

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

Monday, January 16, 2023 - at 7:00 PM or immediately following the 6:00 PM Finance & Facilities meeting
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 - 7:00 PM (or immediately after Finance & Facilities Committee Meeting)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**
4. **2022-23 School Year Calendar Update** **2**
Description: The committee will review adjustments to the 2022-23 school year calendar due to inclement weather.
Recommended Action: None, informational only.
5. **Staffing Update** **4**
Description: The committee will discuss the recruitment, selection, and hiring timeline for the Director of Academic Services and hear other staffing updates.
Recommended Action: None, informational only.
6. **Director of Academic Services Job Description** **7**
Description: The committee will review the Director of Academic Services job description.
Recommended Action: Approve Director of Academic Services job description revisions.
7. **Discuss Updates to Policy 130 - Board Responsibilities and Legal Status** **11**
Description: The committee will review revisions to Policy 130.
Recommended Action: Approve Policy 130 - Board Responsibilities and Legal Status.
8. **Discuss updates to Policy 251-Exhibit - District Organizational Chart** **15**
Description: The committee will review revisions to Policy 251-Exhibit.
Recommended Actions: Approve Policy 215-Exhibit - District Organizational Chart.
9. **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.
10. **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, February 27, 2023, 6:00 p.m.
The meeting will be held at the District Office, 852 E. Division Street
11. **Request for an anticipated Executive Session pursuant to Wisconsin State Statute Section 19.85 (1)(c)(e) for the purpose of approving 2023-24 bargaining goals and continuing employment letters for administrators. Roll call vote required.**
12. **CONVENE TO EXECUTIVE SESSION**



January 6, 2023

Staff:

The purpose of this communication is to summarize the adjustments to the school district calendar to account for the inclement weather closures we have encountered so far this year. School has been completely canceled four times (12/15, 12/16, 12/22, and 1/4). In addition, school has started late, or closed early on four other occasions (11/29, 12/14, 12/21, and 1/3).

If you have interest in reading how/why weather-related school cancellations are made, please read the attached [LINK](#).

These school closures require us to revise our school calendar to ensure we meet the state requirements for hours of instruction. Although there are approximately two “free” (no make-up) days for students previously built into the calendar for inclement weather, this year we still need to make-up for lost time as outlined in the following TWO revisions.

These revisions will not impact the work calendar for 12 month employees (Secretaries, Buildings and Grounds, Supervisors, Administrators, etc). Follow-up calendar/makeup information will be shared with teachers and school-year employees today.

REVISION #1: ADDING IN-PERSON INSTRUCTION DAYS

- What new dates have been changed to instructional days?

The following days were originally scheduled to be no school (vacation) days, however, these will now be in-person instructional days for students.

- Monday, January 16, 2023
- Monday, February 20, 2023

- What if my family planned a long weekend vacation for the above dates?

We understand that based on the original calendar, students may have to be absent for a family vacation or other personal obligations on the above two dates. The district understands this, and we simply ask families to follow normal absentee reporting procedures if needed for these days.

- Why not hold face-to-face instruction on the January and February inservice days?

Months ago we contracted for two inservice/professional development services and guest speakers (January and February) and therefore, we are unable to make a calendar exchange for these inservice dates to become student instructional days.

- **[REVISED CALENDAR](#) – a **LINK to the updated school calendar is included.****

REVISION #2: EXTENDING THE SCHOOL DAY

- As of Monday, January 16, the length of the school day will be extended by 5 minutes at each school. These 5 minutes will be added to the end of each school day (no change with start times).
- RFHS: 7:35 AM-2:55 PM
- MMS: 7:45 AM-2:55 PM
- GW/RB/WS: 8:40 AM-3:50 PM
- RFPME: 8:40 AM-3:45 PM

The above two revisions will allow us to make up the instructional hours that we have missed. However, as we all know, weather in this area can be unpredictable. Therefore, if we encounter additional inclement weather cancellations, the following calendar changes will be made:

If needed – FUTURE CALENDAR REVISIONS THAT WILL ONLY OCCUR IF WE HAVE ADDITIONAL SCHOOL CANCELLATIONS:

- Friday, April 7 will be changed from a no school day (inservice) to an in-person instructional day for all students.
- Wednesday, June 7 will be changed from a no school day (inservice) to an in-person instructional day for all students.
- Thursday, June 8 will be changed from a no school day (inservice) to an in-person instructional day for all students.
- Hold virtual “at-home” learning day(s) only if deemed necessary.

