

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

Monday, February 28, 2022 - 6:00 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 - 6:00 p.m. at the District Office Conference Room**

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

**3. HEARING OF VISITORS OR DELEGATIONS**

**4. Recommend 2022-23 School Calendar and Important Dates** **3**

**Description:** The calendar committee and administrative team will formally recommend the 2022-23 School Calendar, including the District Important Dates.

**Recommended Action:** Approve the 2022-2023 School Calendar and Important Dates.

**5. School Psychologist Job Description Consolidation** **5**

**Description:** Jackie Steinhoff is requesting that expectations for the School Psychologist Job Description consolidate into one common job description.

**Recommended Action:** Approve consolidated School Psychologist Job Description.

**6. Insurance Study Committee Update**

**Description:** This month, multiple carriers submitted fully insured and self-insured proposals to be the provider in 2022-23. The Insurance Study Committee met to review the pros/cons of each bid and might recommend a provider for the 2022-23 year.

**Recommended Action:** Potentially approve health insurance provider for the 2022-23 school year.

**7. 2022-23 Certified Staffing Update** **8**

**Description:** The administrative team will share a 2022-23 staffing update, including the Rocky Branch Principal hiring timeline.

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

**8. Consider a one-time addition of 2-paid sick days (Prorated Based on FTE) for the 2022-23 School Year.**

**Description:** All employee groups are experiencing an additional need for sick days. The additional need can be attributed to the expectation for employees to quarantine if they are experiencing symptoms that could be related to COVID and higher rates of employees testing positive for COVID. The decision to add two paid sick days across the board to all employees ensures equitable treatment of employees no matter when they find themselves needing additional sick time.

**Recommended Action:** Approve the one-time addition of 2-paid sick days for all employees for the 2022-23 school year.

**9. Notice of Commencement of Contract Negotiations**

**Description:** River Falls School District will be commencing contract negotiations with the Teacher Employee Group (RFEA, WEAC Region 1) and the Bus Driver Group (WEAC Region 1). This notice satisfies Wisconsin State Statute 19.84(1)(b) and 19.86. The Personnel Committee, Director of Human Resources and Superintendent will serve as the District Negotiations Committee.

**Recommended Action:** Approve Commencement of Contract Negotiations.

**10. 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.

**11. 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, April 11, 2022, 7:00 p.m.

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

**12. Request for anticipated executive session pursuant to Wisconsin § 19.85(1)(c)(e) (Roll call vote required) for the purpose of preliminary nonrenewal of certified staff and to discuss contract negotiations with employee groups.**

**13. CONVENE TO EXECUTIVE SESSION**

School District of River Falls  
**2022-23 SCHOOL CALENDAR**

**August 2022**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25♦	26
29♦	30♦	31♦		

*16-17 – New Teacher Orientation  
25, 29-31 – Teacher In-service*

**September 2022**      **21**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

*1 – First Student Day  
5 – No School (Labor Day)*

**October 2022**      **20**

M	T	W	TH	F
3	4	5	6	7
10♦	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

*10 – No School (Teacher In-service)*

**November 2022**      **18**

M	T	W	TH	F
	1	2	3Q	4♦
7	8	9	10	11
14	15	16	17	18
21	22 T	23	24	25
28	29	30		

*4 – No School (Teacher In-service)  
23-25 – No School (Thanksgiving Break)*

**December 2022**      **16**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

*23-30 – No School (Winter Break)*

**January 2023**      **19**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19Q	20♦
23	24	25	26	27
30	31			

*2, 16 – No School (Vacation)  
20 – No School (Teacher In-service)*

**February 2023**      **18**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17*
20♦*	21	22	23	24
27	28			

*17 – No School (Vacation)  
20 – No School (Teacher In-service)*

**March 2023**      **18**

M	T	W	TH	F
		1 T	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

*13-17 – No School (Spring Break)*

**April 2023**      **19**

M	T	W	TH	F
3	4	5	6Q	7♦*
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

*7 – No School (Teacher In-service)*

**May 2023**      **22**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

*29 – No School (Memorial Day)*

**June 2023**      **4**

M	T	W	TH	F
			1	2
5	6	7♦*	8♦*	9*
12	13	14	15	16
19	20	21	22	23
27	27	28	29	30

*6 – Last Day of School  
7-8 – Teacher In-service*

**Quarters (Secondary):**

- 1: 9/1/22-11/3/22 (44 days)
- 2: 11/7/22-1/19/23 (43 days)
- 3: 1/23/23-4/6/23 (47 days)
- 4: 4/11/23-6/6/23 (41 days)

