

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

Monday, April 10, 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. **CERTIFIED STAFFING PLAN UPDATE** **2**
Description: The committee will discuss the recruitment, selection, and hiring timeline for upcoming certified staff openings.
Recommended Action: None, informational only.
5. **APPROVE SENDING LETTERS OF INTENT TO CERTIFIED STAFF** **10**
Description: Under the terms of Wisconsin Statute 118.22, on or before May 15 of the school year during which a teacher holds a contract, the Board by which the teacher is employed shall give the teacher written notice of renewal for the ensuing school year.
Recommended Action: Approve sending letters of intent to certified staff.
6. **INSURANCE STUDY COMMITTEE UPDATE**
Description: If available, the committee will review 2023-24 health/dental insurance renewals.
Recommended Action: None, informational only.
7. **VOLUNTEER COORDINATOR/VIRTUAL LEARNING SECRETARY JOB DESCRIPTION** **11**
Description: The proposed revised job description reflects adjustments to this position in response to the suspension of the K-8 Virtual E-School and an update of volunteer coordinator responsibilities.
Recommended Action: Approve the revised Volunteer Coordinator/Virtual Learning Secretary Job Description.
8. **RETIREE BENEFIT COMMITTEE UPDATE** **13**
Description: The Teacher Retiree Benefit Committee (TRBC) was formed to review the current district retirement benefits and analyze the impact that this benefit has on teacher retention.
Recommended Action: None, informational only.
9. **PROPOSED/SUGGESTED ITEMS FOR THE NEXT REGULAR AND FUTURE PERSONNEL 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 PERSONNEL COMMITTEE MEETING**
Description: Upcoming committee meeting dates, times, and locations will be reviewed.
Recommended Action: Set the meeting schedule as follows:
Personnel Committee meeting, Monday, May 8, 2023, 7:00 p.m. (or immediately following Finance & Facilities)
The meeting will be held at the District Office, 852 E. Division Street.
11. **REQUEST FOR ANTICIPATED EXECUTIVE SESSION PURSUANT TO WISCONSIN § 19.85(1)(c) FOR THE PURPOSE OF ISSUING FINAL NOTICE OF NON-RENEWAL OF CERTIFIED STAFF AND TO DISCUSS NEGOTIATIONS WITH EMPLOYEE GROUPS. ROLL CALL REQUIRED.**
12. **CONVENE TO EXECUTIVE SESSION**
13. **RECONVENE INTO OPEN SESSION AND AFFIRM ACTION TAKEN IN EXECUTIVE SESSION IF NECESSARY**
14. **ADJOURN**

CERTIFIED STAFF HIRES								
	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
1	DIST	DIRECTOR OF FINANCE AND FACILITIES MANAGEMENT	4	12/16, 12/20	SMURAWA, C	RESIGNATION	EDWARDS, L.	
2	WS	SPED-CC	2	11/30	GLOMSKI, J	RESIGNATION	STOECKEL, H	<i>Hired on 1/3/23</i>
3	HS	MATH	3	1/3	LANGER, J	RESIGNATION	WESTBERG, L	<i>Hired on 2/27/23</i>
4	GW	4TH/5TH	19	3/29	LINEHAN, S	RESIGNATION	GRESKE, A	
5	GW	2ND GRADE	23	3/23, 3/24	LAPPOINT, K	RETIREMENT	HOSSZU, R	
6	GW	1ST GRADE	23	3/23, 3/24	DUNN, H	RESIGNATION	DONAHUE, K	
7	GW	1ST GRADE	23	3/23, 3/25	MAES, A	RESIGNATION	BOSSHART, M	
RECRUITMENT PHASE								
	LOCATION	POSITION	REPLACES	REASON				
1	DIST	GW PRINCIPAL	SCHURMAN	TRANSFER (DAS PETERSON RESIGNATION)				
2	GW	LMC-SPEC.	LEFEBER, J	RETIREMENT				
3	RB	PE	ERICKSON, K	RETIREMENT				
4	HS	SPED-ID	GILLES, C	RETIREMENT				
5	RB	1ST GRADE	DAVENPORT-HENK, C	RETIREMENT				
6	RCA	ALT-ED	JERRY, J	RETIREMENT				
7	MMS	MATH	STEINBRON, D	RETIREMENT				
8	GW	SPED-ID	NEW POSITION	NA				
9	DIST	SPED-SLP	NEW POSITION	NA				
10	WS	5TH GRADE	KEISER, A	RESIGNATION				
11	RB	4TH GRADE	GRAY, E	RESIGNATION				
12	HS	MATH	WESTBERG, L	RESIGNATION				
13	MMS	MATH	LUMEN, S	RESIGNATION				
RETENTION ANALYSIS: REASON								
	YEAR	RETIREMENT	RESIGNATION	TOTAL	RESIGNATION	R/R		
	2018	12	15	27	6.20%	11.16%		
	2019	10	12	22	4.90%	8.98%		
	2020	8.32	13	21.32	5.10%	8.37%		
	2021	7.5	16.5	24	6.47%	9.42%		
	2022	8	22	30	8.27%	11.28%		
	2023	7	11	18	3.72%	6.32%		
	2018-22 AVERAGE	9.164	15.7	24.864				
<i>*FTE ADJUSTMENTS ARE NOT NOTED, **NEW/CUTS/LAYOFFS ARE NOT NOTED</i>								



