

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

Monday, August 8, 2022 - 6:00 PM
District Office
852 E Division Street
River Falls, Wisconsin 54022

Educational Program Committee members: Alan Tuchtenhagen (Chair), Lindsey Curtis, & Cindy Holbrook
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. **Certified Staffing Update** **2**
Description: The committee will discuss the recruitment, selection, and hiring timeline for upcoming certified staffing openings.
Recommended Action: None, informational only.
5. **Review 2022-23 Personnel Committee Goals and Calendar** **3**
Description: The committee will review a draft of the 2022-23 goals and calendar.
Recommended Action: None, informational only.
6. **Proposed 2022-23 Substitute Employee Handbook Revisions** **6**
Description: The administrative team reviewed the employee handbook and is proposing the attached revisions to the substitute employee section.
Recommended Action: Approve the Substitute Employee Handbook revisions as presented.
7. **Substitute Employee Rates for 2022-23** **18**
Description: The administrative team will recommend the substitute employee rates for the 2022-23 school year.
Recommended Action: Approve the substitute employee rates for 2022-23.
8. **Policy 343.2 Class Size Guidelines** **19**
Description: The Elementary Principals are recommending the addition of class size guidelines for the Junior Kindergarten program.
Recommended Action: Approve the revised Policy 343.2 Class Size Guidelines.
9. **Paraprofessional Mentorship Handbook** **22**
Description: Based on feedback from paraprofessionals, teachers, and administrators, the district recognized the need to increase professional development and training opportunities for paraprofessionals. A summary of these updates, including a formalized mentor program will be shared with the committee.
Recommended Action: None, informational only.
10. **Proposed/suggested items for the next regular and future Personnel Committee meeting agenda(s)**
Description: As always, committee members will be given the opportunity to suggest items for future committee and/or Board meeting 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: No September Meeting
12. **ADJOURN**

CERTIFIED STAFF HIRES								
	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
1	RB	PRINCIPAL	25	3/25, 3/31	EATON	RETIREMENT	BINGENHEIMER	
2	MMS	ELA	10	3/24	STENSKE	RESIGNATION	O'CONNOR	
3	HS	SCIENCE	7	3/11	*LANGER	TRANSFER	ROHLINGER	*LANGER TRANSFERS TO HS MATH (NEW POSITION)
4	HS	ELA	7	4/4	PUFF	RESIGNATION	CLEVAN	
5	MMS	LD-SPED	5	3/29	BEHREND	RETIREMENT	ESTEB	
6	WS	5TH GRADE (0.5 FTE)	4	3/29	*FRANDRUP	TRANSFER	MCQUADE	*FRANDRUP TRANSFERS TO WS LD-SPED (MCCARTHY RETIREMENT)
7	HS	FCE	7	3/30	OTTMAN	RETIREMENT	PETER	
8	HS	MATH	11	4/1	PEPELKA	RETIREMENT	GEIGER	
9	RB	5TH GRADE	23	4/7	YOUNG	RETIREMENT	WAGNER	
10	MMS	MATH	9	4/4	GOSS	RESIGNATION	MCLAIN	
11	HS	SCIENCE	11	4/7	JOHNSON, B	RESIGNATION	BRAGER	
12	RB	MUSIC	14	4/11	SWANSON	RETIREMENT	CRUCIANI	
13	RB	EBD-SPED	5	4/25	PELLGRINI	RESIGNATION	GUSTAFSON	
14	MMS	SOCIAL STUDIES	20	4/27	LAMBRECHT	RESIGNATION	ROCHE	
15	WS	1ST GRADE	38	4/22	PELTON	RESIGNATION	SCHLUESSLER	
16	HS	COUNSELOR	19	4/28	JOHNSON, C	RESIGNATION	MULLER	
17	RFPME	CHILDREN'S HOUSE (PK-K)	8	5/9	*BARRY	TRANSFER	MITCHELL	*PURINGTON (RESIGNATION)
18	RFPME	CHILDREN'S HOUSE (PK-K)	3	5/9	*JILK	RESIGNATION/REDUCTION	THOMPSON	*APPROVED REDUCTION TO 0.5 FTE
19	DIST	DIR. OF SS	12	5/13, 5/18	STEINHOFF	RETIREMENT	INOUYE	
20	DIST	TECH. INTEGRATION SPECIALIST	13	5/23	*BINGENHEIMER	TRANSFER	CRAMER	*BINGENHEIMER (TRANSFER TO RB PRINCIPAL *CRAMER'S VES POSITION WILL NOT BE REPLACED IN 22-23)
21	MMS	EBD-SPED	2	5/23	*HAUSCHILD	TRANSFER	HOERNKE	*HAUSCHILD TRANSFERS TO ID-SPED (WALKER RESIGNATION)
22	RB	5TH GRADE	13	6/16	SWANSON, M	RESIGNATION	WAYNE	
23	MMS	SOCIAL STUDIES	2	6/21	LIETZ	RESIGNATION	PAPE	
24	HS	SCHOOL PSYCH	1	6/23	ANDERSON	RESIGNATION	DODGE	
25	MMS	ELA	3	6/28	SABELKO	RESIGNATION	JOHNSON	
26	DIST	OT	2	7/12	NIENMAN	RESIGNATION	SCHURMAN	
27	MMS	MATH	9	7/12	STOKES	RESIGNATION	SUTTON	
28	DIST	EL	3	7/18	ROHL	RESIGNATION	COOK	
29	RB	1ST GRADE	15	7/26	BUTCHER	RESIGNATION	SEVERSON	
30	HS	SCIENCE	2	7/23	FELDMEIER	RESIGNATION	HASKINS	
RETENTION ANALYSIS: REASON						TOTAL		
	YEAR	RETIREMENT	RESIGNATION	NEW	TOTAL	RESIGNATION	R/R	
	2018	12	15	5	32	6.20%	11.16%	
	2019	10	12	9.5	31.5	4.90%	8.98%	
	2020	8.32	13	14.48	35.8	5.10%	8.37%	
	2021	7.5	16.5	5.5	29.5	6.47%	9.42%	
	2022	8	19.5	1	28.5	7.33%	10.34%	
	AVERAGE	9.164	15.2	7.096	31.46			



