

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

Monday, October 11, 2021 - 6:15 PM
District Office, 852 E Division Street, River Falls, Wisconsin 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 - 6:15 p.m. at the District Office Conference Room

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS

4. Certified Staffing Update **3**

Description: The committee will review certified staff retention data.

Recommended Action: None, informational only.

5. Special Education Specialist Job Descriptions **8**

Description: Jackie Steinhoff is requesting new or revised special education specialist job descriptions. The new job descriptions recognize the unique duties and responsibilities of these positions.

Recommended Action: Approve the new and revised special education specialist job descriptions.

6. RFHS Library Media Center/Technology Paraprofessional **15**

Description: Lisa Gohl is requesting a revision to the LMC/Technology Paraprofessional job description. The revised description defines the unique responsibilities of this position.

Recommended Action: Approve the revised RFHS LMC/Technology Paraprofessional job description.

7. Teacher Compensation Steering Committee Update

Description: The Compensation Steering Committee has met multiple times over the summer. A progress update will be provided.

Recommended Action: None, informational only.

8. Preliminary Certified Staff Ratios **16**

Description: Preliminary staffing ratios will be compared to class size guidelines.

Recommended Action: None, informational only.

9. Short Term Substitute Fill Rate Update

Description: A summary of the teacher and support staff fill rates will be shared.

Recommended Action: None, informational only.

10. COVID Related Sick Leave Policies

Description: In 2020, the Families First Coronavirus Response Act (FFCRA), mandated 40 hours of paid sick leave be allocated for COVID-related employee absences. River Falls School District extended the use of these policies through June 20, 2021. The administrative team will share current sick-leave policies.

Recommended Action: None, informational only.

11. 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.

12. Schedule next Board/Committee meetings

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

Recommended Action: Set the meeting schedule as follows:

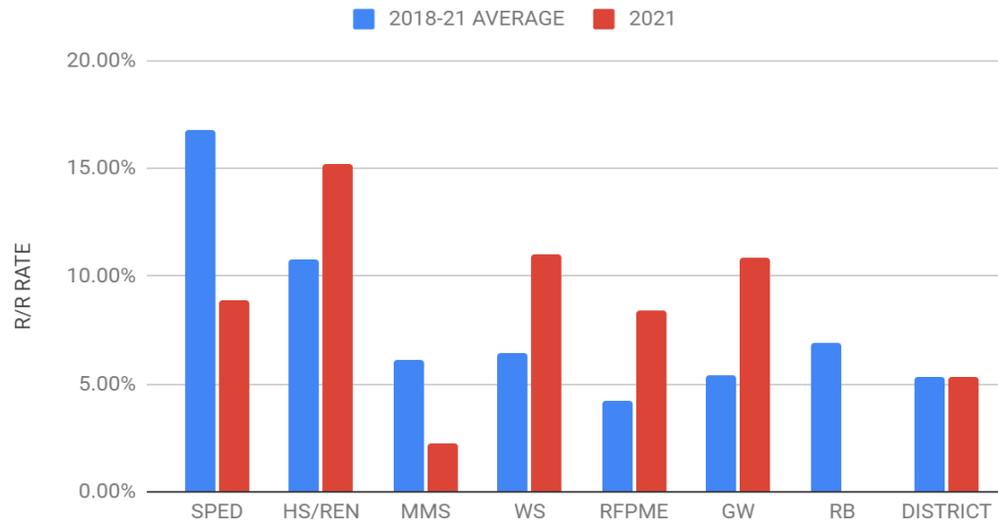
Personnel Committee meeting, Monday, November 8, 2021, 6:15 p.m.
The meeting will be held at the District Office, 852 E. Division Street.

13. ADJOURN

CERTIFIED STAFF RETENTION ANALYSIS (2018-2021)

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	13	14.48	35.8	5.10%	8.37%	5.42%	8.89%	0.00%	0.00%
2021	7.5	15	5.5	28	5.89%	8.83%	6.25%	8.96%	0.00%	6.67%

RESIGNATION+RETIREMENT RATE (2018-2021)