Thank you for understanding our situation and the need for us to make calendar revisions.

Sincerely,



Jamie Benson

Superintendent

jamie.benson@rfsd.k12.wi.us



DIRECTOR OF ACADEMIC SERVICES JOB ANNOUNCEMENT

River Falls School District is seeking an passionate, enthusiastic, and collaborative leader to serve as Director of Academic Services. This full-time, permanent position begins on July 1, 2023.

The Director of Academic Services is responsible for leading district educational programming. This includes, but is not limited to, curriculum development, instructional leadership, assessment coordination, and instructional data analysis.

The Director of Academic Services works collaboratively with the administrative team and Board of Education to:

- Develop and implement the District's mission, vision, and strategic plan.
- Identify District priorities in curriculum, instruction, and staff development.

The ideal candidate will:

- Have strong human relations skills.
- Understand professional learning communities; effective instruction; and curriculum development.
- Communicate, present information, and respond to questions effectively.
- Handle stressful situations, organize and maintain numerous details, and work independently.
- Hold or have the ability to obtain a School Director of Instruction and Principal license issued by the State of Wisconsin Department of Public Instruction (DPI).

Essential responsibilities include:

- Act as adviser to the District Superintendent on all questions relating to curriculum, assessment, and instructional affairs of the District.
- Serve as the District Assessment Coordinator (DAC).
- Oversee gifted-talented opportunities; English language programming; River Falls eSchool; and federal/state Grants (excluding IDEA).
- Guide staff in the selection of instructional materials and resources, their modification and revision.
- Manage curriculum resource adoption in alignment with other budgeting priorities.

The top candidate will be offered a competitive salary and a strong benefits package which includes tuition assistance, 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.

Director of Academic Services Search Timeline

Tentative

1. **Overview of search timeline and email [feedback survey](#) to Admin Team, EL/GT/Coaches, and Teachers (1/19/23)**
2. **Analyze current job description to determine if adjustments need to be made (1/16/23)**
 - a. Share current [job description](#) with critical stakeholders.
 - b. Approve revisions at 1/16/23 Personnel Committee Meeting.
3. **Share job posting and announcement (1/25/23)**
 - a. WECAN, EDPOST, MNASA, WI-LEADERSHIP (*PROMOTED*), ASCD
 - b. District Website, Social Media (FB)
 - c. 1/25/23-3/9/23
4. **Set Candidate Screening and Interview teams**
 - a. **Candidate Screening (4-6 members of Interview Team #1)**
 - b. **Interview Team #1 (12-15 people) → Could be split into two groups.**
 - c. **Interview Team #2 (5-6 people)**
5. **Provide Candidate Screening Team access to applicants via WECAN (2/3/23)**
6. **Based on feedback from stakeholders, create a candidate profile (2/3/23).**
 - a. Share candidate profile with candidate screening team
7. **Posting close date (3/9/23)**
8. **Candidate screening team identifies 3-6 candidates for the 1st interview (3/10/23)**
9. **Provide 1st Interview Team access to selected applicants via WECAN (3/10/23).**
10. **Set candidate interview questions, writing/presentation prompt, and any other 1st interview expectations (3/10/23).**
11. **First Interview (3/21/23): Location Central Office Conference Room**
12. **Narrow candidates to 1-3 finalists (3/21/23)**
13. **Second Interview (3/29/23)**
14. **Offer of employment and contract negotiations with top candidate (3/31/23)**
15. **Ideal Candidate Start Date (7/1/23)**

School District of River Falls
Job Description
DIRECTOR OF ACADEMIC SERVICES

MINIMUM QUALIFICATIONS:

A valid license for Director of Instruction and Principal issued by the State of Wisconsin Department of Public Instruction (DPI), and qualifications of academic, professional, and personal experience as specified by the River Falls Board of Education.

