

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

Monday, July 19, 2021 - 5:00 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 - 5:00 p.m. at the River Falls High School Media Center**

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

3. **HEARING OF VISITORS OR DELEGATIONS**

4. **Certified Staffing Update** **2**
Description: The committee will discuss the recruitment, selection, and hiring timeline for upcoming certified staff openings.
Recommended Action: None, informational only.

5. **Approve 2021-2022 Handbook Revisions (Co-Curricular Advisor Compensation)** **3**
Description: Recommendations will align with recent committee feedback.
Recommended Action: Approve 2021-2022 Handbook Revisions to Co-Curricular Advisor Compensation.

6. **Approve Virtual/e-School Teacher Program Coordinator/Teacher Job Description** **8**
Description: The committee will review the Virtual E-School Coordinator/Teacher Job Description.
Recommended Action: Approve Virtual/e-School Coordinator/Teacher job description.

7. **Review 2021-2022 Personnel Committee Goals** **11**
Description: At the start of the 2020-21 year, the Personnel Committee identified goals. The committee will evaluate our progress. In addition, the committee will review a draft of the 2021-22 goals and calendar.
Recommended Action: None, informational only.

8. **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.

9. **Schedule next Board/Committee meetings**
Description: Upcoming committee meeting dates, times, and locations will be reviewed.
Recommended Action: Set the meeting schedule as follows:
Personnel Committee meeting, Monday, August 9, 2021, 6:30 p.m.
The meeting will be held at River Falls High School, 818 Cemetery Road.

10. **ADJOURN**

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	*CM WILL INCREASE FROM 0.5 FTE TO 1.0 FTE
WS	5TH GRADE	NA	NA	FREEMAN, D	RETIREMENT	*WESTMAN, S	*APPROVED TRANSFER FROM LTS
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	*TRANSFERRED TO MS ELA (TOKHEIM RESIGNATION)
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	*TRANSFERRED TO 1.0 FTE EL TEACHER (NEW POSITION) **0.5 FTE
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	
HS	BAND	8	5/7	-	NEW POSITION	PLUM, A	0.5 FTE
MS	SOCIAL STUDIES	48	5/10	STEVENS, T	TRANSFER	LAMBRECHT, C	*TRANSFERRED TO HS SS (CRAIL TRANSFER, HALL RESIGNATION)
RB/HS	SPEECH-LANG	5	5/12	BOE, M	RESIGNATION	EARLEY, E	
GW	1ST GRADE	42	5/5	*FELLING, M	TRANSFER	DUNN, H	*TRANSFERRED TO TITLE I-READING (KELLY RETIREMENT)
RFPME	SPED, CC	3	6/2	*BARRY, R	TRANSFER	CHAPMAN, M	*TRANSFERRED TO RFPME-CH (AKKERMAN RESIGNATION)
GW	COUNSELOR	18	6/8	ROSE, E	RESIGNATION	HUBER, E	
DIST	PHYSICAL THERAPIST	3	6/8	NA	NA	SARNOCKI, M	*PT USED TO BE A PURCHASED SERVICE AGREEMENT
WS	5TH GRADE	19	6/17	HANSON, A	RESIGNATION	FRANDRUP, M	
WS	5TH GRADE	19	6/17	FLOOD, P	RESIGNATION	KEISER, A	
HS	SCIENCE	8	6/13	JACOBSON, M	RESIGNATION	MERKATORIS, A	
DIST	OT	2	6/30	FLANAGAN	RESIGNATION	NINNEMAN, H	
CERTIFIED STAFF POSITIONS--RECRUITMENT PHASE							
LOCATION	POSITION	CLOSING	REPLACES	REASON	NOTES		
HS	SCIENCE	6/13	LEMKE, J	RESIGNATION			
HS	WORK BASED LEARNING	7/15	MILLER, M	RESIGNATION			
RB	LITERACY COACH	7/19	NEW POSITION	NA			
HS	SPED, CC	7/26	WHIPKEY, A	RESIGNATION			

CO-CURRICULAR ADVISOR COMPENSATION

These compensation recommendations are based on a comparison to clubs and activities that the district already provides advisor compensation for. While determining the specific compensation suggestion, items such as number of students served, time spent with students out-side of school hours, travel to locations outside of the district as well as growth of the club/organization were taken into consideration.