2022-23 PERSONNEL COMMITTEE GOALS AND CALENDAR

Goal 3: Attract, Retain, and Develop High Quality Staff

3.1: Enhance mentoring and coaching support for new certified teaching staff

- 100% of new teachers indicate that new teacher orientation was successful → Report to Personnel by October, 2022
- 100% participation rate mid-year check-in with new teachers → Report to Personnel February, 2023
- Increase CESA-trained mentors → Report to Personnel by June, 2023
- Increase mentor job shadows → Report to Personnel by June, 2023
- Increase participation rate for New Teacher Support Team (NEST) events → Report to Personnel by June, 2023

3.2 Implement mentoring program for paraprofessionals (bus drivers will be targeted in 23-24)

- Develop paraprofessional mentor handbook → Report to Personnel by October, 2022
- Meet two times with each mentor to address implementation → Report to Personnel by February, 2023
- 100% of new paras will be assigned a mentor → Report to Personnel by February, 2023
- 100% of new paras will indicate the mentor supported their onboarding to the district → Report to Personnel by February, 2023

3.4 Monitor and maintain regionally competitive salary and benefits for all staff

- Analysis of Certified/Support Staff Employee Retainment → Report to Personnel by October, 2022
- Update and monitor certified staffing ratio and ensure alignment to Board policy → Report to Personnel by November, 2022
- Update compensation analysis for each employee group → Report to Personnel by March, 2023.
- Support the transition to new health and dental insurance providers → Report to Personnel by April, 2023.
- Complete 2023-24 employee negotiations → Report to Personnel by May, 2023.
- Form retirement benefit steering committee (teacher, support staff, administrator) → Report to Personnel by June, 2023.

3.6 Maintain and improve proactive communication systems allowing employee feedback.

- Update HR website and resources in a timely fashion so that the information is easily accessible for employees → Report to Personnel by December, 2022.
- Facilitate listening sessions for all buildings and departments. Invite Board of Education representative to each listening session → Report to Personnel by April 2023.

Goal 4: Provide Life Readiness Skills

4.4 Research and determine health and wellness priorities for students and staff

- Organize wellness activities as part of districtwide in-service days (8/29 and TBD) →Report to Personnel by June, 2023
- Develop school/department-based wellness grants for employee groups to apply for. →Report to Personnel by June, 2023
- Organize a monthly employee wellness challenge based on one of the eight dimensions of wellness→Report to Personnel by June, 2023

CALENDAR

August

- Personnel Committee Goals
- Final certified staffing update
- Substitute Employee Handbook Revisions

September – No Meeting

October

- New Teacher Orientation/On-boarding Report
- Paraprofessional Mentor Handbook
- Analysis of Certified/Support Staff Employee Retainment
- Retirement Steering Committee Report

November

- Update and monitor certified staffing ratio and ensure alignment to Board policy
- Initial budget forecast and staffing priorities.
- Wellness update

December

- Initial negotiations and staffing goals
- HR website and resources update

January

- Letters of intent to Administrative Team members every other year (2023) (accepted or rejected by March 31).
- 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.
- Health and dental insurance report and renewal forecast.

February

- Paraprofessional mentoring report.
- 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 (2023). No less than four months prior to expiration of administrative contract.

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.
- Negotiations Planning
- Compensation analysis report

- Set negotiation dates with teacher and bus driver groups

April

- Employee listening sessions report
- Approve health and dental insurance renewal
- 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 for support staff and administration.