The Director of Academic Services will:

- Have strong human relations skills.
- Understand professional learning communities; multi-tiered systems of support (MTSS); effective instruction; and curriculum development.
- Communicate, present information, and respond to questions effectively.
- Handle stressful situations, organize and maintain numerous details, and work independently.
- Respond to change and frequent interruptions while meeting deadlines.
- Maintain confidentiality.

POSITION SUMMARY:

The Director of Academic Services is responsible for leading district educational programming. This includes, but is not limited to, curriculum development, instructional leadership, assessment coordination, and instructional data analysis.

Key responsibilities include oversight of:

- Curriculum development, implementation, and review.
- Gifted-talented opportunities.
- English Language programming.
- River Falls eSchool.
- Federal and state Grants (excluding IDEA).
- District curriculum budgets.
- In-service planning.

~~The Director of Academic Services directs and coordinates the curriculum, instruction, and assessment needs of the educational programming of the District. Responsible for the implementation, monitoring, and evaluation of various District grants, management of curriculum budgets, and implementation of District instructional technology initiative. Works collaboratively with administrators, staff, and community to provide outstanding educational programs for the District. Performs all other duties as assigned.~~

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Academic Services Secretary, Title I and Reading Center Secretary, District Instructional Coaches, Gifted-Talented staff, English Language staff, and River Falls eSchool staff

PERFORMANCE RESPONSIBILITIES:

- 1. Teaching and Learning Leadership-Research and Development**
 - a. Participate in the development and implementation of the District's mission, vision, and strategic plan.
 - b. Act as adviser to the Superintendent and Principals on all questions relating to curriculum, assessment, and instruction.
 - c. Identify District priorities related to curriculum, instruction, and staff development in collaboration with the administrative team and Board of Education.
 - d. Develop onboarding processes for new teaching staff.

School District of River Falls
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DIRECTOR OF ACADEMIC SERVICES

- e. Establish and communicate annual in-service schedules to all stakeholders.
- f. Design staff development that supports a collaborative teaching culture focused on student learning and is aligned to district priorities.
- g. Ensure the articulation of a PK-12 curriculum in all content areas. The articulation will include a scope and sequence, state standard alignment, and common summative assessments.
- h. Implement a comprehensive curriculum review cycle.
- i. Guide staff in the selection of instructional materials and resources, their modification and revision.
- j. Guide staff in the selection, evaluation, and implementation of interventions and resources that are part of the district's MTSS process.
- k. Manage curriculum resource adoption in conjunction with district budget priorities.
- l. Coordinate the Educator Effectiveness Program and mentorship program for new educators in collaboration with the Director of Human Resources.

2. District Academic Grants Guidance

- a. Lead the implementation, oversight, and reporting of state and federal grants (excluding IDEA). To include, but not limited to:
 - i. Title I: Improving the Academic Achievement of the Disadvantaged;
 - ii. Title II: Preparing, Training, and Recruiting Licensed Teachers, Principals, and Other School Leaders
 - iii. Title III: Language Instruction for English Learners and Immigrant Students
 - iv. Title IV: 21st Century Schools
 - v. Every Student Succeeds Act (ESSA)
 - vi. Carl Perkins (in conjunction with CESA 11)
 - vii. ~~Alcohol and Other Drug Abuse (AODA), Elementary and Secondary Education Act (ESEA)~~ grants including Title I, Title II, Title III, Title IV, and CARES
- b. Research and author district level grants to enhance the curriculum, instruction and or assessment practices of the district.

3. Educational technology

- a. Develop and update district technology plans, in collaboration with the Supervisor of Information Technology Services, ensuring compliance with DPI expectations.
- b. Align instructional technology priorities and staff development with mission, vision, and strategic plan.
- c. Facilitate District Technology Committee with the supervisor of Information Technology Services.

