

School District of River Falls
Personnel Committee meeting

Monday, November 7, 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

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 the Interim Director of Academic Services and Director of Finance and Facilities Management.

Recommended Action: None, informational only.

5. Director of Finance and Facilities Management Job Description

4

Description: The committee will review the Director of Finance and Facilities Management job description.

Recommended Action: Approve the Director of Finance and Facilities Management job description revisions.

6. Superintendent Job Description

6

Description: The committee will review the Superintendent job description.

Recommended Action: Approve the Superintendent job description revisions.

7. College and Career Readiness Coordinator and Secretary Job Descriptions

9

Description: The committee will review the College and Career Readiness Coordinator and Secretary job descriptions.

Recommended Action: Approve College and Career Readiness Coordinator and Secretary job description revisions.

8. Preliminary Certified Staff Ratios

12

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

Recommended Action: None, informational only.

9. Employee Wellness Update

18

Description: The committee will discuss actions taken by the district wellness committee to promote positive wellness habits, increase awareness of factors that contribute to well-being, and support a healthy work culture.

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, Monday, December 12, 2022, 7:00 p.m. or (immediately following Finance & Facilities)

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

12. ADJOURN



DIRECTOR OF FINANCE AND FACILITIES MANAGEMENT JOB ANNOUNCEMENT

River Falls School District is seeking an organized and collaborative leader to serve as Director of Finance and Facilities Management. This full-time, permanent position begins on/about January 1, 2023.

Director of Finance and Facilities Management is responsible for:

- District accounting, financial, investment and business functions;
- Facilities planning, acquisition, and maintenance

Essential responsibilities include:

- Manage long-range and short-range budget projections.
- Supervise day-to-day financial operations of district, including payroll, accounts payable, accounts receivable, annual audit, inventory, and pupil count.
- Oversee issuance and management of district debt in conformity with applicable laws and regulations.
- Responsible for contracted food service programs to ensure compliance with district needs and local, state, and national regulations.
- Supervise the Director of Transportation and Director of Buildings and Grounds.

The Director of Finance and Facilities Management works collaboratively with the administrative team and Board of Education to:

- Develop comprehensive, long-range facilities plans that support student learning.
- Lead employee negotiations, compensation, and benefits planning.

The ideal candidate will:

- Have excellent written and verbal communication skills and the ability to create positive relationships with colleagues.
- Understand Wisconsin public school finance.
- Show evidence of leadership and decision-making skills.
- Hold or have the ability to obtain a School Business Administrator license issued by the State of Wisconsin Department of Public Instruction (DPI).

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, and long-term disability insurance.

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.rfsd.k12.wi.us/district/employment-opportunities.cfm>.

The School District of River Falls embraces diversity and equal opportunity. We are committed to inclusive hiring practices that support our goal of a workforce that represents a variety of backgrounds, perspectives, and skills. Specifically, 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.

In alignment to our values and Title IX legislation, we do not discriminate on the basis of sex. 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@rfsd.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@rfsd.k12.wi.us or 715-425-1800 ext. 1101.

School District of River Falls
Job Description
DIRECTOR OF FINANCE AND FACILITIES MANAGEMENT

MINIMUM QUALIFICATIONS:

- Have a valid license for School Business Administrator issued by the State of Wisconsin Department of Public Instruction (DPI)
- Possess excellent school finance, budgetary, communication, and leadership skills.
- Successful financial management experience and knowledge of the WUFAR school finance system.
- Strong human relations skills.

POSITION SUMMARY:

Director of Finance and Facilities Management is responsible for District accounting, financial, and business functions, as well as facilities planning, acquisition, and maintenance. The Director will ensure District resources are invested in accordance with local, state, and national regulations, and in the best interests of the District. The Director will partner with the Superintendent, administrators, staff, vendors, taxpayers and community, and will perform all duties identified in this position description as well as any other finance or facilities management responsibilities that the Superintendent or Board of Education may direct.