**Trimesters (Elementary):**

- 1: 9/1/22-11/22/22 (56 days)
- 2: 11/28/22-3/1/23 (58 days)
- 3: 3/2/23-6/6/23 (61 days)

First Student Day: September 1, 2022  
 No School Days:   
 Graduation Day: June 4, 2023  
 Last Student Day: June 6, 2023  
 Possible Make-Up Days: \*

Student Days	175
Parent Teacher Conference Days	2
Work/In-service Days ♦	11
<b>Total Days</b>	<b>188</b>
	<b>3</b>

## RIVER FALLS SCHOOL DISTRICT -- IMPORTANT DATES 2022-23

22-23 Dates	Day(s) of the Week	Event/Holiday
August 9	Tuesday	Renaissance Open House (5:30-7:30 pm)
August 16-17	Tuesday-Wednesday	New Teacher Workshop
August 17	Wednesday	Board and New Teacher "Meet & Greet" (4:00 pm)
Aug. 25, 29, 30, 31	Thurs, Mon, Tues, Weds	Teacher Inservice
August 29	Monday	HS Parent Night Open House (5-8 pm)
August 30	Tuesday	MMS Back-To-School Open House (12:30-7:30 pm)
September 1	Thursday	First Student Day of School for MMS, RFHS, and REN
September 1	Thursday	Elementary Orientation Day (No Elementary Bus Routes)
September 2	Friday	First Student Day of School for Elementary and RF4C
September 5	Monday	Labor Day (no school)
September 12	Monday	Renaissance Back to School Night (5:30-7:30 pm)
September 26	Monday	HS Parent-Teacher Conferences (4:30-7 pm)
September 26	Monday	Renaissance Parent-Teacher Conferences (4:30-7 pm)
October 10	Monday	Teacher Inservice (no school)
October 10	Monday	MMS Parent-Teacher Conferences (3:15 pm-7:30 pm) (invitation based on need)
November 3	Thursday	End of Quarter One (Secondary Level)
November 3	Thursday	MMS Parent-Teacher Conferences (3:15 pm-8:00 pm)
November 3	Thursday	Elementary Parent-Teacher Conferences (4-8 pm)
November 4	Friday	Teacher Inservice (no school)
November 8	Tuesday	Elementary Parent-Teacher Conferences (4-8 pm)
November 11	Friday	MMS Veterans Day Program, 1:00 pm
November 22	Tuesday	End of Trimester One (Elementary Level)
November 23-25	Wednesday-Friday	Thanksgiving Break
December 5	Monday	HS Parent-Teacher Conferences (4:30-7 pm)
December 5	Monday	Renaissance Parent-Teacher Conferences (4:30-7 pm)
Dec 23-Jan 2	Friday-Monday	Winter Break
January 16	Monday	MLK Day (no school)
January 19	Thursday	End of Quarter Two (Secondary Level)
January 20	Friday	Teacher Inservice (no school)
January 23	Monday	HS Course Registration / College Fair Night (5-8 pm)
February 14	Tuesday	Elementary Parent-Teacher Conferences (4-8 pm)
February 16	Thursday	Elementary Parent-Teacher Conferences (4-8 pm)
February 16	Thursday	MMS Parent-Teacher Conferences (3:15 pm-8:00 pm)
February 17	Friday	No School (Vacation)
February 20	Monday	HS Parent-Teacher Conferences (4:30-7 pm)
February 20	Monday	Renaissance Parent-Teacher Conferences (4:30-7 pm)
February 20	Monday	Teacher Inservice (no school)
March 1	Wednesday	End of Trimester Two (Elementary Level)
March 13-17	Monday-Friday	Spring Break (no school)
April 6	Thursday	End of Quarter Three (Secondary Level)
April 7	Friday	Teacher Inservice (no school)
May 1	Monday	HS Parent-Teacher Conferences (4:30-7 pm)
May 1	Monday	Renaissance Parent-Teacher Conferences (4:30-7 pm)
May 16	Tuesday	Renaissance Graduation Celebration (6-8 pm)
May 29	Monday	Memorial Day (no school)
June 4	Sunday	High School Graduation (1-3 pm)
June 6	Tuesday	Last Student Day of School
June 7-8	Monday-Tuesday	Teacher Inservice (no school)