4. Assessment and Accountability

- a. Act as District Assessment Coordinator (DAC) – manage national, state, and local testing programs. Assessment programs include, but are not limited to the:
 - i. Wisconsin State Assessment System
 - 1. Wisconsin Forward Exam
 - 2. Dynamic Learning Maps
 - 3. ACT Suite (PreACT, ACT)
 - 4. PALS: Early Literacy Screener
 - ii. Assessing Comprehension and Communication in English from State to State (ACCESS)
 - iii. District Multi-Tiered System of Supports (MTSS) Screeners (i.e. Fastbridge, STAR or similar)

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- b. Assume responsibility for District compliance with local, state and federal regulations governing all instructional programs, including timely filing of reports and maintenance of records.
- c. Lead implementation analysis of local assessments.
 - i. Identify grade/course outcomes and common assessments.
 - ii. Leverage technology to organize and share assessment data effectively.
 - iii. Provides district-wide data to all stakeholders.
- d. Create an annual report to the Board of Education that summarizes district assessment progress.
- e. Collaborate with Principals and the Director of Student Services to develop a Multi-Tiered System of Support (MTSS) system that strives to meet students academic and behavioral needs.

5. English Language Learner Programming

- a. Develop and facilitate ongoing, differentiated professional development for ELL practitioners, general education teachers, administrators, and special service providers regarding best practices in English language development.
- b. Provide leadership in the development of ELL programming and scaffolded content instruction through data analysis of ELL performance and knowledge of current ELL research.
- c. Support schools with identification, placement, and annual progress monitoring of ELLs.
- d. Respond to teacher, school, parent, and community needs including informal requests regarding policies, procedures, and programming for ELL students.
- e. Research and coordinate the selection of ELL instructional materials.
- f. Assist in data collection and analysis to monitor ELL programming and student academic success during and after receiving ELL services.

6. Gifted and Talented Programming

- a. Build capacity to advocate for our academically talented students through collaborative relationships between community, school, and family.
- b. Ensure personalized learning services are provided for underachieving or twice exceptional gifted learners.
- c. Identify enrichment opportunities and resources for all students
- d. Develop a Differentiated Education Plan (DEP) when appropriate for identified students through a team process. Each plan will be reviewed annually and student progress monitored.
- e. Identify increased academic achievement through differentiated instruction, compacted curriculum, flexible student grouping, personalized learning, and academic programming.

7. River Falls eSchool Program Administrator

- a. Coordinate the completion of state charter school reports.
- b. Assign eSchool teachers and instructional staff
- c. Provide instructional leadership focuses on student learning
- d. Troubleshoot obstacles to student learning
- e. Align expectations to traditional schools (when plausible)
- f. Ensure safety and emergency planning and procedures are communicated.
- g. Create an environment conducive to student academic, social, and emotional success.
- h. Create a positive work environment for educators and staff.
- i. Organize and coordinate the work of all secretarial help.

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Job Description
DIRECTOR OF ACADEMIC SERVICES

- j. Manage funds flexibly and responsibly, and monitor budget to assure spending aligns with school improvement goals and promotes equitable practices.
- k. Work with faculty to determine immediate and long-range financial needs for the instructional program, and relate needs to the Superintendent or designee to ensure fiscal responsibility of the total program for the school system
- l. Work with the Superintendent in carrying out Board of Education policies pertaining to the operation of the eSchool.

8. Community Partnerships

- a. Pursue state and community relationships, including but not limited to:
 - i. Cooperative Educational Service Agency (CESA) 11.
 - ii. University of Wisconsin-River Falls.
 - iii. Chippewa Valley Technical College and Wisconsin Indianhead Technical College.
 - iv. University of Wisconsin-Extension.
 - v. Other Local Agencies.

9. District Academic Programming

- a. Provide oversight of District Summer School.
 - i. Coordinate instructional programming offered to students (e.g. curriculum maps, teacher materials).
 - ii. Hire staff to serve as summer school instructors and paraprofessionals (both in-district and out-of-district).
 - iii. Facilitate summer school student registration.
 - iv. Collaborate with the summer school site-based Principal in preparation for instruction.

10. Act as liaison to the Board Educational Program Committee.

11. Lead the Board Human Growth and Development Curriculum Advisory Committee.

12. Act as liaison to District Library/Media Specialists.

13. Responsible for all of the above duties and any other assignments delegated to him/her by the Superintendent of Schools.

DAYS OF EMPLOYMENT:

Twelve month year (230 work days) and in accordance with individual contract.