REPORTS TO:

Superintendent

SUPERVISES:

Director of Buildings and Grounds, Director of Transportation, Accountant, Accounts Payable Specialist, Accounting Support, Payroll and Benefits Coordinator

PERFORMANCE RESPONSIBILITIES

Management of District Financial Resources

1. Manage the long-range and short-range budget revenue and expenditure projections, annual budgeting procedures and ensure sound fiscal management of district resources.
2. Supervise day-to-day financial operations of district, including payroll, accounts payable, accounts receivable, annual audit, inventory, and pupil count.
3. Provide a clear systems flow for the proper monitoring of all purchases between sites, departments, and district offices, including requisition and purchase order procedures.
4. Provide for a process to receive input from administrators/staff within a budget calendar.
5. Coordinate and administer state, federal, and local audits and arrange for internal audit checks; maintain adequate budgetary controls to ensure funds are spent wisely and that adequate control and accounting procedures are maintained.
6. Prepare, coordinate, and maintain a record of all financial reports as required by state and federal agencies, and the Board of Education.
7. Prepare and certify the annual tax levy.
8. Supervise the administration of the district's retirement system.
9. Awareness of political and legislative influences that impact public school funding.
10. Provide sound financial information and compensation package costing to the Board Negotiations Committee.
11. Manage short and long-term district investments.
12. Oversee issuance and management of district debt in conformity with applicable laws and regulations.
13. Mitigate district financial risks.

School District of River Falls
Job Description
DIRECTOR OF FINANCE AND FACILITIES MANAGEMENT

1. Develop comprehensive, long-range facilities plans that support student learning.
2. Manage the five-year facilities capital projects process.
3. Develop detailed capital project bid specifications, facilitate bid process, and present annual project recommendations to the Board.
4. Participate in land acquisition and development of new sites.
5. In collaboration with the Director of Buildings and Grounds:
 - Plan and schedule major repairs to buildings and grounds such as heating, ventilation, air conditioning (HVAC), roofs, floor surfaces, windows, playgrounds, parking lots and playing fields.
 - Prepare and administer the budget for maintenance, grounds, supplies and equipment.
 - Oversee the procurement of maintenance supplies and capital equipment used in buildings and grounds operations.
 - Procure HVAC vendor maintenance programs, including ventilation, heat systems, air conditioning, and mechanical services.
 - Coordinate district-wide energy conservation program.
 - Oversees hiring, scheduling, and supervision of Buildings and Grounds staff.

Management of Auxiliary District Services

1. Lead contracted food service programs to ensure compliance with district needs and local, state and national regulations.
2. Oversee National School Lunch Program “Free & Reduced Application” process and related audit reporting requirements.
3. Manage district contract administration in the following areas: photocopier contract, waste hauling, farmland rental and district insurance.
4. Supervise Director of Transportation to provide service-oriented and efficient student transportation services.
5. Coordinate purchasing services of the district including classroom supplies, maintenance supplies.

Liaison to Finance and Facilities Committee

1. Provide guidance and recommendations to the Board on finance, facilities and auxiliary services issues.
2. Evaluate, interpret, implement, and make recommendations regarding business services policies and procedures, continuously seeking to improve the effectiveness and efficiency of all financial functions.
3. Prepare Finance and Facilities Committee meeting agenda in collaboration with the Finance and Facilities Chair.
4. Plans, develops, and revises financial policies in accordance with federal and state law.

Performs all other duties as assigned.

DAYS OF EMPLOYMENT:

Twelve month year and in accordance with the negotiated agreement.

EVALUATION:

Performance in this position will be evaluated by the Board of Education.

Revised on 11-7-22

School District of River Falls
Job Description
SUPERINTENDENT

MINIMUM QUALIFICATIONS:

A valid license for Superintendent or District Administrator issued 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 Superintendent of Schools is the chief school administrator and the executive official for the Board of Education of the River Falls Public Schools. The Superintendent of Schools is charged with providing leadership in developing, achieving, and maintaining outstanding educational programs, services, and opportunities for the students, staff, and residents of the School District of River Falls, as well as performing all other duties as assigned by the Board.

REPORTS TO:

Board of Education

SUPERVISES:

Director of ~~Personnel~~ Human Resources and Leadership Development, Director of Academic Services, Director of Finance and Facilities Management, Director of Student Services, Administrative Assistant to the Superintendent, High School Principal, Middle School Principal, Elementary Principals, Supervisor of Information Technology, ~~District Secretary~~, ~~Activities Director (jointly with high school principal)~~, Community Education/Communications Director

GOAL #1: SCHOOL BOARD DEVELOPMENT

PERFORMANCE RESPONSIBILITIES

1. Serve as ex-officio on the school board by providing recommendations, participating in discussions, and making reports on topics of importance to the Board.
2. Lead Board and administration in annual goal-setting ~~for school district initiatives~~ aligned ~~to a district strategic plan.~~
3. Assist in planning organizational meetings in April to ensure smooth operations of the Board during the year.
4. Facilitate Board professional development opportunities (inservice, retreats, workshops) and encourage Board participation.
5. Keep the school board informed on matters such as district problems, needed Board decisions, legislative and funding issues, and state and federal policies.
6. Conduct information sessions for Board candidates and train newly elected Board members in school district operations and issues.
7. Collaborate with the Board President to establish meeting agendas.
8. Perform all other duties as assigned by the Board of Education