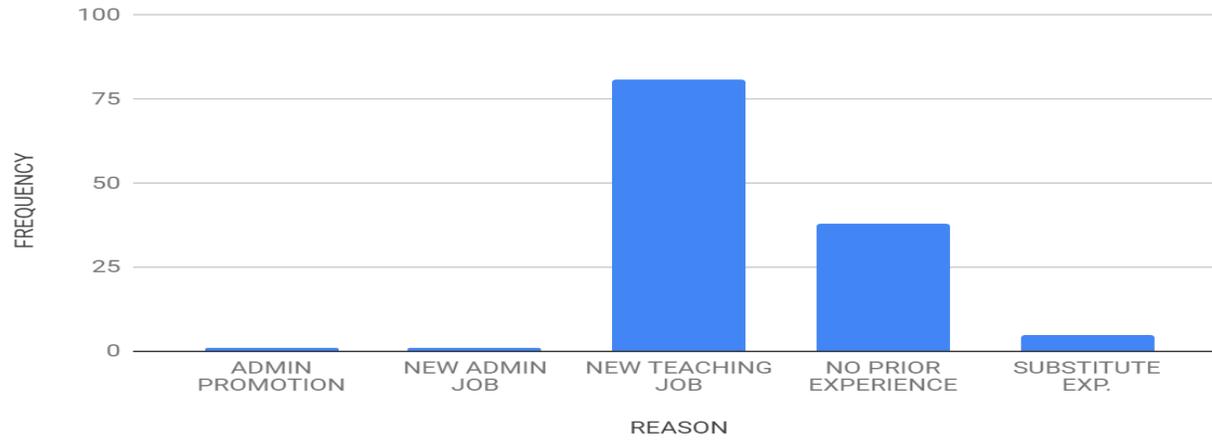


Conclusions

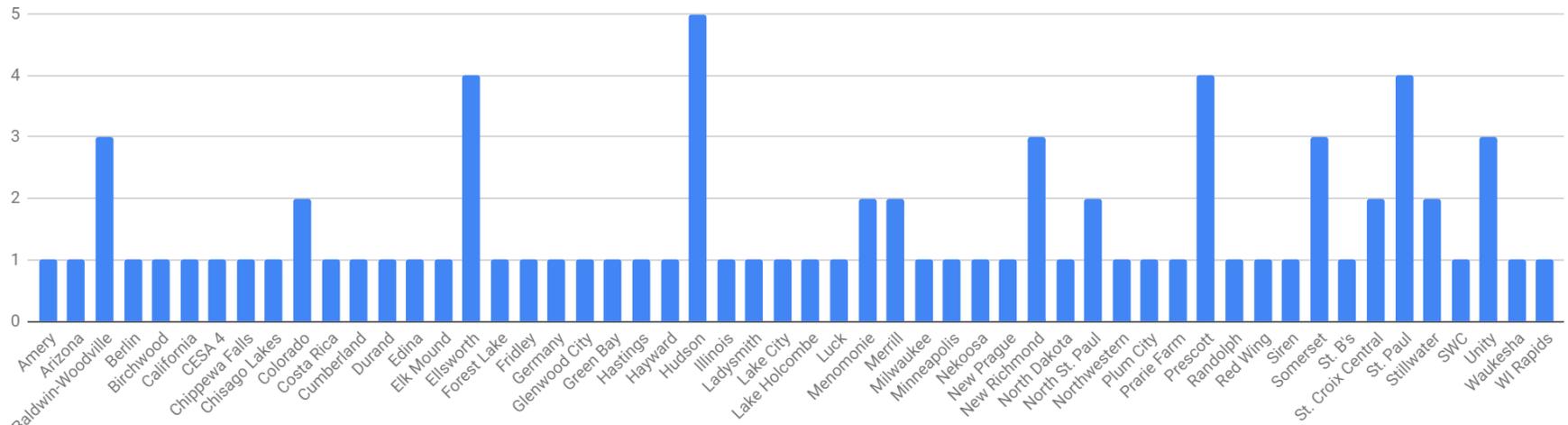
- Resignations have been stable over the past 4 years
- Retirements were down in 2021, but have been generally stable.
- 2020 was an outlier year for new hires (COVID)
- SPED positions have the highest turnover rate over the past 4 years.
- HS/REN had the highest turnover rate in 2021.

CERTIFIED STAFF RETENTION ANALYSIS (2018-2021)

TEACHERS/ADMIN JOINING RFSD (2018-21)



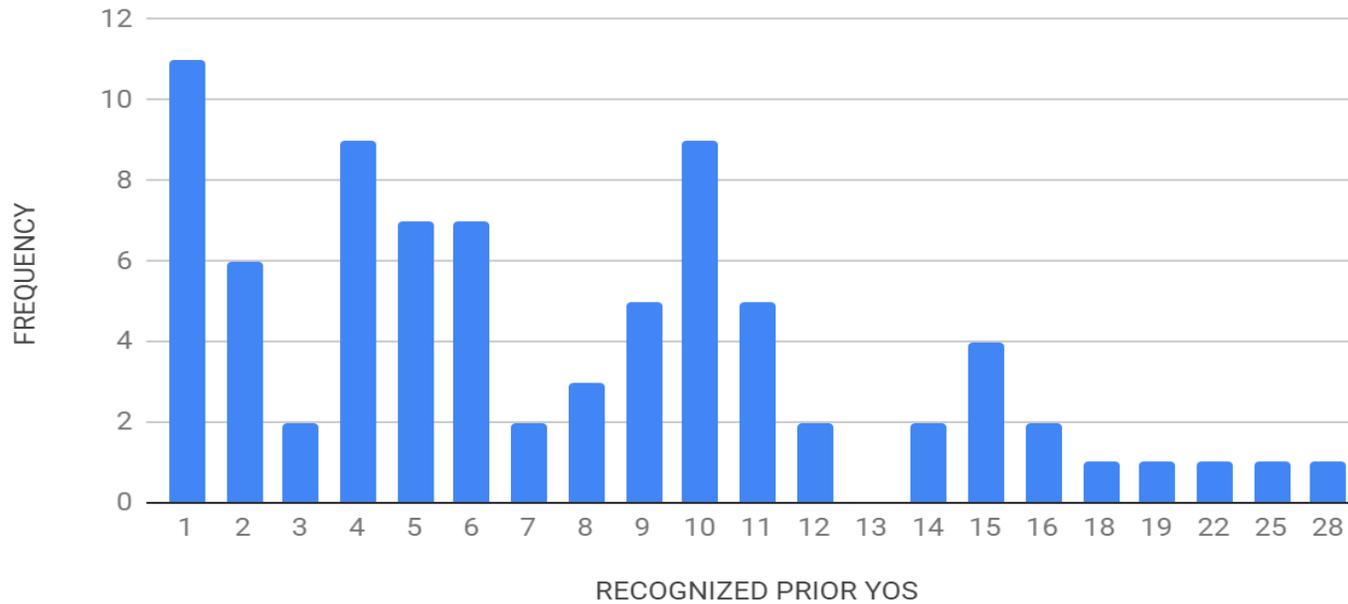
TEACHERS/ADMIN JOINING RFSD OLD DISTRICT (2018-2021)



TEACHERS/ADMIN EXITING RFSD OLD DISTRICT (2018-2021)

CERTIFIED STAFF RETENTION ANALYSIS (2018-2021)

TEACHERS/TEACHERS/ADMIN JOINING RFSD (2018-2021)ADMIN JOINING RFSD (2018-2021)