HIGH SCHOOL NEW POSITIONS

Biology Club

Description: Lovers of nature, the outdoors, plants, animals, and spending time with friends are all welcome to join Biology Club! We grow plants and paint the pots they go into for plant sales. We go on hikes, and visit places like the Science Museum, Como Park, and more! Join today and help us come up with other fun ideas!

Students Served: 30

Current Compensation: \$0

Proposed Compensation: \$500

C.A.T.S. (Connecting All Together Socially)

Description: Students with and without disabilities participate in a variety of activities during and after the school day. CATS members meet during Focus/WIN about 2-3 times a month along with a monthly event, outside of school, such as attending volleyball games, basketball games, or the play.

Students Served: 50

Current Compensation: \$0

Proposed Compensation: Lead Advisor: \$1,600 Assistant Advisor: \$500

Chess Club (New Club)

Description: This club will introduce the game of chess to members of our student body.

Students Served: TBD 20 - 25 anticipated

Current Compensation: \$0

Proposed Compensation: \$250 Initial (\$440 if sustainability shown through year two)

GSA (Gender and Sexuality Alliance)

Description: GSA is all about celebrating diversity and working toward inclusion for all in our school and community. We focus on issues related to LBGTQ+ rights, anti-racism, anti-sexism, etc. We work to promote awareness, acceptance, and appreciation for everyone.

Students Served: 34 in some capacity

Current Compensation: \$0

Proposed Compensation: \$440

Creative Writing Club

Description: Creative Writing Club is a great way to get together with other writers. We discuss topics related to creative writing, such as: story structure, character development, etc. We also participate in fun writing activities, support and encourage others to improve in their writing, and provide a fun learning environment.

CO-CURRICULAR ADVISOR COMPENSATION

Students Served: 10-15

Current Compensation: \$0

Proposed Compensation: \$440

Games Club

Description: Students come to meetings that occur at least twice per week to run fantasy role-playing campaigns (like Dungeons and Dragons), play deck-building games (like Magic the Gathering or Dominion), and/or play complex board games (like Settlers of Catan or Pandemic). Our club promotes socialization around creative, complex games that develop skills in critical thinking and problem-solving and require massive amounts of cooperation, negotiation, compromise, and creativity!

Students Served: 65 members (25-30 each meeting)

Current Compensation: \$0

Proposed Compensation: \$440

INCREASE IN ADVISOR COMPENSATION

Middle and High School Vocal Assistant

This increase in compensation places our Vocal Coach compensation more in line with the Middle and High School Band Extra-Curricular contracts. Both positions have similar responsibilities throughout the year and serve a large number of our student body.

Music, Vocal Assistant

Current Compensation: \$1,300 (2)

Proposed Compensation: \$1,760 (2)

ADDITIONAL ADVISOR POSITIONS NEEDED:

Forensics

Description:

Students compete state-wide (and nationally) against other schools and students in public speaking and acting categories, presenting unique and creative information and pieces. Students work on their communication skills, team-building and cooperation, and performance.

Students Served: 60-70

Current Compensation: Head Coach: \$3,000, Assistant Coach: \$1,600

Proposed Compensation: Additional assistant coach position: \$1,600

Musical

Description: Students audition, get cast, rehearse, and perform a full musical for audiences in mid-to-late November. Students work with directors, choreographers, music directors, a costume designer, their fellow peers, and other professionals to hone their skills and produce a show for the community.

Students Served: 50-80

Current Compensation: Head Coach: \$2,860 Assistant Music: \$1,320 Assistant Tech: \$1,320

Proposed Compensation: Additional assistant position: \$1,320

CO-CURRICULAR ADVISOR COMPENSATION

Mock Trial

Description: Mock Trial is designed to promote a better understanding of the law and legal process. Mock Trial has helped foster understanding and respect for the legal system and the rule of law. Members of Mock Trial can choose to participate as either a witness or an attorney and in some cases both. Students travel to both regional and state level competitions.