GOAL #2: COMMUNICATIONS AND ~~PUBLIC COMMUNITY~~ RELATIONS

PERFORMANCE RESPONSIBILITIES

1. Provide for a system of internal communications.
 - a. Build and nurture relationships and rapport with staff.
 - b. Organize district efforts to recognize staff contributions and achievements.
 - ~~c. Implement systems of internal two-way communications.~~
2. Provide for a system of external communications.
 - a. Build and nurture relationships with community stakeholders.
 - b. Provide for regular flow of information to and from community stakeholders.

School District of River Falls
Job Description
SUPERINTENDENT

- c. **Participate** in civic, community, and business organizations.
- d. Promote and implement partnerships with community stakeholders.
- e. **Communicate** emergency school closing decisions.

GOAL #3: EDUCATIONAL LEADERSHIP AND DISTRICT CULTURE

PERFORMANCE RESPONSIBILITIES

- 1. Provide leadership, **vision, empowerment,** and motivation for district administration and staff to develop and implement strong educational programs **aligned to the district mission for students in the three R's of rigor, relevance, and relationships.**
- 2. Recommend employment, transfer, promotion, and dismissal of all administrative personnel.
- ~~3. Supervise and evaluate the performance and goal attainment of all administrative personnel.~~
- 4. ~~Provide administrative professional development opportunities and~~ **oversee individual administrative goal-setting and personal and professional development plans.**
- 5. Ensure accountability of administrators in effectively implementing duties as defined in job descriptions **and district strategic plans.**
- 6. Delegate appropriate responsibilities for members of the administrative team, including that of acting district administrator during the superintendent's absence.
- 7. **Oversee all aspects of crisis prevention and response planning.**
- 8. **Provide a consistent conflict resolution process when addressing complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students, or Board members.**
- 9. **Seek equity, inclusion, and diversity in recruitment, policy adoption, training, and decision-making.**

GOAL #4: STRATEGIC PLANNING

PERFORMANCE RESPONSIBILITIES

- 1. Provide leadership for systemic long-range planning for all aspects of the school district, including instructional, staffing, capital needs, fiscal, and stakeholder involvement.
- 2. Oversee implementation of the district's strategic plan to meet the mission of the District.
- 3. Project enrollment, staffing, and facility needs and establish a plan to address needs.
- 4. **Create and implement a system that provides ongoing, timely strategic plan progress updates to the Board and employees.**

GOAL #5: POLICY/GOVERNANCE/DECISION-MAKING

PERFORMANCE RESPONSIBILITIES

- 1. Recommend Board policies and policy changes, and implement policies and procedures as established and approved by the Board.
- 2. **Collaborate with administrators to recommend organizational structures that provide for effective and efficient operations of the District.**
- 3. Recommend calendar of school days for Board approval and make decisions on alterations in school day schedule for emergency or weather-related changes.
- 4. Administrative liaison **between the Board and administrators.** ~~to the Governance Committee.~~

GOAL #6: FISCAL AND LEGAL MANAGEMENT

PERFORMANCE RESPONSIBILITIES

- 1. Administer the school system in conformity with the laws of the United States, the State of Wisconsin, and regulations of the DPI.

School District of River Falls
Job Description
SUPERINTENDENT

2. Oversee long-range budget revenue and expenditure projections, annual budgeting procedures, and sound fiscal management of district revenues and resources.
3. Provide leadership in the professional negotiations process.
4. Manage all litigation, attorney consultation, and legal issues of the District.

GOAL #7: PROFESSIONAL DEVELOPMENT

PERFORMANCE RESPONSIBILITIES

1. Attend education conferences, seminars, and workshops.
2. Remain current on important issues through professional reading.
3. Pursue professional growth and development activities and keep aware of current educational trends and issues.

GOAL #8: VALUES AND ETHICS LEADERSHIP

PERFORMANCE RESPONSIBILITIES

1. Demonstrate ethical conduct in all aspects of the work environment.
2. Maintain the strictest confidence concerning personnel, students, and operational concerns of the District.