June

- Teacher mentoring report
- Retirement steering committee report
- Wellness committee report
- Handbook recommendations

Ongoing Monthly Activities

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

SUBSTITUTE EMPLOYEE HANDBOOK



SCHOOL DISTRICT OF River Falls

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ROLE OF A SUBSTITUTE

Substitute employees provide a critical service to the District. Substitute employees will be called upon to provide direct instructions to students or to support the many systems that allow our district to function. Your flexibility and adaptability are valued. Thank you for your willingness to serve in this capacity, it is appreciated.

PURPOSE

The purpose of the Substitute Employee Handbook is to provide you with the policies, procedures, and information that will help you effectively function as a substitute teacher. If you have questions or feedback, you are encouraged to contact David Bell, Director of Human Resources and Leadership Development, or any Building Principal.

SCHOOL AND DEPARTMENT CONTACT INFORMATION

Human Resources Phone Number: 715-425-1800

 <p>David Bell Director of Human Resources & Leadership Development Ext. 1117 david.bell@rfsd.k12.wi.us</p>	 <p>Jenny Karras Administrative Assistant Ext. 1101 jennifer.karras@rfsd.k12.wi.us</p>
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River Falls High School Phone Number: 715-425-1830

 <p>Kit Luedtke Principal Ext. 3704 kit.luedtke@rfsd.k12.wi.us</p>	 <p>Lisa Goihl Assistant Principal Ext. 3716 lisa.goihl@rfsd.k12.wi.us</p>
 <p>Taryl Graetz Assistant Principal Ext. 3702 taryl.graetz@rfsd.k12.wi.us</p>	 <p>Heidi Otterness Secretary Ext. 3700 heidi.otterness@rfsd.k12.wi.us</p>
 <p>Jan Lehnertz Secretary Ext. 3703 jan.lehnertz@rfsd.k12.wi.us</p>	 <p>Jami Passofaro Secretary Ext. 3701 jami.passofaro@rfsd.k12.wi.us</p>

Renaissance Charter Academy Phone Number: 715-425-7687



Chris Silver
Coordinator
Ext. 2224
chris.silver@rfsd.k12.wi.us



Jill Dexheimer
Secretary
Ext. 2321
jill.dexheimer@rfsd.k12.wi.us

Meyer Middle School Phone Number: 715-425-1820



Mark Chapin
Principal
Ext. 3302
mark.chapin@rfsd.k12.wi.us



Brian Buck
Assistant Principal
Ext. 3304
brian.buck@rfsd.k12.wi.us



Annah Saumer
Secretary
Ext. 3300
annah.saumer@rfsd.k12.wi.us



Kathleen Cudd
Secretary
Ext. 3301
kathleen.cudd@rfsd.k12.wi.us

Greenwood Elementary Phone Number: 715-425-1810



Nate Schurman
Principal
Ext. 3502
nate.schurman@rfsd.k12.wi.us



Tera Wachtler
Secretary
Ext. 3500
tera.wachtler@rfsd.k12.wi.us

River Falls Public Montessori Elementary Phone Number: 715-425-7645



Nate Wells
Principal
Ext. 2010
nate.wells@rfsd.k12.wi.us



Sara Flatten
Secretary
Ext. 2001
sara.flatten@rfsd.k12.wi.us

Rocky Branch Elementary Phone Number: 715-425-1819



Ashley Bingenheimer
Principal
Ext. 3010
ashley.bingenheimer@rfsd.k12.wi.us



Natalie Benusa
Secretary
Ext. 3001
natalie.benusa@rfsd.k12.wi.us

Westside Elementary Phone Number: 715-425-1815



Chris Kamrath
Principal
Ext. 3202
chris.kamrath@rfsd.k12.wi.us



Sarah Jarocki
Secretary
Ext. 3200
sarah.jarocki@rfsd.k12.wi.us

SCHOOL CALENDAR

[2022-23 Calendar](#)

[2022-23 Important Dates](#)

SCHOOL SCHEDULES AND MAPS (DAILY SCHEDULE, SCHOOL MAPS)

A school schedule and map will be provided to substitute staff at the beginning of each assignment. Substitute employees can check with the main office for assistance.

APPLICATION PROCESS

All new substitute staff hires must meet all new staff requirements including but not limited to a health screening including a physical examination and tuberculin test/or chest x-ray if deemed necessary, and a criminal background check. Application must be completed through WECAN, then a new hire packet will be forwarded to the applicant by the Human Resources Department. The packet will contain all of the forms and information needed to get through the hiring process.

LICENSING REQUIREMENTS

All substitute teachers and paraprofessionals shall have the necessary license and/or permit required by state law to serve in their assignment. It is the substitute employee's responsibility to ensure that licensure is current. Substitute employees will be removed from the active substitute list if their license has expired. Contact Human Resources (715-425-1800 ext. 1101) if you have questions about the status of your license.

TYPES OF SUBSTITUTES

SHORT TERM SUBSTITUTE/GUEST TEACHER PARAPROFESSIONAL, SECRETARY, OR CUSTODIAN

Employees hired to replace a regular employee during the regular employee's absence.