EVALUATION:

Performance in this position will be evaluated by the Superintendent.

Revised: 1-16-23

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

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BOARD RESPONSIBILITIES AND LEGAL STATUS

The care, management and control of the schools of the District is vested by statutory and constitutional authority in the Board of Education. The purpose of this policy is to summarize the primary responsibilities and sources of authority of the Board of Education in carrying out its obligation to act in the best interest of the District as determined by the Board.

Local school boards are instruments of the legislature and derive their authority directly from the Wisconsin Constitution and Wisconsin Statutes. By custom and tradition local school boards have responsibilities to the citizenry they serve, including the students educated in the District and the persons employed by it. Recognizing this tri-dimensional concept of its sources of authority and responsibility, the Board of Education serves as the policy-making body for the District within the framework of the law and the will of the local citizenry.

Number of Board Members

The Board of Education consists of seven members, who are all elected at-large by a plurality vote of the electors of the District. Two members of the seven member Board are elected annually, except for every third year, when three Board members are elected. The Superintendent or designee serves as deputy election clerk for Board elections.

Term of Office

Board members serve for a three-year term, and/or until their successors have been elected and qualified. Board members who are elected for regular or unexpired terms take office on the fourth Monday in April, provided they have taken and filed the official oath of office. The Board Clerk or designee administers the oath of office.

Authority of Members

Individual Board members exercise the authority of the Board of Education only when acting during a properly noticed and called meeting of the Board, except when authority is specifically conferred by statute on individual Board officers to take specified actions outside of a Board meeting. Neither the District nor the Board of Education is bound by any action or statement on the part of an individual Board member that has not been specifically authorized by law or specified and delegated in advance, by Board action at a Board meeting.

Powers and Duties

1. The Board of Education has the responsibilities, powers and duties specified by statute, including functions incidentally related to accomplishing the general purposes for which school boards are established and/or that reasonably promote the cause of education including establishing, providing and improving programs, functions and activities for the benefit of the pupils of the District.

BOARD RESPONSIBILITIES and LEGAL STATUS

Policy 130

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2. The Board oversees administrative functions, adopts and revises policy, and serves as the final body in the District to which administrative decisions can be appealed.
3. The Board is responsible for the overall management of the schools and programs of the District, adopts rules for their organization, government, and instruction, ~~approves textbooks and~~ courses of study, and ~~makes and~~ authorizes contracts on behalf of the District.
4. The Board is responsible for the financial management of the District, and for building and maintaining all District facilities and property, subject to the requirements of Wisconsin and Federal law.
5. The Board also exercises authority in the following more specific areas:
 - a. to levy against property in the District to raise the funds needed to support school operations, payment of debt, and other appropriate District expenses in accordance with applicable law;
 - b. to employ and contract with qualified teachers and administrators and discharge the same for cause and in conformity with its contracts **and statutes;**
 - c. to employ and discharge necessary support employees and contract for other services;
 - d. to provide services and programs that promote the health of its ~~pupils~~ **students;**
 - e. to build, name and maintain school buildings, grounds and facilities, with approval from District electors when required;
 - f. to purchase, sell, exchange, and dispose of school district property and equipment with approval from District electors when required;
 - g. to bring or defend legal actions on behalf of the District and investigate and respond to claims against the District;
 - h. to provide transportation of students to and from school, as required by statute;
 - i. to insure against liability of the District, its officers, and employees, to offer such personal insurance and retirement programs to its employees as may be selected by the Board from time to time and to discontinue such programs as and when appropriate to do so;
 - j. to provide library **media centers facilities;** and offer summer school; **and provide technology, textbooks, and related instructional resources;**
 - k. to provide a school breakfast and lunch program for students and employees;
 - l. to enter into cooperative agreements with other school districts to collectively provide agreed-upon educational and support services;
 - m. to lease rooms or buildings for school purposes when necessary;
 - n. to authorize the temporary use of school facilities for community purposes under conditions that do not interfere with school purposes;
 - o. to authorize and support extra-curricular and co-curricular activities;