Students Served: 30-50

Current Compensation: Head Coach: \$1,600

Proposed Compensation: Additional assistant position: \$700

HIGH SCHOOL

Total increase in compensation: \$4,470/year

Biology Club:	\$500
CATS:	\$2100
Chess:	\$250
GSA:	\$440
Creative Writing Club	\$440
Games Club	\$440
Forensics	\$1600
Vocal Asst. (HS)	\$460
Musical	\$1320
*Play, Director	-\$1760
*Play, Assistant	-\$1320

***These positions will remain in the Handbook, however, they will not be filled in 2021-22. These positions will be evaluated on an annual basis and only offered if there is sufficient interest.**

MIDDLE SCHOOL

NEW POSITIONS

GSA (1 advisor)

Description: GSA is all about celebrating diversity and working toward inclusion for all in our school and community. We focus on issues related to LBGTQ+ rights, anti-racism, anti-sexism, etc. We work to promote awareness, acceptance, and appreciation for everyone

Proposed Compensation: \$440

Wildcat Crew (2 advisors)

Description: Wildcat Crew is an organization that is composed of 8th grade student leaders who will help transition 6th graders into our school. They participate in You in the Middle transition and adopt a group of students to mentor throughout the year.

Students Served: 31 8th graders/Incoming 6th grade students

Proposed Compensation: Head Advisor: \$660 Assistant Advisor: \$440

Girls Who Give Back (2 advisors)

Description: is a group of young ladies at MMS that join willingly to promote positive school climate, anti-bullying, kindness, and inclusiveness for all MMS students. We also have a focus on character,

CO-CURRICULAR ADVISOR COMPENSATION

giving back to our community, and doing volunteer work in River Falls and local areas. 50-80 active members, depending upon the year.

Students Served: Ranges between 50-80

Proposed Compensation: Head Advisor: \$660 Assistant Advisor: \$440

Total increase in compensation: \$3,100/year

GSA	\$440
Link Crew	\$1100
Girls Who Give Back	\$1100
Vocal Asst. (MS)	\$460

HIGH SCHOOL COACHING

Boys Basketball

Description: Currently our Boys basketball program has four assistant coach positions. Numbers in the program have reached a level where five teams will be necessary and an additional coach should be added for support. Currently the average assistant coach salary is \$2,774. I would propose an addition of this amount to the assistant pool. Should numbers decrease and a 5th team not be necessary, the \$2,774 would not be divided amongst hired assistant staff.

Students Served: 60+

Current Assistant Compensation: \$11,096 amongst 4 assistants

Proposed Assistant Compensation: \$13,870 amongst 5 assistants

Girls Basketball

Description: Equitably, Girls Basketball would need to have the same \$2,774 increase and the additional assistant made available.

Numbers currently do not dictate the necessity of an additional coach. Therefore, while the handbook would show an increase in funds, those funds (\$2,774) would not be used until the program has the numbers to support the need for additional staff.

Current Assistant Compensation: \$11,096 amongst 4 assistants

Proposed Assistant Compensation: \$13,870 amongst 5 assistants

Volleyball

Based on interest and need, numbers in the program have reached a level where five teams would be necessary and an additional coach should be added for support. Currently the average assistant coach salary is \$2,165. I would propose an addition of this amount to the assistant pool. Should numbers decrease and a 5th team not be necessary, the \$2,165 would not be divided amongst hired assistant staff.

Current Assistant Compensation: \$8,658 amongst 4 assistants

Proposed Assistant Compensation: \$10,823 amongst 5 assistants

Total increase in compensation: \$7,713/year (as needed)

ADDITIONAL NOTES

- There is no recommendation for intramural program staffing at this time. The Activities Director will develop and share a comprehensive plan for the Board of Education to review.

CO-CURRICULAR ADVISOR COMPENSATION

ACTIVE CLUBS/ORGANIZATIONS NOT INCLUDED

Currently we have four organizations that are funded by booster organizations not affiliated with the River Falls School District. These organizations operate as River Falls Wildcats in competition, though they are not funded by the district. These organizations are:

- Cheerleading
- Dance
- Powerlifting
- Robotics

While not WIAA sanctioned, the inclusion of these organizations as designated “School District of River Falls” clubs, provides our district the opportunity to better support involved students while maintaining a consistent approach in how the organization operates as it relates to other River Falls clubs and organizations.

As an activities department more information is needed as to how to bring these organizations into the fold. Once designated as a School District of River Falls sponsored club, not only will the club be impacted, but also the district, as these clubs would compete and be financed differently than their current model.