PERMANENT SUBSTITUTE TEACHER OR PARAPROFESSIONAL

At the sole discretion of the Superintendent or designee, permanent substitute teachers or paraprofessionals may be hired on an annual basis. Permanent substitute teaching and paraprofessional positions will be used to ensure the quality delivery of instruction to students in an in-person or distance learning environment. The primary responsibility of a permanent substitute teacher will be to provide short-term, day-to-day instruction or to provide supervision/instructional support as directed by a building principal. Permanent substitute teachers are not hired under a contract under 118.22 Wis. Stats., because these positions are part-time.

MODULAR ('MOD') SUBSTITUTE TEACHER

A modular or "mod" substitute teacher is a regular, full-time teacher who is substituting during a period of the day normally used to prepare for student instruction. Regular or

“mod” substitutes are compensated at the BASE BA LADDER (per Appendix A) hourly rate, pro-rated in quarter hour intervals if more or less than an hour.

LONG TERM SUBSTITUTE TEACHER, PARAPROFESSIONAL, SECRETARY, OR CUSTODIAN

When a substitute is assigned for more than ten consecutive days in the same position, then the substitute is considered a long-term substitute. Long-term substitute teachers are paid the Base BA Rate on the Teacher Salary Ladder. Other long-term substitute employees rates are defined in Section V. The long-term rate begins on day 11, unless the long-term nature of the assignment is known in advance, in which case payment will begin on the first day. Responsibilities of the long-term substitute teacher shall be the same as the regular classroom teacher. When a substitute is employed as a long-term substitute teacher, or is employed at the end of the semester, and is expected to close out school records, do report cards, and inventories, he/she may be given up to one day to complete these tasks if deemed necessary by the principal. The substitute will be compensated at the applicable substitute rate. As employees of the school district, long-term substitutes will have to meet all new staff requirements including but not limited to a health screening including a physical examination and tuberculin test/or chest x-ray if deemed necessary, and a criminal background check

SCHEDULING OF SHORT TERM SUBSTITUTE ASSIGNMENTS

Substitutes shall be assigned at the discretion of the District. At the beginning or during an assignment, a substitute may be notified of a change in their assignment. The District may, in its sole discretion, unilaterally remove individuals from the substitute teacher list if the substitute demonstrates a pattern or practice of declining assignments. A substitute who wishes to cancel an assignment on the current date must inform the Building Secretary by phone. Any substitute teacher who abuses the cancellation privilege, in the District’s discretion, will have their cancellation privileges revoked.

SCHEDULING OF TEACHERS/PARAPROFESSIONAL ASSIGNMENT

- Notice of teacher and paraprofessional absence will be provided using an automated system (i.e Frontline Absences Management). All substitutes will have access to the automated system and may use it to schedule assignments.
- A representative from the district may contact a substitute/guest employee individually to inquire about filling open positions.
- A substitute who accepts a job by mistake will contact the district as soon as possible to rectify the error.
- A substitute teacher may also cancel a teaching assignment using the automated system in advance of the current day without providing notification to the Building Secretary.

SCHEDULING OF SECRETARY/CUSTODIAN/BUS DRIVER AND OTHER SUPPORT STAFF ASSIGNMENTS

A representative from the district will contact the substitute employee by phone or email to inquire about filling open positions.

LENGTH OF DAY

TEACHER

A substitute teaching day shall be eight hours, including lunch, when subbing for a full-time teacher who is absent for a whole day. If a teacher does not have a full schedule of classes the time will be prorated. A substitute teaching day may be less than eight hours if the substitute is replacing a teacher on a partial absence.

Elementary Assignment: 8:00 AM-4:00 PM

MS/HS Assignment: 7:15 AM-3:15 PM

PARAPROFESSIONAL

A full substitute paraprofessional day shall be 7 hours and 30 minutes, including a duty free lunch, when subbing for a full-time paraprofessional who is absent for a whole day. A substitute's paraprofessional day may be less than 7 hours and 30 minutes if the substitute is replacing a paraprofessional on a partial absence or a part-time paraprofessional. .

Elementary Assignment: 8:00 AM-4:00 PM

MS/HS Assignment: 7:15 AM-3:15 PM

SECRETARY

A substitute secretary day shall be eight hours, including lunch, when subbing for a full-time secretary who is absent for a whole day. A substitute secretary day may be less than eight hours if the substitute is replacing a secretary on a partial absence.

Elementary Assignment: 7:45 AM-4:15 PM

MS/HS Assignment: 7:00 AM-3:30 PM

CUSTODIAN/BUS DRIVER/OTHER SUPPORT STAFF

The specific hours will vary based on the assignment. The substitute will be made aware of the hours when the assignment is scheduled.

SUBSTITUTE EXPECTATIONS

The professional responsibilities and duties of substitutes shall be consistent with the responsibilities and duties for whom they are substituting. Substitutes are expected to follow established school rules and the plans provided to ensure the safety and well being of all students.