BOARD RESPONSIBILITIES and LEGAL STATUS

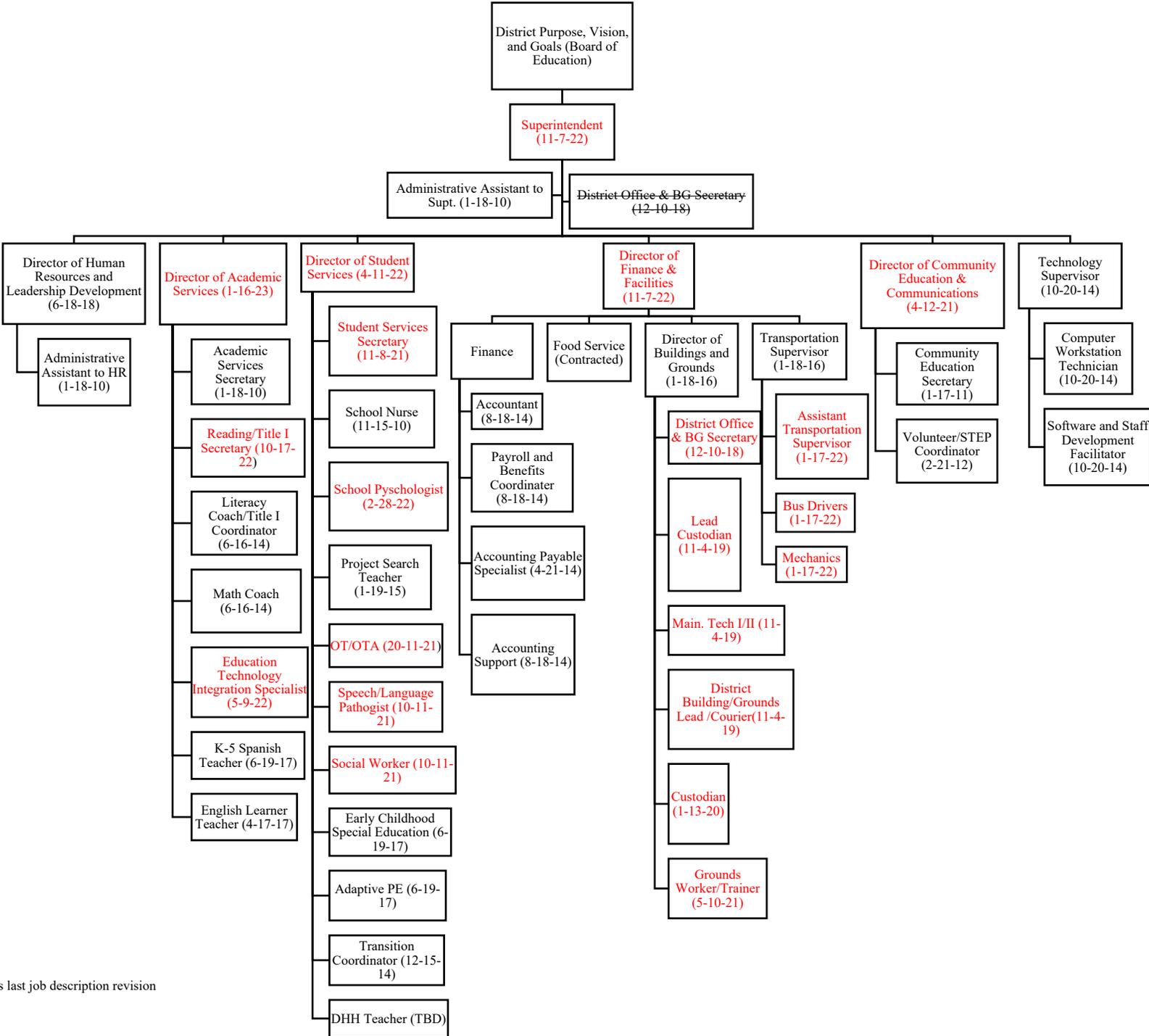
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APPROVED: March 19, 1973

REVISED: December 16, 1985
September 16, 1991
April 19, 2004
August 17, 2009
September 19, 2011
January 16, 2023