DAYS OF EMPLOYMENT:

In accordance with the negotiated agreement.

EVALUATION:

Performance in this position will be evaluated by the Board of Education.

Approved by the Board on 1/18/16

Revised on 11-7-22

School District of River Falls
Job Description
COLLEGE AND CAREER READINESS COORDINATOR

MINIMUM QUALIFICATIONS:

1. A valid license issued by the State of Wisconsin Department of Public Instruction (DPI) in one of the following areas: Principal, Counselor, CTE Coordinator, Teacher (preferably in a Career-Technical Education area).
2. Strong organizational, interpersonal, and communication skills.
3. Ability to cultivate positive relationships with area business leaders and consortium coordinators.
4. Demonstrate professional integrity through ethical behavior and decision making.

POSITION SUMMARY:

The Career and College Readiness Coordinator (CCRC) supports the high school principal, counseling team, and teachers in implementing, monitoring, and growing career and postsecondary education opportunities for students. The CCRC is responsible for providing all students the opportunity to develop and explore their postsecondary and career options learning as that is aligned to their personal and academic interests (~~awareness, exploration, and preparation~~).

REPORTS TO:

High School Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Develop and manage a comprehensive Academic and Career Planning (ACP) Model.
2. Coordinate programming that helps students demonstrate career and college readiness as defined by the district Career and College Readiness Report Card
3. Facilitate collaborative work with counselors and teachers to organize and implement ~~advisory~~ WIN (i.e. **homeroom advisory**) lessons that focus on building career awareness, exploration, and life readiness skills for all students.
4. Communicate financial aid, AP coursework, dual credit, high school academies, early college credit, and college and career fairs opportunities to students in coordination with school counselors.
5. Work collaboratively with the Renaissance ~~Charter Academy program~~ to ensure students receive impactful career and college opportunities to support transition after high school.
6. Support the Transition Coordinator so that students with IEPs have access to meaningful career, post-secondary, and serviced based transition opportunities.
7. Coordinate and facilitate dual enrollment programs such as *Dual Academic Credit Program*, *Early College Credit* and *Start College Now*.
8. Work with local technical colleges and universities in maintaining, evaluating, and enriching high school academy and dual credit offerings.
9. Engage in outreach with local employers and business partners to solicit support for career opportunities in coordination with the Work-Based Learning Coordinator.
10. Oversee state and local standardized assessments including, but not limited to ACT, ACT Aspire, PSAT, AP, and ASVAB in coordination with school counselors, ELL, and Special Education teams.
11. Oversee standardized test preparation opportunities for students.
12. Assist in the development and revision of Academic and Career Planning guide. ~~and master scheduling.~~
13. Promote academic and career planning information using multiple communication strategies, including but not limited to:
 - school district website,
 - school newsletters, and
 - social media.
14. Communicate program goals to stakeholders, including parents, community, and staff in a manner that clarifies the purpose of the ACP model.

School District of River Falls

Job Description

COLLEGE AND CAREER READINESS COORDINATOR

15. ~~Conduct an annual program audit to review the extent of program implementation.~~
16. Collect and analyze student data and staff feedback to guide program direction and emphasis.
17. Recommend career and college readiness annual goals, action steps, and activities based on program audit.
18. ~~Share the results of the program audit with the school board, administration, and school leadership team.~~
19. ~~Collect and monitor student trends in academic performance, behavior and attendance, and other district determined benchmarks related to~~
20. ~~Provide college and career transition leadership to students, community partners, counselors, teachers, and administrators.~~
21. Maintain current and in-depth knowledge of research and best practices in all aspects of ACP and Redefining Ready.
22. ~~Promote opportunities that help students develop employability.~~
23. ~~Provide regular program updates to building administrators and guiding coalition groups.~~
24. Work with Career and Technical Education (CTE) staff to develop and strengthen CTE programs.
25. Assist CESA 11 in the successful operation, and coordination of the Federal Carl Perkins program.
26. Oversee the planning, coordination, budgeting, implementation, and reporting requirements of the CTE Incentive and St. Croix Valley Youth Apprenticeship grants.
27. Complete DPI CTE data reporting requirements.
28. Evaluate the Career and College Readiness Secretary.
29. Performs all other duties as assigned.