**School District of River Falls**  
**Job Description**  
**SCHOOL PSYCHOLOGIST**

**MINIMUM QUALIFICATIONS:**

Wisconsin Department of Public Instruction School Psychologist (7061) License and effective interpersonal, communication, leadership, and organizational skills. Willing and able to commit to the school district's mission and beliefs. Ability to build trusting relationships with and between students, families, staff, community organizations, and services providers and possess strong human relations skills.

Knowledgeable about mental health, AODA, behavioral, academic, assessments, interventions and resources. Ability to handle data analysis, multiple tasks and changing priorities. Skilled in assessment, treatment planning, counseling, and interventions.

**POSITION SUMMARY:**

The school psychologist performs specialized psychological work in an educational setting to enable students to achieve optimal learning. School psychologist collects, interprets, and synthesizes information about a student's sensory motor/perceptual functioning, academic achievement, intelligences, social/emotional adjustment, and significant crises that influence academic and behavioral functioning. School psychologists work cooperatively as an interdisciplinary team member to provide services and to devise an appropriate service plan for referred students and their families.

**REPORTS TO:**

Director of Student Services

**PERFORMANCE RESPONSIBILITIES:**

**1. Support the social, emotional, behavioral and academic needs of all students:**

- a. Provide data analysis leadership to the Student Services Team (SST) so that the SST can provide proactive support to students in need.
- b. Gather background information on the student's psychological history by conducting behavioral observations, making home visits, interviews, and reviewing school records.
- c. Identify and lead group or individual sessions with students. Topics may include, but are not limited to,
  - i. Wellness;
  - ii. Resilience;
  - iii. Communication and social skills;
  - iv. Problem solving;
  - v. Anger management;
  - vi. Self-regulation
- d. Provide crisis intervention for students and staff in the advent of sudden illness or injury.

**2. Monitor the proper identification of and services provided to students with disabilities:**

- a. Be knowledgeable of state and federal rules and regulations and district policy and procedures as they pertain to the education of students with disabilities.
- b. Consult with parents, teachers and other relevant staff members to design appropriate, research based academic and behavioral interventions for students with disabilities.
- c. Consult with staff regarding special education law as it relates to qualification for special education services.

- d. Provide appropriate consultation and assistance in the development and maintenance of the individualized education plan (IEP).
- e. Participate in the development of functional behavioral assessments and behavior intervention plans for students with behavioral difficulties.
- f. Consult with administrators about special education law as it relates to discipline and placement of special education students.
- g. Participate in manifestation determination meetings.
- h. Recommend, along with other IEP team members, placements or programs designed to meet the needs of students with disabilities.
- i. Remain current with advances in research regarding disabilities and evidence-based research to develop and/or recommend effective interventions for students with disabilities.
- j. Serve as the LEA and/or case manager for evaluations (initial and re-evaluation), IEP's, and other meetings as needed.

**3. Provide leadership and support to teachers and support staff:**

- a. Provide classroom strategies to educators that identify and resolve barriers to learning. Topics may include, but are not limited to:
  - i. Engaging and motivating reluctant learners;
  - ii. Creating positive classroom environments;
  - iii. Effective individualized instruction.
- b. Design and implement student progress monitoring systems.
- c. Design and implement academic and behavioral interventions.
- d. Create in-service training and workshops for teachers and staff regarding mental health issues, behavior regulation techniques and practices, and proper procedures for the identification and referral of students, or other topic as requested by building personnel or the Director of Student Services.
- e. Serve as a resource to teachers and staff regarding psychological services and the academic/psychological needs of students.

**4. Collaborate with administrative and student services:**

- a. Research and create partnerships available community, county, and state resources that also support students' with emotional, social, and behavioral needs.
- b. Collect and analyze data related to school improvement, student outcomes, and accountability indicators.
- c. Support school-wide initiatives that maintain a positive school climate.
- d. Respond to student, family, or community crisis.
- e. Lead the implementation of comprehensive school mental health services.
- f. Participate as a crisis response team member.