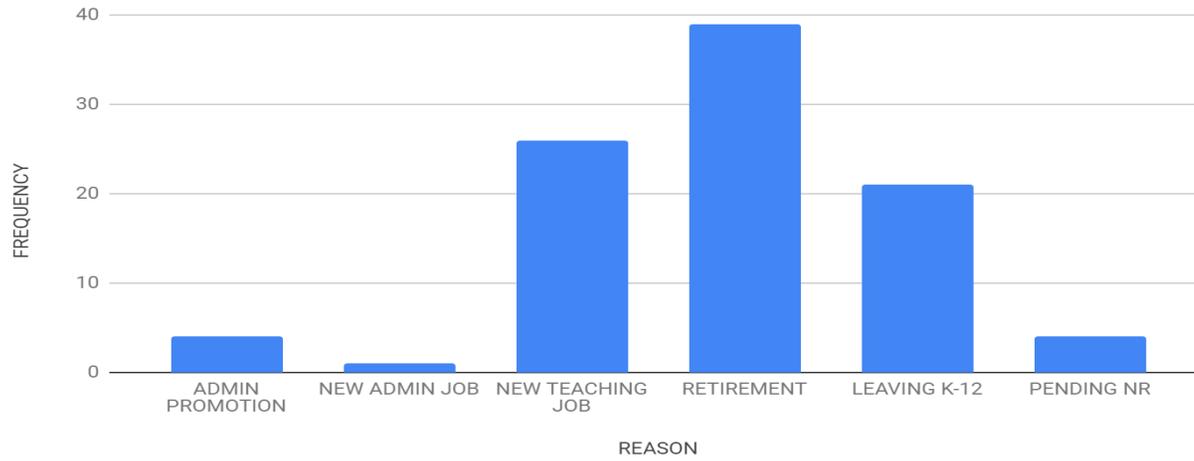


Conclusions

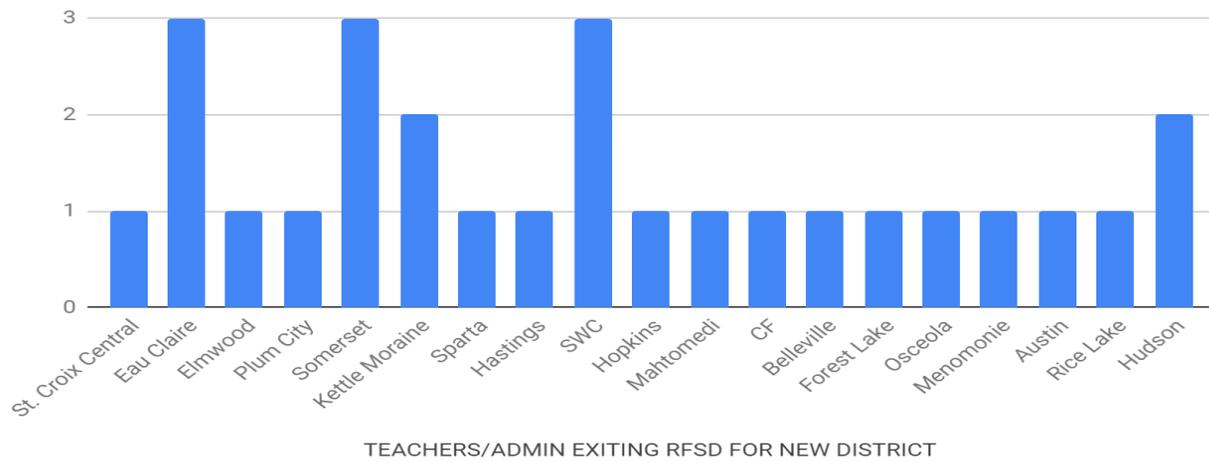
- RFSD attracts experienced teachers (81 new hires have had at least one year of experience)
- District within 40 minutes are the more frequent (Hudson, Ellsworth, New Richmond, Prescott, BW)
- The majority of teachers join us with 10 years of experience or less.

CERTIFIED STAFF RETENTION ANALYSIS (2018-2021)

TEACHERS/ADMIN EXITING RFSD (2018-2021)

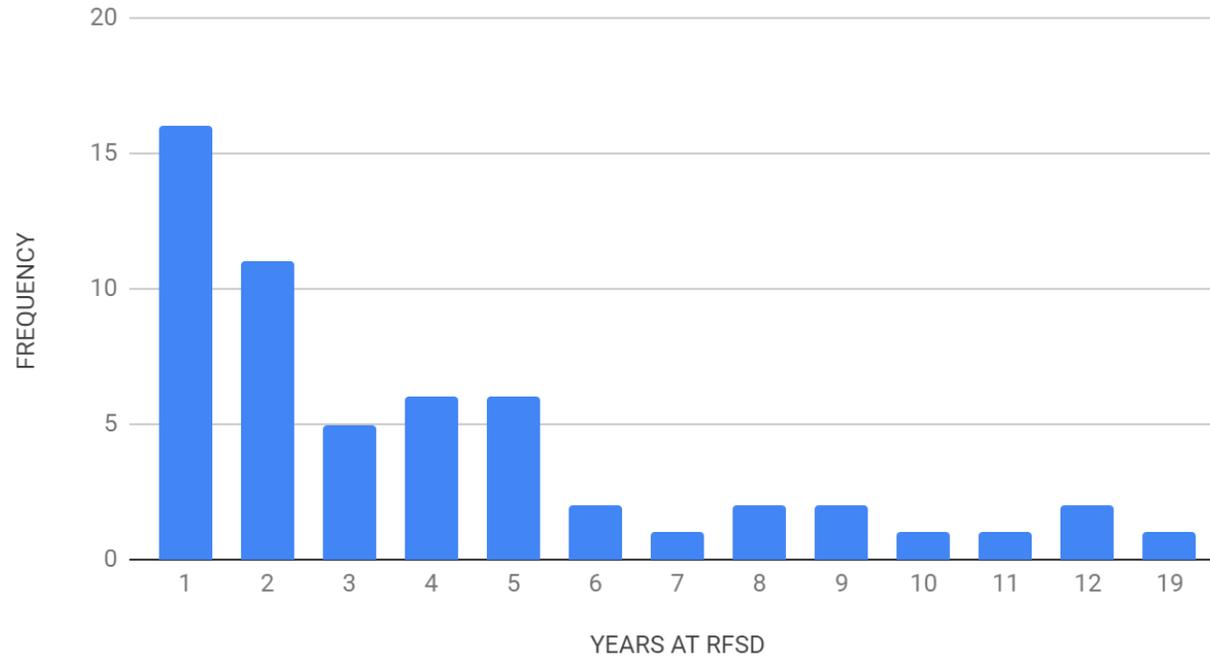


TEACHERS/ADMIN EXITING RFSD FOR NEW DISTRICT (2018-2021)