Approved by the Board of Education on 6-18-18

Revised by the Personnel Committee on 11-7-22

School District of River Falls
Job Description
CAREER AND COLLEGE READINESS SECRETARY

MINIMUM QUALIFICATIONS:

1. Proficient in the use of technology.
2. Strong organizational, interpersonal, and communication skills.
3. Ability to work independently, take initiative, and solve problems.
4. High School diploma, but a 2-year associate degree and/or post-secondary credits preferred.
5. Experience working in an educational setting.

POSITION SUMMARY:

Support the smooth and efficient operation of the Career and College Readiness Program.

REPORTS TO:

Career and College Readiness Coordinator

PERFORMANCE RESPONSIBILITIES:

GENERAL SECRETARIAL DUTIES

1. Provide organizational assistance and administrative support to the Career and College Readiness Coordinator.
2. Maintain a professional office environment.
3. Communicate confidential information in an appropriate manner.
4. Prepare, proofread and/or edit materials as directed.
5. Use various software applications to prepare, format, and share data/reports to teachers and administrators.
6. Make arrangements for conferences and meetings for Career and College Readiness Coordinator.
7. Suggest means for improving office systems and procedures.
8. Perform all other duties as assigned by the Career and College Readiness Coordinator.

CAREER AND COLLEGE READINESS SECRETARY RESPONSIBILITIES

1. Develop and maintain accurate records and correlating data for student participation in the Youth Apprenticeship program for the St. Croix Valley Youth Apprenticeship consortium.
2. Assist in the coordination of Post-Secondary programming (including, but not limited to Dual Academic Credit Program, Start College Now, Early College Credit and Advanced Placement)
3. Assist in the coordination of opportunity nights and college and career events for all students.
4. Support the coordination of on-site assessments.
5. Assist the implementation of the annual Academic and Career Planning Guide.
6. Support the maintenance of the RFHS website Student Services section that are directly related to programming coordinated by the College and Career Readiness office.
7. Assist in maintaining accurate records for CTE data reporting.

EMPLOYMENT:

Current: 25 hours/week

Proposed: 35 hours/week

*Position is contingent upon availability of grant funding.

Approved by the Board: 11-7-22

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, November 9, 2020, September 19, 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

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

HIGH SCHOOL

CLASS TYPE	MINIMUM	MAXIMUM
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.

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

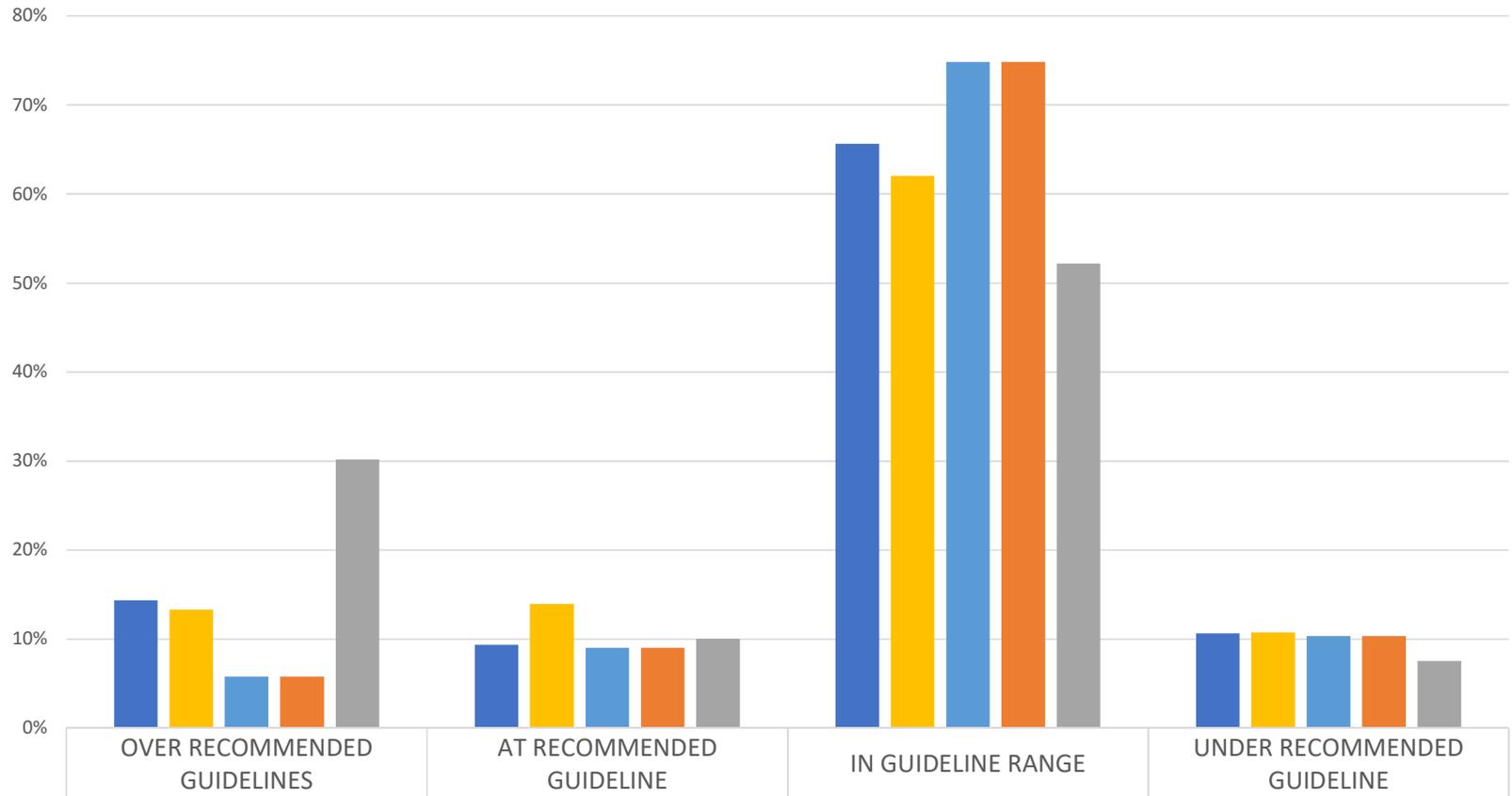
This chart reflects the minimum number of students needed to increase staff to the next level