**5. Partner with families:**

- a. Provide information related to support resources (local, county, state).
- b. Serve as a liaison between the student, home, school, private counseling facilities and community resources such as social services, court services, and local/regional family service agencies.
- c. Organize and conduct specialized programs to include parent training classes and student support activities including strategies for safe, nurturing, and dependable parenting and home interventions.

**6. Grow professionally:**

- a. Use the results of evaluation and self-appraisal to improve job effectiveness.

- b. Obtain and maintain all licenses and certificates necessary to accomplish assigned duties and responsibilities.
- c. Model professionalism by exhibiting ethical and respectful behavior that is displayed in the interactions with students, staff, parents and the community.
- d. Demonstrate a positive demeanor and setting an example for professional behavior in others.

**7. Perform all other duties as assigned.**



# Rocky Branch Principal Search Timeline



February, 2022 Update



## Meeting Objectives

- Provide an overview for the Rocky Branch Principal search timeline.
- Review the announcement and position descriptions.
- Understand how you can offer candidate profile feedback and participate in the job search process.



## **Principal Search Timeline (Target Dates)**

- Job announcement posted (2/17/22)
- Identify candidate screening team (2/21/22)
- Finalize and share candidate profile (3/11/22)
- Posting closes (3/18/22)
- Candidate screening team identifies candidates for 1st round interviews (3/21/22)
  - Initial reference checks completed prior to offering 1st round interview.



## Principal Search Timeline (Target Dates)

- Identify 1st interview team (3/21/22)
- Complete 1st Interview (3/25/22)
  - Narrow candidate pool to 1-3 finalists.
  - Complete 2nd round of reference checks.
- 2nd final interview (3/29/22)
  - Smaller interview team
  - Offer of employment/contract negotiations
- Introduce candidate to Rocky Branch (4/1/22)

# Job Announcement and Description



## ROCKY BRANCH ELEMENTARY PRINCIPAL SEARCH ANNOUNCEMENT

River Falls School District is seeking a strong student advocate and innovative instructional leader to serve as the next Principal at Rocky Branch Elementary School. Rocky Branch is one of four excellent elementary schools in the River Falls School District. Serving over 420 students in grades K-5, Rocky Branch has a tradition of exemplary academic performance, strong parental support, and high quality employees. It is the mission of Rocky Branch Elementary School to offer educational opportunities to all students which will foster an appreciation for learning and the pursuit of excellence, with a positive self-image and a commitment to world citizenship.

Students and staff collectively work together to follow the Rocky Branch Way:

- At Rocky Branch we navigate life together.
- We have compassion for ourselves and others.
- We show and receive respect when we use kind words and actions and when we listen thoughtfully to each other.
- We show courage when we stand up for others and take responsibility for our own behavior and learning. This is who we are even when no one is watching.

The ideal candidate will:

- Advocate for the equitable treatment of all students and staff;
- Have elementary leadership experience;
- Understand the critical elements of implementing effective professional learning communities, curriculum development, assessment techniques, and instructional strategies;
- Establish positive and healthy relationships with all types of students.

The top candidate will be offered a competitive salary and a strong benefits package which includes medical and dental insurance co-paid by the school district and employee, life insurance, long-term disability insurance, and a tax-sheltered annuity. The position begins on July 1, 2022 and includes 220 annual contract days.

## RIVER FALLS SCHOOL DISTRICT PROFILE

The School District of River Falls serves 3500 students in grades PK-12. The greater community of 15,000 residents is also home to a UW system college, technical college, and serves as a suburb to the Minneapolis-St. Paul metro area. To learn more about our school and community visit: <http://www.rfid.k12.wi.us/district-employment-opportunities.cfm>

The School District of River Falls encourages all interested candidates to apply. We do not discriminate on the basis of age, sex, race, religion, national origin, color, gender identity, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Title IX requires nondiscrimination of the basis of sex, including in employment, and any inquiries about the application of Title IX may be referred to either or both the Assistant Secretary for Civil Rights of the Department of Education or the Director of Human Resources, 852 E. Division Street, River Falls, WI 54022, (715) 425-1800, [david.bell@rfid.k12.wi.us](mailto:david.bell@rfid.k12.wi.us). If, because of a disability, you require the assistance of auxiliary aides or services in conjunction with the application process, or to request employment-related accommodations, please contact: [jennifer.karras@rfid.k12.wi.us](mailto:jennifer.karras@rfid.k12.wi.us) or 715-425-1800 ext. 1101.