CERTIFIED STAFF RETENTION ANALYSIS (2018-2021)

TEACHERS/ADMIN EXITING RFSD (2018-2021)



Conclusions

- Retirement is the most common reason for teachers exiting RFSD
- 26 staff members made lateral moved to new different districts (7 times this has been to a Minnesota District)
- 21 staff members resigned to pursue careers outside of K-12.
- The majority of teachers leave with 5 years of RFSD experience or less.

School District of River Falls
Job Description
SPEECH & LANGUAGE CLINICIAN

MINIMUM QUALIFICATIONS:

Wisconsin Department of Public Instruction Speech & Language Clinician License (1820); ability to maintain a positive learning environment; strong interpersonal and communication skills; leadership and organizational skills; record keeping skills; and ability to work effectively with students, parents, colleagues and the general public. Willing and able to commit to the school district's mission and beliefs.

POSITION SUMMARY:

Responsible for providing speech/language services to meet the individual needs of students with oral communication and/or speech/language impairments.

Speech & Language Clinician must possess a thorough knowledge and understanding of the principles, practices, and procedures of speech language therapy; the normal development and use of speech, voice, fluency, and language; and the types, causes, and treatments of speech disorders. Clinician must have the ability to evaluate the functional status of students; design treatment plans; provide safe and effective therapy to students with speech/language impairments; and the knowledge and skills in the augmentative communication devices and specialized equipment.

REPORTS TO:

Director of Student Services.

PERFORMANCE RESPONSIBILITIES:

1. Plan and prepare:

- a. Demonstrate knowledge and skill in the area of Speech/Language.
- b. Demonstrate knowledge of students.
- c. Individualize student assessments and use assessments to determine eligibility.
- d. Set student outcomes.

2. Provide therapy services:

- a. Design and deliver effective direct therapy services.
- b. Communicate with students.
- c. Manage student behavior.
- d. Create an environment conducive to learning.
- e. Reflect on therapy.

3. Professional responsibilities (including inter-professional practice):

- a. Communicate with families, staff, and community.
- b. Show professionalism.
- c. Grow and develop professionalism.
- d. Participate in the professional community.

4. Perform all other related duties as assigned.

9.13.21

School District of River Falls
Job Description
PHYSICAL THERAPIST

MINIMUM QUALIFICATIONS:

Wisconsin Department of Public Instruction Physical Therapist (PT) License (O053); ability to maintain a positive learning environment; strong interpersonal and communication skills; and ability to work effectively with students, parents, colleagues and the general public. Willing and able to commit to the school district's mission and beliefs.

POSITION SUMMARY:

School District of River Falls therapists are expected to challenge and encourage all students to reach their full potential through character development, and content area mastery, within a positive and safe environment. Therapists will build successful relationships with students, parents and colleagues by providing clear expectations, ongoing communication, and support.

Physical Therapists provide services to children who need special education and to educational staff for children requiring physical therapy to benefit from special education. Physical therapists work to improve, develop, restore, or maintain a child's active participation in activities of daily living, work, leisure, and play in educational environments. Consistent with state and federal law, school physical therapists are related service personnel.

REPORTS TO:

Director of Student Services

PERFORMANCE RESPONSIBILITIES:

1. Identification and planning:

- a. Conduct appropriate evaluations of children referred for special education.
- b. Prepare required documentation of the evaluation conducted and the finding.
- c. Participate in the development of Individualized Education Programs (IEPs) for children found to have disabilities.
- d. Participate in meetings as a member of the IEP team.

2. Intervention:

- a. Develop and provide direct and indirect physical therapy services to children with disabilities in educational environments based on individual evaluation and the IEP.
- b. Collaborate with other school personnel regarding physical therapy and the children's needs.
- c. The focus of these services may include but are not limited to a child's
 - i. Mobility, balance, coordination.
 - ii. Activity performance of motor tasks.
 - iii. Performance of transfers.
 - iv. Use of assistive, orthotic, prosthetic, adaptive, and protective devices.
 - v. Aerobic endurance.
- d. Travel to and among schools to provide services to children.
- e. Lift, transfer, and position children and equipment as necessary to provide physical therapy.

3. Program administration and management:

- a. Maintain records of service provided.
- b. Participates in the local education agency's comprehensive planning process for the education of children with disabilities.
- c. Work with the director of special education to establish the procedures for implementing physical therapy services.
- d. Participate in the maintenance and expansion of physical therapy services.
- e. Supervise physical therapist assistants when necessary

4. **Community awareness:** Provide information for administrators, school personnel, parents, and non-school agencies regarding physical therapy.
5. **Professional growth and ethics:**
 - a. Adhere to the ethical standards of the profession
 - b. Participate in professional growth activities and continuing education opportunities
 - c. Adhere to establish rules, regulations and laws
 - d. Work cooperatively to accomplish the goals and objectives of the local education agency.
6. **Performs all other related duties as assigned.**

9-13-21

School District of River Falls
Job Description
SCHOOL SOCIAL WORKER

MINIMUM QUALIFICATIONS:

Wisconsin Department of Public Instruction School Social Worker License ~~#50 or equivalent; master's degree or higher in school social work.~~ (7050) and effective interpersonal, communication, leadership and organizational skills.

Knowledgeable about mental health, AODA, behavioral, academic, and family assessments, interventions and resources. Ability to handle multiple tasks and changing priorities. Skilled in assessment, treatment planning, counseling, and interventions. Ability to build trusting relationships with and between students, families, staff, community organizations, and services providers. ~~Strong human relations skills.~~ Willing and able to commit to the school district's mission and beliefs, and possess strong human relations skills.