APPROPRIATE ATTIRE

Staff members are expected to dress professionally at all times, except when engaged in an activity that would require other attire. Fridays or other special days can be more casual. Substitute custodians will be provided with specific guidelines by the Director of Buildings/Grounds or his/her designee.

USE OF TECHNOLOGY

Substitute employees have access to the district's network through the following log-in and password:

username: subteacher

password: teacher

Substitutes should follow the guidelines outlined in the district's [acceptable use policy](#). The notes from the regular employees should include any other relevant technical information. If you have questions about, please contact the Building Principal.

SCHOOL MEALS

Substitute employees may purchase a lunch ticket in the school office if desired. Please place your order by 9:00 in the morning to be assured of your meal choice.

CRISIS RESPONSE

All classrooms and/or student learning spaces will have a "Crisis Management Plan" flip chart. The includes information about evacuations, bomb threats, lock downs and medical emergencies. The chart will be kept in an easily accessible place. Employees in charge of supervising students should locate this document and use it as reference in case of emergency. Teachers should reference the flip chart and its location in the notes provided to a substitute/guest teacher. If a classroom/student learning space is missing a "Crisis Management Plan" flip chart, please ask the Building Principal for a copy.

PERSONAL CELL PHONE USE

Substitutes should not use their personal cell phone while supervising students or completing work assignments.

EMERGENCY SCHOOL CLOSING

The Superintendent or his/her designee will have the authority to close school due to inclement weather. Emergency school announcements will be released through radio stations (WEVR, WDMO) and television stations (WCCO-TV, KSTP-TV, FOX-9, KARE 11, WEAU-13). Substitutes are expected to follow these stations if they suspect school might be canceled for inclement weather.

VIDEO CAMERAS

Video cameras are used at all times for security purposes in all buildings. Employees are expected to be aware that video recordings may be used as evidence for any disciplinary or legal action.

NON-DISCRIMINATION

The School District of River Falls is committed and dedicated to the task of providing the best education possible for every child in the District for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational and other programs or activities shall not be abridged or impaired because of a student's sex, (including gender identity, gender expression and nonconformity to gender role stereotypes,) race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability.

REPORTING CHILD ABUSE OR NEGLECT

Reporting: Wisconsin law requires all employees of Wisconsin public school district to report suspected child abuse and neglect, Wis. Stat. sec. 48.981(2)(a)16m. All employees having reasonable cause to suspect that a child seen in the course of their professional duties has or will experience abuse, neglect, been threatened with abuse or neglect, or that abuse and neglect will occur shall immediately contact the department of social services in which county the child resides in, and inform the agency of the facts and circumstances which led to the filing of the report. The building principal or department supervisor should also be contacted.

Contacting the building principal or department supervisor does not meet your obligation as a mandatory reporter.

You must call the appropriate Department of Human Services. If two or more employees are provided notice of suspected child abuse and neglect, then all employees must individually or jointly report this to the appropriate Department of Human Services. Firsthand knowledge of suspected abuse or neglect is not required for reporting. If a third party provides information of suspected abuse or neglect, then an employee is obligated to report it. When in doubt, report. Failure to report suspected cases of child abuse or neglect is punishable by fine and /or jail sentence.

Pierce County Department of Human Services: 715-273-6766

St. Croix County Department of Health and Human Services: 715-246-6991

More information is available on the [Department of Public Instruction's School's Role in Preventing Child Abuse and Neglect](#). Also see Wis. Stat. § 48.981

TEACHING AND PARAPROFESSIONAL ASSIGNMENTS

WHAT TO EXPECT FROM THE MAIN OFFICE

For each assignment, the main office should provide the following information. If this information is not provided, the substitute should request it from the secretary or principal.

1. A copy of the Substitute Employee Handbook
2. Class Schedule and Bell Schedule when applicable
3. Name of individual in charge of discipline (including back up if that person is not available)
4. School-specific behavior policies (if applicable)
5. Absence and tardiness procedures
6. School Board policies will be available to the substitute upon request.

WHAT TO EXPECT FROM THE REGULAR TEACHER/PARAPROFESSIONAL

If this information is not provided, the substitute should request it from the secretary or principal. If you are substituting for an unplanned/emergency absence, the lesson plans may not be available. Contact the principal for assistance.

1. Regular teacher's daily schedule (including supervisory duties, prep periods, lunch/break times)
2. Seating chart

3. Lesson plans for all classes to be taught
4. List of students with special needs or disabilities or 504 plans.
5. Locations of supplies/materials needed to complete lesson plans.
6. Information/directions to use required technology for the lesson.
7. Name of nearby teacher(s) who can be of assistance.

