completion of an employee's 10th year (full or part-time), an active employee will be eligible for a \$500 retention stipend.