School District of River Falls
Job Description
Virtual/eSchool Teacher Coordinator

MINIMUM QUALIFICATIONS:

Must have or be eligible to receive a valid Wisconsin Department of Public Instruction (DPI) teaching license for the developmental level of assigned students. Must have experience teaching in an online, hybrid, or virtual classroom setting. Candidates must possess strong written and verbal communication skills, demonstrate an advanced knowledge and understanding of effective uses of technology in an educational setting, understand how to support students with unique learning needs, and exhibit strong organizational and time management skills.

PREFERRED QUALIFICATIONS:

An Alternative Education (1952) license or an Administrator (A-001) license is preferred.

POSITION SUMMARY:

The Virtual/eSchool Coordinator works collaboratively with the Director of Academic Services and building administrators to plan, organize, and deliver quality virtual instruction to students in grades K-12. The Coordinator may be responsible for virtual teaching and learning, research and development, program planning, virtual school staff development, and virtual school budgeting and policy management.

REPORTS TO:

Director of Academic Services

PERFORMANCE RESPONSIBILITIES:

1. TEACHING AND LEARNING RESEARCH AND DEVELOPMENT

- a. Review curriculum
 - i. Design, develop, and oversee curriculum review processes.
 - ii. Manage the curriculum and resource selection process for the virtual school.
- b. Complete Charter School Application to the Department of Instruction.
- c. Complete all Charter School reporting to the Department of Instruction.
- d. Pursue competitive grants aligned to Virtual/E-School mission and goals.
- e. Facilitate staff development
 - i. Research best practice and develop innovation in curriculum and instruction delivery district-wide.
 - ii. Identify virtual staff priorities in curriculum, instruction, and staff development.

2. VIRTUAL/ESCHOOL PROGRAMMING AND LEADERSHIP

- a. Assign teachers and instructional staff, with the support of the Director of Academic Services.
- b. Maintain a focus on student achievement
- c. Promote the use of data school-wide
- d. Create a positive school culture through proactive and consistent communication to all stakeholders.
- e. Troubleshoot obstacles to student learning.
- f. Communicate with families and Virtual/e-School staff so that all stakeholders understand the similarities and differences in programming at the Virtual/e-School and the student's traditional school.
- g. Coordinate with student services, special education, Title I, english language, academic-career planning, and gifted-talented staff so that Virtual/E-School students are connected with these supports and opportunities offered within the District.
- h. Develop and implement procedures to ensure that transcripts are accurate and up-to-date
- i. Address discipline and attendance concerns with families.

School District of River Falls
Job Description
Virtual/eSchool Teacher Coordinator

- j. Participate in ongoing and proactive communication with the Director of Academic Services and Virtual/E-School Instructors to ensure:
 - i. The mission, vision, and goals of the Virtual/E-School are understood and implemented.
 - ii. Virtual/eSchool Instructors and students have the supplies, materials, and resources needed to effectively teach and learn.
 - iii. Consistent expectations of school-based staff providing services to Virtual/eSchool students.
- k. Lead all Virtual/eSchool safety and emergency planning and procedures.
- l. Create an environment conducive to student academic, social, and emotional success.
- m. Create a positive work environment for educators and staff.
- n. Organize and coordinate the work of all secretarial help.
- o. Supervise the development of attendance accounting procedures for students and maintenance of adequate student records.
- p. Provide input during budget development by identifying learning priorities and the financial needs to support them.
- q. Manage funds flexibly and responsibly, and monitor budget to ensure spending aligns with school improvement goals and promotes equitable practices.
- r. Work with faculty to determine immediate and long-range financial needs for the instructional program, and relate needs to the Director of Academic Services to ensure fiscal responsibility of the total program for the school system.
- s. Promote understanding, implementation, and compliance with policies, procedures, laws, and regulations to meet the needs of students and staff.
- t. Work with the Director of Academic Services in carrying out Board of Education policies pertaining to the operation of the virtual/e-school.

3. PLANNING AND PREPARATION

- a. In coordination with school counselors, develop an appropriate schedule that includes access to student services and ensures the student will make appropriate progress throughout the year.
- b. Ensure student access to required hardware and software. Anticipate and troubleshoot common technology issues.
- c. Develop and maintain a strong understanding of students' instructional outcomes and ensure that virtual learning activities are appropriate.