DUTIES AND EXPECTATIONS

1. The substitute should report to the main office at the beginning of the school day. The teacher report time at the high school and middle school is 7:15 am. The report time at the elementary school is 8:00 am. If the assignment begins after the start of the day, the substitute should report in time to prepare for the arrival of students.
2. Substitutes are not allowed to bring visitors or guests (children or adults).
3. Substitutes are expected to remain on duty and in the school building during scheduled prep periods. If the substitute leaves for lunch, they should check out/in at the main office.
4. Substitutes should inform the office that they are leaving for the day.
5. Substitutes should leave a note that summarizes the day for the regular teacher.

IMPORTANT SCHOOL POLICIES. Please adhere to school-specific policies; however, the following general expectations are applicable to all buildings.

1. **STUDENT DISMISSAL** Do not release students prior to the end of class or end of the day. Under no circumstances should a substitute leave students that they are supervising unattended. Elementary substitutes are not considered off-duty until all his/her students have been picked up at the end of the day. Contact the principal if a student is not picked up in a timely fashion. Never provide transportation to a student.
2. **CONFIDENTIALITY** Information obtained about students while substituting, including grades, behavior and/or disability status, must be kept confidential. It is a violation of school policy and potentially state law to disclose this information. Personal information about other employees (i.e. medical leave information, employment status, performance reviews) should not be shared.
3. **CONTROVERSIAL TOPICS** Substitutes are expected to follow the lesson plans provided. Substitutes should not deviate from the lesson plans. If lesson plans are missing or incomplete, please contact the secretary or principal. A substitute should not discuss his/her own political, religious, philosophies, and opinions with students.

CLASSROOM MANAGEMENT. Specific classroom management strategies should take into account the age, type of course, and classroom lesson. The following general principles apply to most situations.

1. Be Prepared: Obtain lesson plan and other materials prior to the start of your first class.
2. Start class on time.
3. Take attendance and report it to the office.
4. Communicate your expectations clearly.
5. Follow the lesson plan closely.

MEDICATION should only be administered by the school nurse or other trained school staff. Students should be sent to the school office to receive medications.

MONEY IN CLASSROOM. Money collected in the classroom (student fees, field trip payments, fundraisers, etc) must be turned into the school office by the end of the school day.

SPECIAL EDUCATION.

1. Follow the lesson plan. Students will respond to consistency.
2. Rely on your colleagues. If you are struggling to help meet the needs of a student or students, reach out to paraprofessionals, teachers and/or the building principal.
3. Be aware of student-specific safety, medical, and behavior plans. The regular teacher should provide this information in their sub plans.

COMPENSATION

SHORT-TERM SUBSTITUTE TEACHER. A daily/short-term substitute will be compensated at the daily rate of \$160. Teachers who work less than four hours will be compensated for a half-day rate of \$80.

LONG-TERM SUBSTITUTE TEACHERS

1. When a substitute teacher is assigned for more than 10 consecutive days in the same position, the long-term substitute shall be paid at the BASE rate on the teacher salary ladder.
2. When a substitute school psychologist is assigned for more than 10 consecutive days in the same position, the long-term substitute shall be paid at the CIM rate (divided over 188 days) on the teacher salary ladder.
3. If a daily substitute falls into this category after continuous service in the same position for 10 consecutive days because the regular teacher/school psychologist's absence has been extended for reasons not known at the time of original employment, the substitute shall be paid the long-term substitute rate as noted above from the start of the 11th consecutive day of work in the same position.
4. No fringe benefits, other than sick leave, will accrue to long-term substitutes except as provided below. Sick leave will be granted at the rate of one day per month of employment, such time to begin after the initial 10 school days of employment. Sick leave will be cumulative only through the period of employment of each teacher and will be canceled at the end of the school year.
5. Long-term substitute teachers under contract for a full school year are considered limited term employees and shall receive the same health insurance benefit provided to regular full and part-time teachers as described in this handbook, Part II.10.2 Health Insurance).

HOMEBOUND OR ALTERNATIVE SITE INSTRUCTION

Substitute teachers who are contracted to provide homebound or alternative site instruction to a student of this school district, shall be compensated at the rate of \$25 per hour.

OTHER SUPPORT STAFF EMPLOYEE RATES

1. A daily/short-term substitute Bus Driver, Route \$22.52
 - o Sub Drivers who accumulate 925 hours of substitute route driver hours will advance a step in the following fiscal year.
2. A daily/short-term substitute Custodian, \$15.15
 - o Substitute Custodians who accumulate 925 hours of substitute custodian hours will advance to \$17.93 (Custodian Step 1) in the following fiscal year. Starting 7/1/18, Sub Custodians at Step 1 who accumulate 2,080 hours of substitute custodian hours will advance to \$18.33 (Custodian Step 2) in the following fiscal year.
3. A daily/short-term substitute Kids' Club, Assistant Caregiver \$12.76 (Kids Club Assistant Step 1)
4. A daily/short-term substitute Kids' Club, Lead Caregiver \$14.70 (Kids Club Lead Step 2)
5. A daily/short-term substitute Secretary \$16.80
6. Long Term Other Support Staff:
 - o When a substitute support staff is assigned for more than 10 consecutive days in the same position, the long-term substitute shall be paid at the Step 1 rate on the support staff salary schedule for that position.