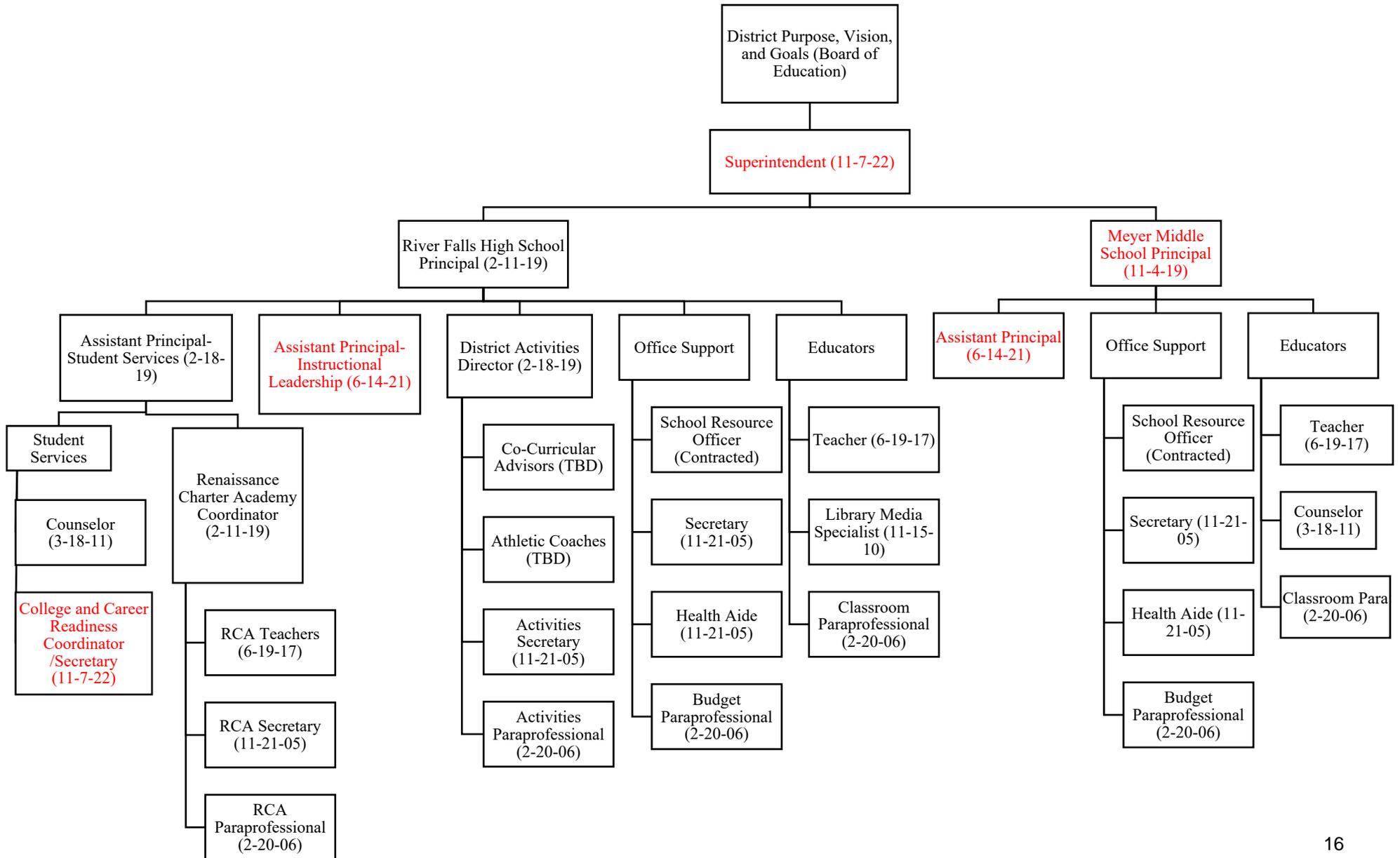
RIVER FALLS SCHOOL DISTRICT ORGANIZATIONAL CHART



*Date in Parenthesis is last job description revision

RIVER FALLS ORGANIZATIONAL CHART (SECONDARY)

POLICY 251-EXHIBIT



RIVER FALLS INSTRUCTIONAL ORGANIZATIONAL CHART (ELEMENTARY)