4. COORDINATE CLASSROOM INSTRUCTIONAL SUPPORT

- a. Classroom Environment
 - i. Create a trusting, respectful, and positive virtual learning environment.
 - ii. Provide multiple opportunities for student, parent, and teacher communication.
 - iii. Establish daily routines that support synchronous and independent student learning.
 - iv. Organize differentiated online and personal resources for students to use when they are experiencing learning difficulties.
- b. Instruction
 - i. Conduct regular meetings with students.
 - ii. Facilitate & supervise core and elective learning for all students, as applicable.
 - iii. Examine academic progress and activity of students on their caseload on a daily and weekly basis.
 - iv. Utilize online summative and formative assessment tools to monitor student progress.
 - v. Intervene frequently if a student is showing signs of falling behind or not understanding online

School District of River Falls
Job Description
Virtual/eSchool Teacher Coordinator

assignments.

c. Professional Responsibilities

- i. Reflect on the effectiveness of curriculum resources and provide supplemental or alternative learning resources as necessary.
- ii. Effective and efficient record keeping methods for student work completion..
- iii. Ensure that students have access to information about completed and/or missing assignments.

5. PERFORM ALL OTHER DUTIES AS ASSIGNED BY THE DIRECTOR OF ACADEMIC SERVICES.

EVALUATION:

Performance in this position will be evaluated by the Director of Academic Services.

Created: 7-19-21



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 PERSONNEL COMMITTEE GOALS AND CALENDAR

PRIORITY ACTION STEPS

1. Revise Teacher Professional Compensation Model
2. Update Teacher Retirement Benefit
3. 2022-23 Health and Dental Insurance bidding
4. 2022-23 Staff Planning and Employee Negotiations
5. Update and monitor certified staffing ratio and ensure alignment to Board policy
6. Address substitute teaching/support staff shortage
7. Develop targeted employee communications and engagement strategies
8. Continuous review and improvement of personnel policies, employee handbook, and job descriptions

CALENDAR

July

- Discuss goals for the upcoming year
- Finalize 21-22 Employee Handbook
- Teacher Professional Compensation Model Update

August

- Analysis of Certified/Support Staff Employee Retainment
- Final 2021-22 staffing update.

September – No Meeting

October

- Initial student enrollment and staff ratios
- Approve Health/Dental Insurance bidding timeline
- Approve Staffing Plan Calendar

November

- Initial Budget and Staffing priorities.

December

- Initial Negotiations goals
- Refined Staffing Plan
- Approve School Calendars

January

- Letters of intent to Administrative Team members every other year (2017, 2019, etc). Accept or reject by March 31.

The School District of River Falls, innovative leader in personalized learning, ensures the development of every student's unique¹¹ potential in order to excel as responsible, productive, global citizens, facilitated by forward-thinking staff in a safe, nurturing, and collaborative environment.

- Executive session for preliminary notice of nonrenewal to Administrative Team members by the end of January (seven days to request hearing). At least five months prior to expiration of contract (Jan. 31). If no such notice is given, the contract then in force will continue for two years.
- If consensus, approve Staffing Plan
- Health and Dental Insurance Bidding Update

February

- Start recruitment of priority staffing positions that fall within the preliminary budget forecast.
- Review requests to continue job share arrangements.
- Executive session for final notice of nonrenewal to Administrative Team members (2017, 2019, etc). No less than four months prior to expiration of administrative contract.
- Share insurance renewal and/or provide bidding updates

March

- Executive session for preliminary nonrenewal of certified staff (motion required in executive session to accept recommendations of administration for nonrenewal of certified staff and send written notices of preliminary nonrenewal; must be approved by full Board (open meeting law); recipient may request hearing with Board within five days of receipt of notice.
- Preliminary Negotiations Planning
- Set negotiation dates with Teacher and Bus Driver Groups

April

- Letters of intent to certified staff no later than May 15.
- Executive session for private hearing requested by certified staff who received a preliminary notice of nonrenewal.
- Executive session for final nonrenewal of certified staff (motion required to accept recommendation of the administration for nonrenewal of certified staff and to send written notices of final nonrenewal no sooner than 15 days after receipt of preliminary notice); must be approved by full Board (open meeting law).

May

- Finalize contract with Teacher and Bus Driver Groups
- Finalize wage offers support staff and administration.

June

- Handbook Recommendations
- Certified Staffing Update

Ongoing Monthly Activities

- Certified Staffing Updates
- New or revised job descriptions
- Personnel Policy review
- Educator licensing updates and compliance