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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, November 9, 2020, **July 18, 2022**

DISTRICT CLASS SIZE GUIDELINES

ELEMENTARY

LEVEL	MINIMUM	MAXIMUM	LOOK TO ADD PARA	LOOK TO ADD
			OR PART TIME FTE	CLASS/TCHR
			PER G.L RATIO	PER G.L RATIO
JK	12	17	18	*20
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 (1-2-3)	18	23	24	27
Montessori (4-5-6)	18	25	27	28
Virtual/E-School (K-2)	18	23	24	30
Virtual/E-School (3-5)	18	25	27	30

***JK enrollment will be capped at 20, no additional sections will be added without Board approval.**

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 (7-8)	18	30
Virtual/E-School (6-8)	24	30

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HIGH SCHOOL

<u>CLASS TYPE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
L.A. Social, Math, Health, Science, Computer	20	30
LAB (Science, TE, Ag, Art, FACE)	20	28
<i>Facility, safety, and station dependent</i>		
Lg. Group music (vocal/instrumental)	30	100+
Vocal & Instrumental Individual/Sm. Group Music Lessons	1	10
<i>(15 min. each)</i>		
Phy. Ed (general)	25	35
Swimming/Lifeguarding	20	30
Foreign Language	18	30
Advanced (with Board permission)	15	30
<i>(singleton, safety) examples: engineering physics, AP calculus, adv. power mechanics, and foreign languages levels 3+</i>		
*Virtual/E-School Instructor (9-12)	24	30
**Virtual/E-School Local Education Guide	30	50

*With the support of an online platform, the VES Instructor is responsible for the planning, instruction, assessment, and student/family communication.

**The VES LEG is responsible for monitoring academic progress and student/family communication when the student is taking a virtual course from an off-site instructor.

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

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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)
- Guidelines update 11/9/20 (addition of Virtual/E-School)
- Guidelines update 8/8/22 (addition of JK)

PARAPROFESSIONAL MENTOR HANDBOOK



SCHOOL DISTRICT OF
River Falls

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PARAPROFESSIONAL MENTOR HANDBOOK

MENTOR PROGRAM OVERVIEW

Purpose

The purpose of the Paraprofessional Mentor Program is to assist paraeducators in making a smooth transition into the River Falls School District. Paraprofessionals play a critical role in creating a positive learning environment for students. The mentor program represents a commitment to providing an opportunity for paraprofessionals to deepen their knowledge of the students, learn critical skills, and better understand River Falls.

All paraprofessionals will be assigned a mentor when they are hired. The mentor will be an experienced paraprofessional who works in a similar role at the same building. The mentor will be selected by the Building Principal or the Director of Student Services.

Initial Meeting

Within the first two weeks of employment, the mentor will schedule a 30 minute initial meeting with the new paraprofessional (mentee). This meeting will take place before or after the mentee's regular hours. The exact date and time will be determined mutually by the mentor and mentee. The initial meeting will be a chance to review the mentor handbook and to answer any immediate questions that the mentee has. Both the mentor and mentee will be paid for the initial meeting. The additional 30 minutes should be submitted through True Time.

Shadow Day

Within the first month of employment, the mentor and mentee will find a day for the mentor to shadow the mentee for a day. The mentor will be responsible for securing a substitute to cover his/her assignment for the day of the shadow. The purpose of the shadow is to have the mentor spend an entire day with the mentee while they are performing their essential duties. It will give the mentor/mentee the opportunity to discuss responsibilities, as well as, time for either the mentor or mentee to address any concerns they may have.

Monthly check-ins

The mentor and mentee will be expected to informally check-in with each other on a regular basis during normal work hours. These informal meetings can be short, but ultimately are very valuable. On a monthly basis, as needed, the mentor and mentee can schedule a formal 15 minute check-in before or after the mentee's regular hours. The exact date and time will be determined mutually by the mentor and mentee. Both the mentor and mentee will be paid for the formal meeting. The additional 15 minutes should be submitted through True Time.

PARAPROFESSIONAL MENTOR HANDBOOK

BENEFITS OF EFFECTIVE MENTORING

Mentee

- Become oriented to job responsibilities and expectations early in the experience process.
- Become competent educators sooner in their careers.
- Adopt important professional qualities from mentor modeling.
- Feel successful and accepted.
- Receive support both personally and professionally.
- Have a mentor as a confidant, role model, and sounding board.

Mentor

- Help to improve the profession.
- Contribute to the success of others.
- Increase enthusiasm for the profession.
- Develop additional leadership skills.
- Gain satisfaction for helping less experienced mentees.