POSITION SUMMARY:

Provide direct and indirect social work services to students who have social, emotional and/or behavioral problems that interfere with their performance in school. Facilitate communication between school, home, and community providers. ~~The social worker may serve students PK-12; however, the primary focus will be support for students and families at the Renaissance Charter Academy.~~

REPORTS TO:

~~District Administrator or designee.~~ Director of Student Services.

PERFORMANCE RESPONSIBILITIES:

1. SERVE STUDENTS

- a. Provide resources and support for students and/or families in crisis.
- b. Assist with conflict resolution and anger management at school.
- c. Address problems with a child's living situation that affect the child's educational progress.
- d. Provide consultation and resources for students with disabilities as requested by the IEP team.
- e. Lead or coordinate the delivery of group, individual and/or family counseling sessions.
- f. Assist in developing positive behavioral intervention strategies.
- g. Provide consultation and resources to student support teams as requested by the Principal.
- h. Monitor the conditions of reinstatement for a student on an abeyance or an expelled student.
- i. Find appropriate mental health caregivers, facilities, and services for referred students.
- ~~j. Establish regular and consistent office hours at the Renaissance Charter Academy.~~
- k. Create positive relationships with ~~Renaissance Charter Academy~~ students by prioritizing formal and informal interactions throughout the year.

2. SERVE PARENTS/FAMILIES

- a. Work with families to facilitate their support in their child's school programming.
- b. Assist parents with access to programs available to students with special needs.
- c. Assist parents in accessing and utilizing school and community resources.
- d. Provide information and assistance to families to help them understand their child's educational needs and equip them with the tools necessary to support their child's education and/or behavioral progress.
- e. Refer families to appropriate agencies (emotional, social and medical) and communicate with agencies already serving families.
- f. Collaborate with the district's homeless liaison to ensure families are properly identified and supported.
- g. Conduct home visits when there are concerns for student/family safety or other educational concerns.

3. SUPPORT SCHOOL PERSONNEL

School District of River Falls

Job Description

SCHOOL SOCIAL WORKER

- a. Participate in district student services collaborative meetings for the purpose of achieving pupil services goals and supporting the professional growth of team members.
- b. Develop and implement a screener that identifies and prioritizes students and families in need of social work support.
- c. Provide staff with essential information to better understand factors (cultural, societal, economic, familial, health, etc.) affecting a student's performance and behavior.
- d. Respond to requests for mental health navigation support from building student services teams.
- e. Communicate effectively in a timely manner with all stakeholders using oral, written, and electronic means.
- f. Promote and provide conditions of confidentiality that relate to privileged information.

4. SCHOOL-COMMUNITY LIAISON

- a. Cultivate positive relationships with local, county, and state agencies and non-profit organizations.
- b. Advocate for county/state support for students/families in need.

5. ~~Perform other related duties as assigned.~~ PERFORM OTHER RELATED DUTIES AS ASSIGNED

Approved 3-10-20 Last Edited by Student Services 9/13/2021

School District of River Falls
Job Description
OCCUPATIONAL THERAPIST

MINIMUM QUALIFICATIONS:

Wisconsin Department of Public Instruction Occupational Therapist (OT) License (O051); ability to maintain a positive learning environment; strong interpersonal and communication skills; and ability to work effectively with students, parents, colleagues, and the general public. Willing and able to commit to the school district's mission and beliefs.

POSITION SUMMARY:

School District of River Falls therapists are expected to challenge and encourage all students to reach their full potential through character development, and content area mastery, within a positive and safe environment. Therapists will build successful relationships with students, parents, and colleagues by providing clear expectations, ongoing communication, and support.

Occupational Therapists provide services to children who need special education and to educational staff for children requiring occupational therapy to benefit from special education. Occupational therapists work to improve, develop, restore, or maintain a child's active participation in activities of daily living, work, leisure, and play in educational environments. Consistent with state and federal law, school occupational therapists are related service personnel.

REPORTS TO:

Director of Student Services

PERFORMANCE RESPONSIBILITIES:

1. Identification and planning:

- a. Conduct appropriate evaluations of children referred for suspected disabilities.
- b. Prepare written reports of the evaluation conducted and the finding.
- c. Participate in the development of Individualized Education Programs (IEPs) for children found to have disabilities.
- d. Participate in meetings as a member of the IEP team.

2. Intervention:

- a. Develop and provide direct and indirect occupational therapy to children with disabilities in educational environments based on individual evaluation and the IEP.
- b. Collaborate with other school personnel regarding occupational therapy and the children's needs.
- c. The focus of these services may include but are not limited to a child's
 - i. Activities of daily living.
 - ii. Work and productive activities.
 - iii. Play or leisure activities.
 - iv. Sensorimotor components of performance.
 - v. Cognitive integration and cognitive components of performance.
 - vi. Psychosocial skills and psychological components of performance.
- d. Travel to and among schools to provide services to children.
- e. Lift, transfer, and position children and equipment with assistance as necessary to provide occupational therapy.

3. Program administration and management:

- a. Maintain records of services provided.
- b. Participate in the local education agency's comprehensive planning process for the education of children with exceptional educational needs.
- c. Work with the director of special education to establish the procedures for implementing the occupational therapy services.
- d. Supervise occupational therapy assistants when necessary.

4. Community awareness: Provide information for administrators, school personnel, parents, and non-school agencies regarding occupational therapy.

School District of River Falls
Job Description
OCCUPATIONAL THERAPIST

5. Professional growth and ethics:

- a. Adhere to the ethical standards of the profession
- b. Participate in professional growth activities and continuing education opportunities.
- c. Adhere to established rules, regulations and laws
- d. Work cooperatively to accomplish the goals and objectives of the local education agency.