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.

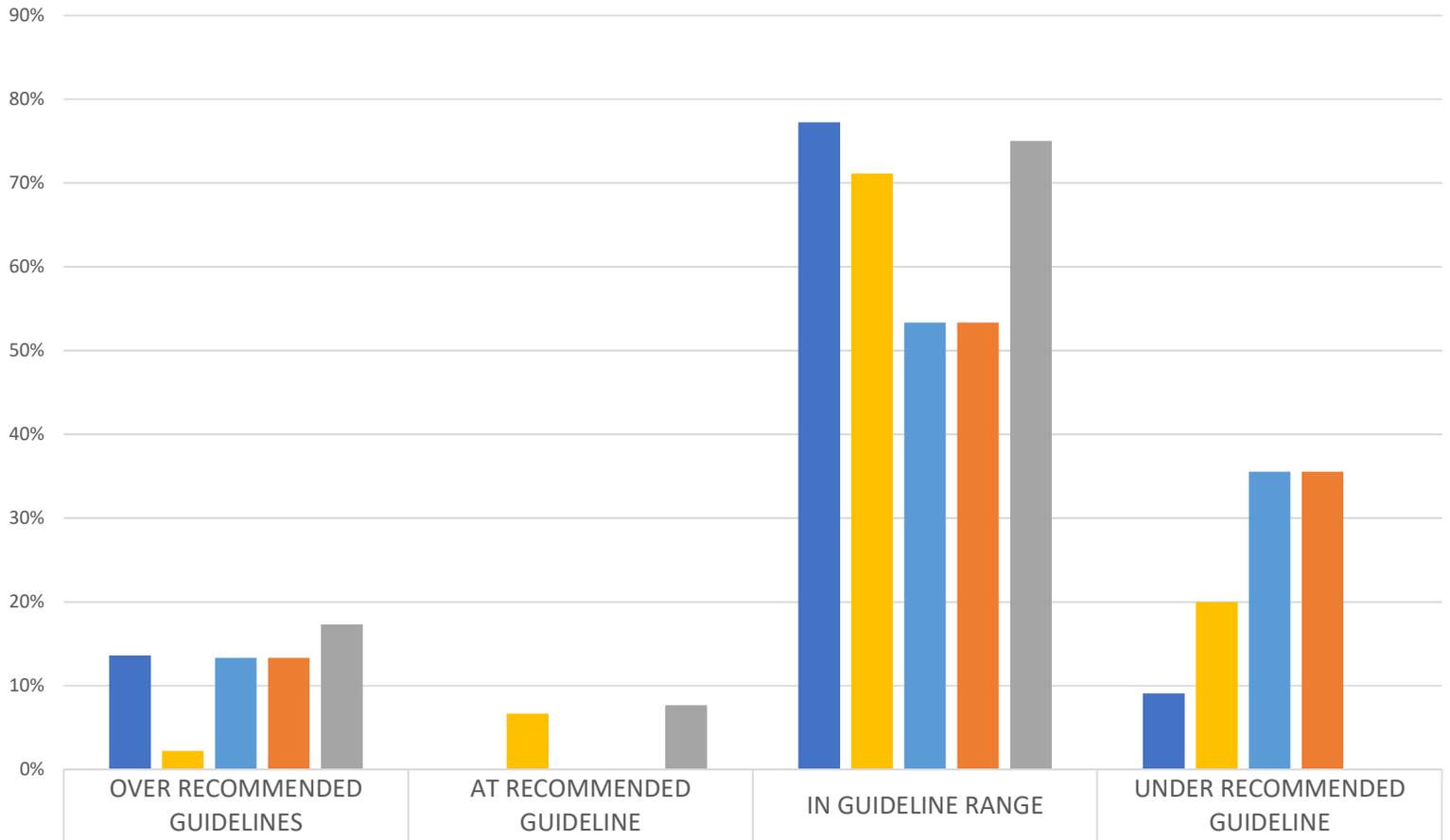
- Guidelines updated 12/19/07 (added Montessori and Renaissance)
- Guidelines updated 1/21/08 (deleted SAGE requirement)
- Guidelines updated 5/18/09 (additional FTE added to Renaissance)
- Guidelines updated 10/15/19 (alignment of all Elementary Staffing Ratios)
- Guidelines update 11/9/20 (addition of Virtual/E-School)
- Guidelines update 08/15/22 (addition of JK)