Greenwood Principal Search Timeline



April, 2023 Update



Meeting Objectives

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



Principal Search Timeline (Target Dates)

- Job announcement posted (4/6/23)
- Identify candidate screening team (4/15/23)
- Finalize and share candidate profile (4/15/23)
- Posting closes (4/28/23)
- Candidate screening team identifies candidates for 1st round interviews (5/1/23)
 - Initial reference checks completed prior to offering 1st round interview.



Principal Search Timeline (Target Dates)

- ⦿ Identify 1st interview team (4/15/23)
- ⦿ Complete 1st Interview (5/5/23)
 - Narrow candidate pool to 1–3 finalists.
 - Complete 2nd round of reference checks.
- ⦿ 2nd final interview (5/11/23)
 - Smaller interview team
 - Offer of employment/contract negotiations
- ⦿ Introduce candidate to Greenwood (5/15/23)

Job Announcement and Description



SCHOOL DISTRICT OF
River Falls

www.rfsd.k12.wi.us

Administrative Office

852 East Division Street, River Falls WI 54022

PHONE: (715) 425-1800

FAX: (715) 425-1804

GREENWOOD ELEMENTARY PRINCIPAL SEARCH ANNOUNCEMENT

River Falls School District is seeking a strong student advocate and innovative instructional leader to serve as the next Principal at Greenwood Elementary School. Greenwood is one of four excellent elementary schools in the River Falls School District. Serving approximately 400 students in grades K-5, Greenwood has a tradition of strong academic performance, strong parental support, and high quality employees. Greenwood is a learner focused community with high expectations for student growth, working together to develop engaged learners and citizens of character.

The ideal candidate will:

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

The top candidate will be offered a competitive salary and a strong benefits package which includes medical and dental insurance co-paid by the school district and employee, life insurance, long-term disability insurance, and a tax-sheltered annuity. The position begins on July 1, 2023.

School District of River Falls Job Description ELEMENTARY SCHOOL PRINCIPAL

MINIMUM QUALIFICATIONS:

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

POSITION SUMMARY:

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

SUPERVISES:

All elementary school staff in accordance with District policy.



Candidate Profile Feedback

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



Opportunities to Participate

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



Date

Name

School

Dear FIRST NAME,

Greetings! Even though we are all fully immersed in the present school year, the board and administration are making plans for the 2023-24 academic year. While we have many decisions to make for next year, one thing we have already committed to is continuing the implementation of our strategic plan. One of the most important components of that plan is to attract, retain, and support you and all of our teachers.

The board understands that you and your colleagues are at the core of our district. It is through your work and relationships with students that we accomplish the district's mission. Thank you for all you have done and continue to do to support the young people whose education is entrusted to our school district.

On an annual basis, the school board reaches out to you to extend an offer of continued employment for the coming school year. Please accept this letter as the school board's offer of continued employment for the 2023-2024 school year. I hope you will accept this offer and return to teach in the River Falls School District. Please use Skyward to electronically sign your letter by June 15, 2023. If you decide to decline this offer of employment, a resignation is respectfully requested.

Along with our board colleagues, Alan and I know how important you are to the school district. We recognize your tremendous work and dedication to the students and families in the River Falls community. You have our abiding thanks and appreciation.

Sincerely,

Stacy Johnson Myers, School Board President

Alan Tuchtenhagen, School Board Clerk

School District of River Falls
Job Description
VOLUNTEER COORDINATOR AND VIRTUAL LEARNING /~~E-SCHOOL~~ SECRETARY

MINIMUM QUALIFICATIONS:

1. Be proficient in the use of technology. ~~Computer skills including word processing and spreadsheets.~~
2. Have strong organizational, interpersonal, and communication skills. ~~Strong human relations and communication skills.~~
3. Ability to work independently, take initiative, solve problems, and manage diverse personalities.
4. Hold a High School diploma, but a 2-year associate degree and/or post-secondary credits preferred.
5. Have experience working in an educational setting.
6. Ability to adhere to confidentiality in the workplace.
7. Telephone reception experience.
8. ~~The ability to work on multiple projects at the same time and meet deadlines.~~

POSITION SUMMARY:

The Volunteer Coordinator (VC) and Virtual Learning Secretary (VLS) is a combined position that supports Community Education by overseeing the district volunteer program and supports the students participating in virtual learning. The VC works an average of 25 hours per week during the school year and the VLS works an average of 10 hours per week during the school year, plus up to four weeks during the summer. Hours can be adjusted with approval from the Director of Human Resources and Leadership Development.