6. Perform all other related duties as assigned.

9-13-21

School District of River Falls
Job Description
LIBRARY MEDIA CENTER/TECHNOLOGY PARAPROFESSIONAL

MINIMUM QUALIFICATIONS:

High school diploma

REPORTS TO:

- Media/Technology Coordinator
- Building Principal or Assistant Principal

POSITION SUMMARY:

The Library Media Center/Technology Paraprofessional is responsible for the clerical work associated with running the library, aiding students and teachers with library materials, and assisting with the technology needs of students and staff.

PERFORMANCE RESPONSIBILITIES:

1. Library Media Center

- a. Understand the library system and computer programs; and how they operate.
- b. Assist in checking materials in and out of the library.
- c. Compile and circulate overdue materials list.
- d. Process new materials and help remove outdated items.
- e. Keep records as needed.
- f. Shelve books and maintain order in the library; repair and clean books.
- g. Assist with library inventory.
- h. Assist staff and students with location of library materials.
- i. Assist librarian with classes.
- j. Assist in enforcing established procedures in the library.
- k. Any other duties as assigned by supervisor.

2. Technology

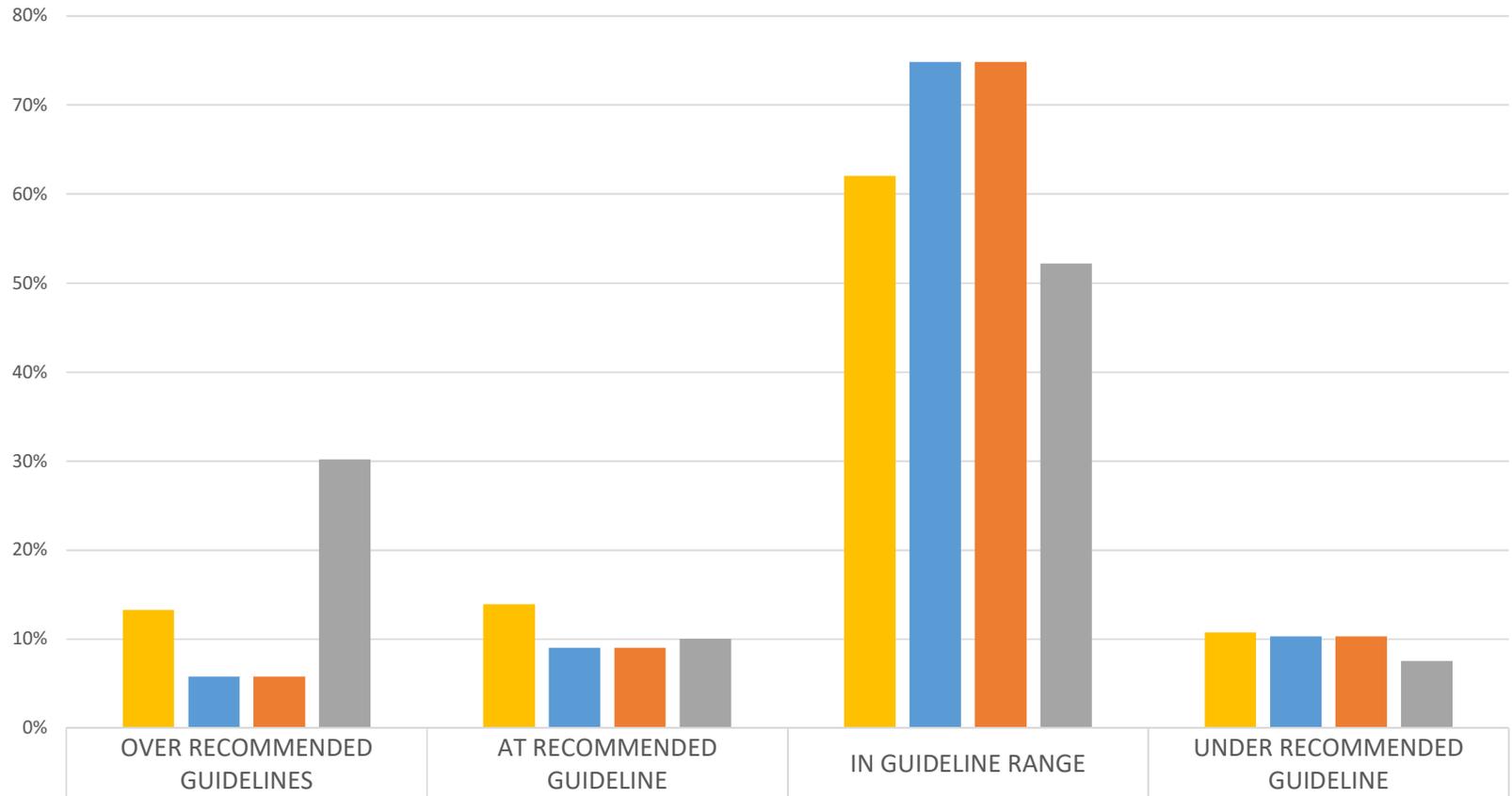
- a. Assist technology staff with student technology issues (including repairs, password/log in problems, device replacement, etc.).
- b. Complete repair request documentation for student devices.
- c. Manage hotspot requests, check out, and return.
- d. Manage copy machines as needed throughout the building.

EVALUATION:

The Assistant Principal of Instructional Leadership for River Falls High School will evaluate performance in this position.