RFHS CLASS SIZE ANALYSIS



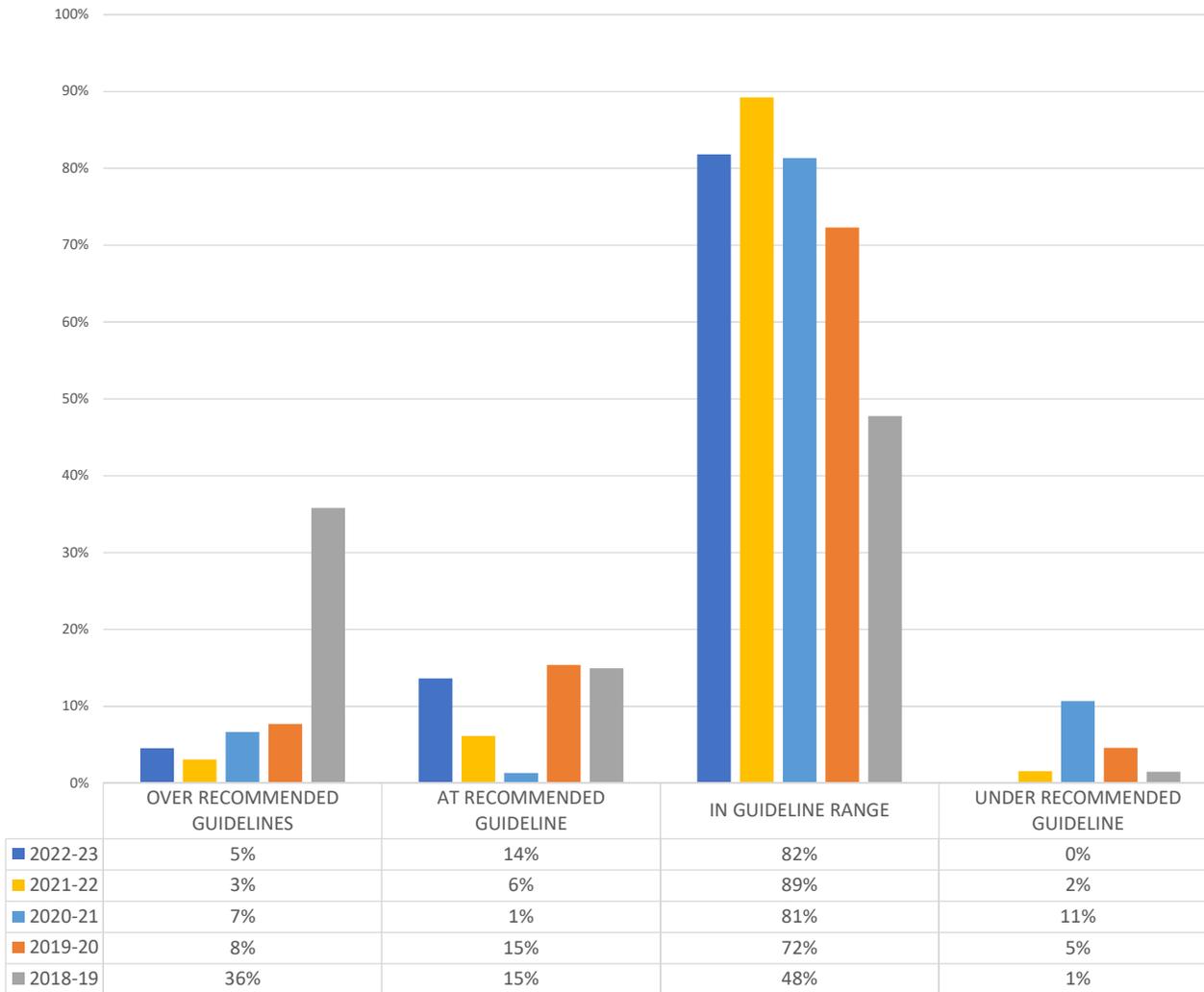
■ 2022-23	14%	9%	66%	11%
■ 2021-22	13%	14%	62%	11%
■ 2020-21	6%	9%	75%	10%
■ 2019-20	6%	9%	75%	10%
■ 2018-19	30%	10%	52%	8%

