

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

Monday, November 8, 2021 - 7:00 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 - 7:00 p.m. at the District Office Conference Room**

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

3. **HEARING OF VISITORS OR DELEGATIONS**

4. **Teacher Compensation Steering Committee Update**

**Description:** A Compensation Steering Committee progress update will be provided.

**Recommended Action:** None, informational only.

5. **Student Services Secretary Job Description**

**Description:** Jackie Steinhoff is requesting an update to the Student Services Secretary job description.

**Recommended Action:** Approve the revised Student Services Secretary job description.

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6. **Staff Planning Calendar**

**Description:** The Staffing Plan Calendar will communicate the estimated timeline for the development of a staffing plan for the upcoming year.

**Recommended Action:** None, informational only.

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7. **Employee Wellness Update**

**Description:** Employees will have the opportunity to participate in a 5-week course designed to help staff understand stress coping strategies, avoid burnout, and practical self-care techniques.

**Recommended Action:** None, informational only.

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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, December 13, 2021, 7:00 p.m.

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

10. **ADJOURN**

**School District of River Falls**  
**Job Description**  
**STUDENT SERVICES SECRETARY**

**MINIMUM QUALIFICATIONS:**

1. High school diploma.
2. Office administrative and data analysis experience.
3. Maintain confidentiality.
4. Ability to take initiative, work independently, and manage diverse personalities.
5. Proficient in Microsoft Office and Google Suite.
6. Strong communication and organizational skills to handle a wide variety of situations.
7. Ability to interpret procedures and policies.

**POSITION SUMMARY:**

Provide confidential administrative support to the Director of Student Services, special education staff, and other administrators as requested.

**REPORTS TO:**

Director of Student Services

**PERFORMANCE RESPONSIBILITIES:**

1. Provide administrative support for evaluations and individual education reports.
2. Organize, prepare, and distribute required special education paperwork and forms.
3. Coordinate student referral process.
4. Ensure students and families are communicated to in their home language.
- ~~5. Assist new special education employees with required paperwork for licenses, fingerprinting, etc.~~
6. Develop and maintain accurate files as needed to comply with state and federal reporting requirements.
7. Establish and maintain files to meet record keeping needs for the Student Services Department.
8. Maintain and monitor data regarding annual reviews and reevaluations of students with an IEP or 504 Plan.
9. Process special education/504 student transfers into and out of the district.
10. Maintain and monitor special education student eligibility for School Based Services (SBS).
11. Coordinate Medicaid Administrative Claiming (MAC).
12. Provide administrative support to the Birth to Three (B-3) program, Early Childhood (EC) program, and Health Office.
13. Train special education staff in use of SETs Infinite Campus, state special education forms, policies, and procedures
- ~~14. Assist with planning and coordination of in-service sessions for special education teaching staff, school psychologists, health aides, special education aides~~
- ~~15. Oversee special education website~~
16. Compile staff yearly schedules to distribute to the Director.
17. Coordinate Extended School Year (ESY) documentation.
18. License students in the Special Ed curriculum programs.
19. Compile and send progress reports each quarter/trimester for all special education students.
20. Dictate and/or record Title IX and certain IEP/Evaluation meetings.
21. Update the Annual Notices in both English and Spanish.
22. Coordinate with bus garage staff to meet transportation needs of special education and homeless students.
23. Manage student services/health office budget and inventory.
24. Assist in the coordination of preschool screenings.
25. Coordinate state testing for special education students.
26. Establish strong working relationships, coordinate, and correspond with outside government and private agencies, private schools, staff, and parents/guardians.
27. Fill in for central office personnel as needed.
28. All other duties as assigned

~~Approved by the Board on 1/18/10~~

Revised on 11/8/21

**School District of River Falls  
Job Description  
STUDENT SERVICES SECRETARY**



*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](http://www.rfsd.k12.wi.us)

## **2022-23 STAFFING PLAN CALENDAR**

### ***OCTOBER, 2021***

- Personnel Committee compares actual 2019-20 Teacher to Student ratios to policy guidelines.