District

- Increases collaboration.
- Supports retention.
- Creates an atmosphere in which the mentee feels united with the District.
- Creates a process for professional development.
- Improves effectiveness of new paraprofessionals

RESPONSIBILITIES AND QUALIFICATIONS

Mentor Responsibilities

- Be willing to participate in mentor-mentee meetings.
- Help answer the many questions that come up every day.
- Be a consultant, role model, sponsor, facilitator, not an evaluator.
- Provide emotional support to the new paraprofessional through listening and sharing.
- Facilitate application of knowledge and skills.
- Convey advanced knowledge and skills.
- Assist timely acculturation to the school climate.
- Provide specific feedback, encouragement, and continued opportunities for growth.
- Model professionalism.
- Provide information about school discipline policy and procedures.

Mentor Qualifications

PARAPROFESSIONAL MENTOR HANDBOOK

- A minimum three years experience in district is recommended (if possible).
- Same job type and school (if possible).
- Trustworthy, caring, understanding, and confidential.
- Knowledge of resources and procedures in the district.
- Sensitive to the viewpoint of others.
- Nonjudgmental
- Positive attitude towards colleagues and students.
- Good communication skills (especially listening).
- Can articulate knowledge of best practice.
- Flexibility
- Sense of humor

What a Mentor Should Not Be Expected to Provide

- All the answers.
- Formal types of evaluation.
- A constant social partner.
- A solution to all discipline problems.
- A relationship, which promotes over dependence.
- Confidential information about administrators, staff, parents, and students.

Mentee Responsibilities

- Receptive to the guidance of a more experienced professional and willing to learn.
- Honest, forthcoming, and willing to share thoughts.
- Committed to personal growth, continuous learning, and excellence in the profession.
- Accept advice and feedback on what works and what does not work.
- Attend and participate in mentor-mentee meetings.
- Observe and learn from mentor and colleagues.
- Advocate for personal needs by asking questions and not waiting for a mentor, administrator, or colleague to initiate all communication.
- Proactively look for resources, support, and guidance when encountering problems.

Administrator Responsibilities

- The building administrator, with support from other administrators, will provide professional support to the mentor and mentee by facilitating the work of the team in its efforts to encourage the growth of both parties.
- Specific responsibilities of the building administrators include:
 - Meet with both the mentor and mentee to provide support and assistance.
 - Approve the time needed for initial meetings, shadows, and check-ins.
 - Continue to monitor, review, and evaluate the mentor program.

PARAPROFESSIONAL MENTOR HANDBOOK

MENTOR TOPICS

The following checklist includes discussion topics for mentors and mentees. Building leadership will address these topics, however, mentees may need additional support to fully understand expectations and responsibilities. The list is non-exhaustive and some of the topics may not pertain to all paraprofessionals. Mentors are not expected to know all of the details for all of these topics, just a willingness to support the mentee as they find the information that they need. This checklist is for the mentee's personal record, it is not expected that the mentor/mentee document that all these topics are addressed. These topics can be covered during the initial meeting, shadow, or check-ins.

Professional Information

- ___ Length of the day
- ___ Clocking-in/out of True Time
- ___ Paraprofessional Calendar
- ___ Dress expectations
- ___ Parking expectations
- ___ Review Job Description and responsibilities of the specific assignment.
- ___ Procedures for requesting sick time, personal time, or requesting other time off.
- ___ Procedures for requesting unpaid time off
- ___ Discuss information about River Falls community
- ___ Address unique culture of the specific building that you work in
- ___ Locate Employee Handbook
- ___ Using Infinite Campus, Checking Emails
- ___ Completing Mandatory Trainings on SafeSchools
- ___ Evaluation

Tour School Building

- ___ Meet administrator, faculty, office, and maintenance staff
- ___ Locate staff lounge, copy room, staff office areas, custodian's office, kitchen, bathrooms, special education classrooms, guidance office, library, and computer labs.
- ___ Show how to get supplies, use a copier, phone

Special Education Information

- ___ Review IEP process
- ___ Discuss behavior management plans
- ___ Discuss communication with other paraprofessionals, your supervising teacher, and building principal.
- ___ Discuss communication with parents

PARAPROFESSIONAL MENTOR HANDBOOK

- _____ Legal and Ethical Duties of a Paraprofessional
- _____ Confidentiality
- _____ Safe Lifting Procedures

Emergency Procedures

- _____ Fire drill
- _____ Tornado drill
- _____ Bomb threat
- _____ Lock-down drill
- _____ Bloodborne pathogens procedures
- _____ First aid procedure (dispensing medication)
- _____ Crisis Response Plan

Student Handbook

- _____ Mandatory reporting (child abuse, drug abuse, etc.)
- _____ Accident reports
- _____ Hall procedures
- _____ Noon hour policy
- _____ Playground rules (elementary and middle school)
- _____ Harassment policy

Supervisory Expectations

- _____ Bus
- _____ Lunch
- _____ Hall duty
- _____ Playground (elementary)
- _____ Field Trip procedures and expectations

RESOURCES

- [Employee Handbook](#)
- [Reporting Child Abuse and Neglect](#)
- [Reporting Threats of School Violence](#)