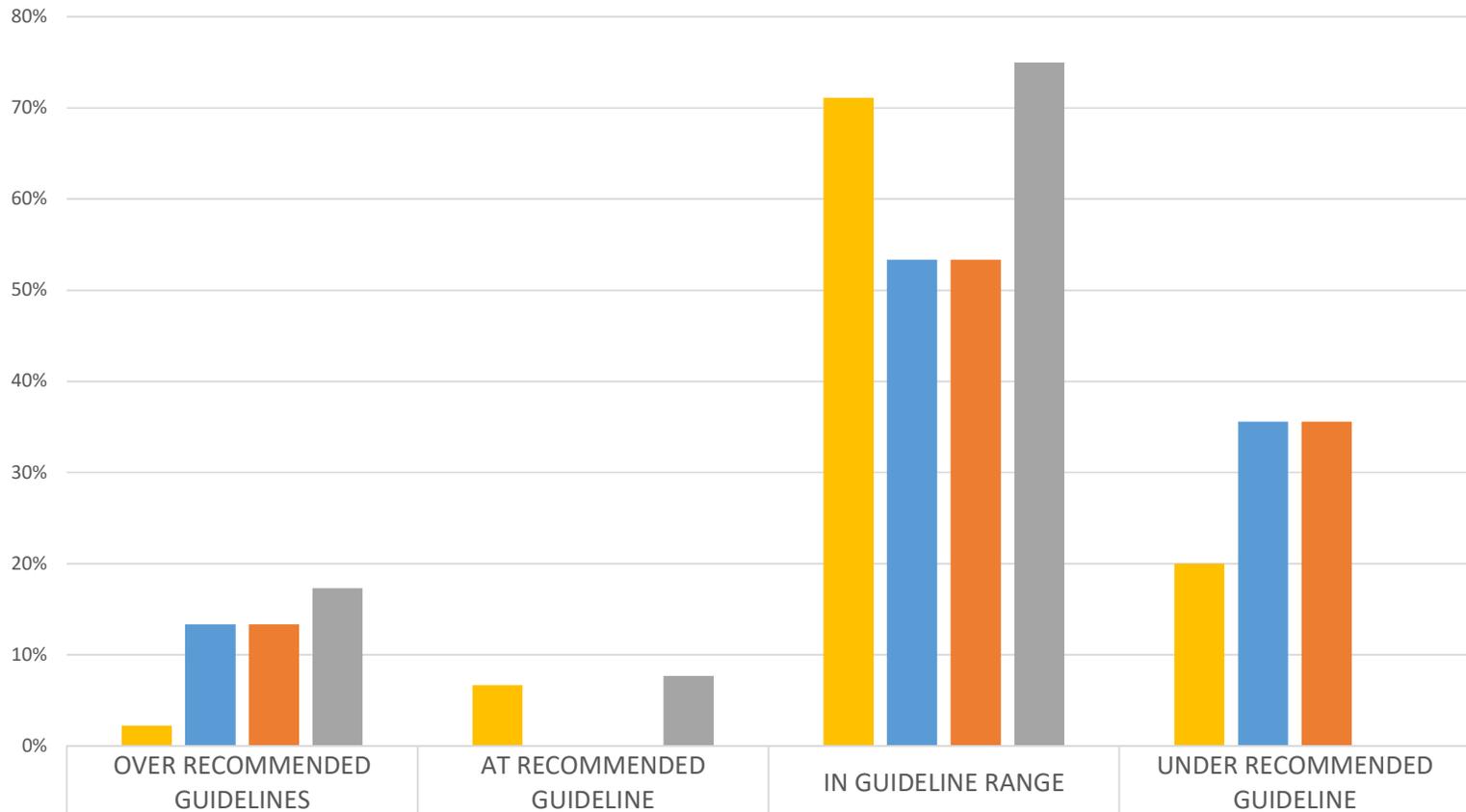
Approved: 10-11-2021

RFHS CLASS SIZE ANALYSIS



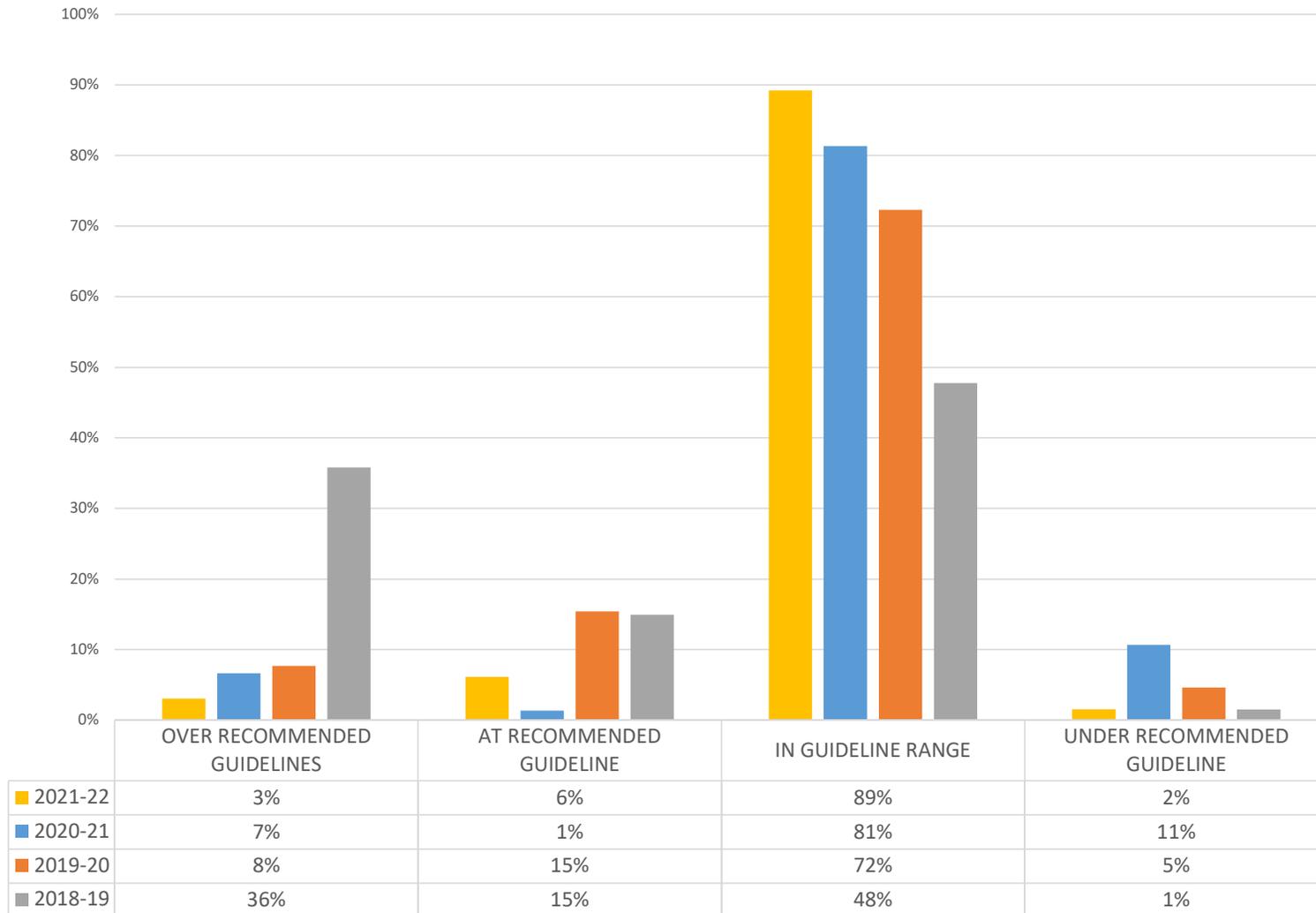
■ 2021-22	13%	14%	62%	11%
■ 2020-21	6%	9%	75%	10%
■ 2019-20	6%	9%	75%	10%
■ 2018-19	30%	10%	52%	8%