MMS CLASS SIZE ANALYSIS



	OVER RECOMMENDED GUIDELINES	AT RECOMMENDED GUIDELINE	IN GUIDELINE RANGE	UNDER RECOMMENDED GUIDELINE
■ 2022-23	14%	0%	77%	9%
■ 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



November, 2022



Greetings from the District Wellness Committee!

We are excited to share with you some of the wellness happenings in the district. All employees are encouraged to participate. If you have questions, feedback, or suggestions for improvement please do not hesitate to contact a district wellness committee member!

Thank you!

WELLNESS CELEBRATIONS

1. October Wellness Challenge

- 52 employees completed the October Physical Wellness Challenge. Those 52 employees reported a total of 1705 activities for the month! We appreciate the great participation.
- Stephanie Nelson won the October Physical Wellness Challenge Drawing! She earned a \$50 stipend.
- Thank you to Kari Owens and Kaleena Hoffman for organizing the challenge!
- Our next monthly challenge will be in December and focus on a different dimension of wellness.

2. Employee Wellness Grants

- The committee has approved 7 grants (\$2700). Please consider applying! The process is easy and the options are endless.
- Below is a picture of the GW White Berry Corn Maze Outing!



Wellness Committee Mission: Support employees by promoting positive wellness habits, increase awareness of factors that contribute to well-being, and promote a healthy work culture.

- **A few reminders:**
 - The short, easy-to-complete [grant application](#) is OPEN.
 - Submit the grant at least one month in advance.
 - If this is impossible, contact David Bell
 - **\$500 grants** to employees (more than 1) to participate in activities aligned to at least one of eight dimensions of wellness. *A larger grant (greater than \$500) will be considered if the application can demonstrate an impact/access to all (or a large group of) employees.*

3. Medica My Health Rewards Invest Program

- While the transition to Medica has not been perfect, one source of pride is employee participation in the Medica’s Invest Program.
- The Invest Program rewards employees for achieving wellness goals for sleep, activity, and/or nutrition. The reward is \$25 for each goal achieved per month.
- For the first three months, 117 employees earned at least one reward (that is over 25% participation). In total Medica will be contributing \$14,750 to employee HSAs!
- 22 employees earned the max benefit (\$225 over three months)
- If you want to learn more about the program and how to get started, contact David Bell or Amanda Huppert.

2022 Committee Members

- | | |
|--------------------------|--------------------------|
| 1. David Bell | 7. Chris Kamrath (WS) |
| 2. Jenny Ames | 8. Kari Owens (WS) |
| 3. Karin Brandvold | 9. Karen Olson (RFPME) |
| 4. Katie Tarasewicz | 10. Mara Shepherd (RB) |
| 5. Connie Roetzer | 11. Kelyn King (MMS) |
| 6. Stephanie Heinen (GW) | 12. Kaleena Hoffman (HS) |

Committee members are responsible for proactive communication of district wellness initiatives. If you have any questions or feedback please contact one of the committee members.

Wellness Committee Mission: Support employees by promoting positive wellness habits, increase awareness of factors that contribute to well-being, and promote a healthy work culture.