## School District of River Falls Job Description ELEMENTARY SCHOOL PRINCIPAL

### MINIMUM QUALIFICATIONS:

A valid license for Principal by the State of Wisconsin Department of Public Instruction (DPI), and such qualifications of academic, professional, and personal experience as specified by the River Falls Board of Education. Must have strong human relations skills.

### POSITION SUMMARY:

The Elementary School Principal is responsible for the overall operation of the elementary school and for promoting an atmosphere conducive to successful student learning in alignment with the District Mission, Core Values and Strategic Plan. The principal is an educational leader in the school district and the administrator of the building. Although the principal may delegate authority, he/she is the person ultimately responsible for decisions in the school.

### SUPERVISES:

All elementary school staff in accordance with District policy.

### PERFORMANCE RESPONSIBILITIES:

#### I. Human Resources Leadership

- a. Organize the recruitment and selection of staff
  - i. Recommend to the Director of Human Resources employment, transfer, and discharge of all professional and support staff employed in the building.
  - ii. Use a systematic, fair, and consistently applied hiring process so that staff have the competencies to contribute to the school's mission and goals.
  - iii. Take an active role in recruiting a diverse staff and involve other staff in the recruitment and hiring process.
- b. Assign teachers and instructional staff
  - i. Provide equitable access to effective instruction and support, by anticipating staff vacancies, planning for new staff recruitment, changing assignments of existing staff, and making assignments based on both student needs and staff qualifications and effectiveness.
  - ii. Consider the composition of grade or subject teams to facilitate staff cooperation and build a professional community.
  - iii. Provide all new staff with orientation to the school's goals, policies, and procedures.
  - iv. Support the transition of new employees into their new roles.
- c. Provide performance evaluation and feedback
  - i. Strive to assess professional practice, provide high quality feedback and offer other coaching supports.
  - ii. Foster a cycle of continuous improvement as a cooperative process involving teachers.
  - iii. Engage regularly in calibration activities to improve evaluation accuracy.
  - iv. Coordinate and supervise student teaching and/or intern programs in his/her building.
- d. Lead professional learning
  - i. Work with staff to set learning goals and monitor learning accomplishments.
  - ii. Provide staff with learning opportunities that improve practice and the ability to respond positively to student diversity.
  - iii. Use staff practice and student learning data to inform the design and monitor the impact of the professional learning provided.
  - iv. Be responsible for meaningful in-service experiences for his/her staff.



## Candidate Profile Feedback

- What are the personal qualities you seek in the Rocky Branch Principal?
- In your opinion, what are the three main areas that the Rocky Branch Principal should concentrate the majority of her/his time?
- What areas of professional knowledge/expertise should the Rocky Branch Principal have?
- What other skills or background do you hope for in the Rocky Branch Principal?



## Opportunities to Participate

- ◉ Candidate profile feedback
- ◉ Candidate screening team
  - 3-4 Teachers and support staff
- ◉ 1st interview team
  - 3-4 Teachers and support staff (different from screening team)
  - 1-2 Teachers and/or support staff to provide building tours
- ◉ Email David Bell if you are interested.
  - We will seek balanced representation (Grade, Position, Subject, Experience, etc.)



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## POSTING TIMELINE

Active Date: 2/17/22

Close Date: 3/18/22

## APPLICATION PROCESS

1. Applications will only be accepted online through the Wisconsin Education Career Access Network ([WECAN](#))
2. A complete application will include:
  - a. WECAN application
  - b. District Principal Question Set
    - i. *How did you become aware of this position? Why are you interested in this position?*
    - ii. *Describe a time in which you successfully led an initiative that positively contributed to student success.*
    - iii. *What are the essential components for leading the learning of the educators in your building?*
    - iv. *Explain the strategies you use when responding to a parent who is angry with a decision that a teacher made.*
    - v. *What are the essential components to an effective teacher evaluation system?*
    - vi. *What will you do to ensure that all students have equitable access to learning opportunities?*
  - c. Cover letter addressed to Jamie Benson, Superintendent.
  - d. Resume
  - e. Two or more letters of reference preferably dated within the last two years
  - f. Transcripts
3. The anticipated start date is July 1, 2022.