MMS CLASS SIZE ANALYSIS



	OVER RECOMMENDED GUIDELINES	AT RECOMMENDED GUIDELINE	IN GUIDELINE RANGE	UNDER RECOMMENDED GUIDELINE
2021-22	2%	7%	71%	20%
2020-21	13%	0%	53%	36%
2019-20	13%	0%	53%	36%
2018-19	17%	8%	75%	0%

ELEMENTARY CLASS SIZE ANALYSIS



VES						
Kost	VES	K	2.0			
Kost	VES	1	4.0			
Kost	VES	2	3.0			
Kost	VES	3	3.0			
Sub-Total		Total	12.0	**18	12	
Nyseth	VES	4	5.0			
Nyseth	VES	5	6.0			
Sub-Total		Total	11.0	**21	15	
*Cramer	VES	6	4.0			
*Cramer	VES	7	6.0			
*Cramer	VES	8	9.0			
Sub-Total			19.0	**21	15	
*Cramer also has K-8 Coordinator Responsibilities, Nyseth is teaching Math in Grades 4-8.						
**No guideline has been approved						

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

343.2

CLASS SIZE

Scheduling parameters shall be set at a student enrollment for all classes as enumerated in guidelines approved by the Board of Education. Exceptions to a minimum of 15 for all classes will be made for those classes required by the Department of Public Instruction or specifically authorized by the Board of Education.

CROSS REF.: Attached Guidelines

APPROVED: September 16, 1991

REVISED: March 17, 2008, **October 14, 2019**

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

DISTRICT CLASS SIZE GUIDELINES

ELEMENTARY

LEVEL	MINIMUM	MAXIMUM	LOOK TO ADD PARA OR PART TIME FTE PER G.L. RATIO	LOOK TO ADD CLASS/TCHR PER G.L. RATIO
K-1-2	18	23	24	27
3-4-5	18	25	27	28
Combination K-5	18	21		
Montessori (CH)	10	18	19	20
Montessori (EL)	10	20	19	20
Montessori (1-2-3)	18	23	24	27
Montessori (4-5-6)	18	25	27	28

MIDDLE SCHOOL

CLASS TYPE	MINIMUM	MAXIMUM
CORE (L.A., Social, Science, Math, Health, PE)	24	30
Exploratory (Art, TE, Music, Foreign Lang., FACE, Computer)	17	27
Lg. Group music (vocal/instrumental)	30	90
Instrumental Individual/Sm. Group Music Lessons (15 min. each)	1	10
Foreign Language (gr. 7-8)	18	30

HIGH SCHOOL

CLASS TYPE	MINIMUM	MAXIMUM
L.A. Social, Math, Health, Science, Computer	20	30
LAB (Science, TE, Ag, Art, FACE) <i>Facility, safety, and station dependent</i>	20	28
Lg. Group music (vocal/instrumental)	30	100+
Vocal & Instrumental Individual/Sm. Group Music Lessons <i>(15 min. each)</i>	1	10
Phy. Ed (general)	25	35
Swimming/Lifeguarding	20	30
Foreign Language	18	30
Advanced (with Board permission) <i>(singleton, safety) examples: engineering physics, AP calculus, adv. power mechanics, and foreign languages levels 3+</i>	15	30

Any class that goes below the approved Minimum must have Board of Education approval to be offered.

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

School District of River Falls

RENAISSANCE CHARTER ALTERNATIVE ACADEMY
 Staffing Ratio Based on 12:1

Students	DAY PROGRAM		NIGHT PROGRAM	
	Teacher FTE	Paraprofessional FTE	Teacher FTE	Paraprofessional FTE
12	1.0	0.0	1.0	1.0
18	1.5	0.0	1.0	1.0
24	2.0	0.5	1.0	1.0
30	2.5	0.5	1.0	2.0
36	3.0	1.0	1.0	2.0
42	3.5	1.0	2.0	2.0
48	4.0	1.0	2.0	2.0
54	4.5	1.0	2.0	3.0
60	5.0	1.0	2.0	3.0

+ 0.5
 coordinator

* At 48 a 0.5 contract for services position will be added rather than a certified teacher

This chart reflects the minimum number of students needed to increase staff to the next level

TEACHER PREP TIME

The School District of River Falls believes that teacher prep time is important and has value. It shall be the responsibility of the Building Principal to annually review teacher schedules to assure teachers are provided with an appropriate amount of prep time.

- Guidelines updated 12/19/07 (added Montessori and Renaissance)
- Guidelines updated 1/21/08 (deleted SAGE requirement)
- Guidelines updated 5/18/09 (additional FTE added to Renaissance)
- Guidelines updated 10/15/19 (alignment of all Elementary Staffing Ratios)