### ***NOVEMBER, 2021***

- Personnel Committee reviews the Staff Planning Calendar.
- HR and Finance Dept. complete Enrollment Forecast.
- Human Resources Department uses enrollment forecasts to estimate Professional Staff to Student ratios (with no staffing adjustments).
- Enrollment Forecast and Estimated Staff Ratios are shared with Administrative Team.
- Building and Department Leaders seek input from stakeholders on Staffing Needs.

### ***DECEMBER, 2021***

- In conjunction with other budget planning, the Administrative Team discusses initial staffing priorities. District Administrator meets with Principals and Directors to determine additional educator staffing requests that address:
  - Professional Staff to Student Ratio Alignment, or
  - District Priority Areas

### ***JANUARY, 2022***

- The District Administrator shares the Staffing Plan with the Administrative Team and Personnel Committee for feedback.
- The Finance Department shares preliminary Budget Forecast.

### ***FEBRUARY, 2022***

- Prioritized Staffing Plan is adjusted and refined based on Administrative and Board Feedback. Highest priority staffing positions that fall within the preliminary budget forecast are posted and filled.
- District Administrator meets with Elementary Administrators to determine general education paraprofessional matrix ratios.
- District Administrator meets with Director of Student Services to estimate special education paraprofessional staffing plans.
- General Education Paraprofessional Matrix Ratios are approved by the Personnel Committee.

### ***MARCH, 2022***

- Finance Department shares refined Budget Update.
- Additional staffing priorities are filled if updated budget prediction allows.

## ABCs: Avoiding Burnout & Cultivating Self-Care

### Description:

This 5 week course is designed for helping professionals, especially school staff. Tools for resilience, coping with stress, avoiding burnout and finding **joy** are the focus! Classes will be 1 hour long, and will include pre & post-assessments ([PROQOL](#) & [Self-Care Assessment](#)). Each week there will also be an option for participants to arrive early or stay late to discuss specific concerns of individuals. Class will be a combination of psychoeducation, discussion and implementation of self-care practices. The format will be in-person (as much as possible) to cultivate positive, constructive connection of group members and to maximize the synergy of this shared connection. Connecting with nature by being outdoors (at least through windows) is a vital part of the self-care toolbox.

### Objectives of course:

- 1) Participants will identify their key stressors that may be causing or contributing to burnout/compassion fatigue manifestation within the next few months.
- 2) Participants will learn many self-care techniques and coping skills for stress relief, therefore avoiding/healing from burnout/compassion fatigue.
- 3) Each participant will create an individual plan for avoiding burnout/compassion fatigue through self-care.

### 5 Weekly Themes:

- Week 1 : Flowing Like a River & Power of the Sun

Overview of structure.

- 1) Flowing Like a River & Power of the Sun
- 2) Change & Impermanence
- 3) Mindfulness in Nature
- 4) Pausing & Resting
- 5) Renewal

Do PROQOL & Self-Care Assessment

Homework: Connect with the energy of the sun & nature. Notice emotional states & connection to the body and behaviors.

- Week 2: Change & Impermanence

Today's focus: Nature as a model of constant change.

Homework: Notice emotional states and connection to the body and behaviors. Turmeric latte recipe.

Meditation: Connecting with the constant prevalence of change.

- Week 3: Mindfulness in Nature

Today's focus: Experiencing what we perceive, rather than thinking about what we perceive.

Homework: Practice Ho'oponopono meditation. Coconut milk ice cream recipe. Notice emotional states and connection to the body and behaviors.

- Week 4: Pausing & Resting

Today's focus: Finding and navigating a balanced pace.

Homework: Mindful walking outdoors. Notice emotional states & connection to the body & behaviors. Coconut water & watermelon sports drink recipe.

- Week 5: Renewal

Today's focus: Finding joy within the storm. Do PROQOL & Self-Care Assessment.

Homework: Practice finding joy. Notice emotional states & connection to the body and behaviors. Chai recipe.