REPORTS TO:

Director of Community Education and Communications and HS Virtual Learning Teacher

PERFORMANCE RESPONSIBILITIES:

VOLUNTEER COORDINATOR (VC)

1. Promote the volunteer program to families and community members.
2. Maintain district volunteer eligibility database.
3. Monitor online form submissions and complete background checks in a timely manner for all volunteers and STEP employees.
4. Provide leadership and support to school PTOs and staff members in need of volunteers for activities.
5. Oversee district volunteer events.
6. Consult with the Director of Community Education if a background check doesn't meet volunteer standards.
7. Maintain and update the District Volunteer Handbook, which contains guidelines, policies, background check standards, and procedures for school volunteers and STEP participants.
8. Interview, train and supervise STEP employees and school volunteers.
9. Develop a community mentoring program.
10. Match STEP employee and school volunteer strengths to the needs of students and staff.
11. Oversee STEP employee schedule and timecards
12. Organize volunteer appreciation week.
13. Contribute to the creation and distribution of the district e-newsletter and community e-blast.
14. Provide editing support to community education and district communications.
15. Support and track staff recognition programs.
16. Perform all other duties as assigned by the Director of Community Education and Communications.
17. ~~Responsible for initial start-up of the district-wide volunteer program.~~
18. ~~Supervise Assistant District Volunteer Coordinator, district volunteers and STEP participants; provide leadership for school PTO's and staff members as needed.~~

School District of River Falls

Job Description

VOLUNTEER COORDINATOR AND VIRTUAL LEARNING ~~E-SCHOOL~~ SECRETARY

- ~~19. Responsible for district volunteer and STEP budgets.~~
- ~~20. Oversee district volunteer events, Rocky Branch volunteer coordination and training, and Meyer Middle School parent organization.~~
- ~~21. Responsible for district-wide expansion of STEP including marketing, implementation, supervision and evaluation of the program.~~
- ~~22. Responsible for payment of STEP participants.~~
- ~~23. Solicit funding from outside community groups for STEP programs each year.~~

VIRTUAL LEARNING SECRETARY (VLS)

1. Oversee student application and enrollment into HS virtual learning.
2. Handle all aspects of registration and enrollment of students in Wisconsin Virtual School (WVS), or similar virtual learning programming.
3. Ensure student schedules align to district graduation requirements.
4. Organize on-going communication to students and families participating in virtual learning.
5. Prepare and deliver announcements to virtual learning students.
6. Monitor attendance, progress monitoring, and report cards.
7. Maintain attendance records, behavior reports, and grade reporting.
8. Prepare and process virtual learning correspondence and other materials that support the virtual learning teacher and Director of Academic Services.
9. Support orientation for students participating in virtual learning.
10. Coordinate distribution of district technology.
11. Support technology department by managing the Schoology database as directed by the IT Supervisor.
- ~~12. Serve as building receptionist.~~
- ~~13. Direct callers and visitors to accurate information to meet their needs.~~
- ~~14. Prepare and process correspondence and other materials that support the principal and staff.~~
- ~~15. Troubleshoot problems with the office machines (copiers, laminator, fax, binding) and call for service as needed.~~
- ~~16. Handle all aspects of registration and enrollment.~~
- ~~17. Maintain attendance records and behavior reports.~~
- ~~18. Prepare announcements and deliver them when needed.~~
- ~~19. Maintain building and principal calendars and schedule meetings.~~
- ~~20. Prepare orientation materials.~~
- ~~21. Prepare and process correspondence (newsletters, emails, attendance letters, etc).~~
- ~~22. Maintain school website and Facebook group if applicable.~~
- ~~23. Manage absences and organize coverage for unfilled positions.~~
- ~~24. Approve time off and timesheets for staff.~~
- ~~25. Update building information such as calling tree, phone directory, birthday groups, etc.~~
- ~~26. Schedule interviews, and organize interview packets.~~
- ~~27. Maintain a thorough and efficient filing system.~~
- ~~28. Serve as school budget officer~~
- ~~29. Work independently and take initiative.~~
30. Perform all other duties as assigned.

Approved: 4/10/23



TEACHER RETIREE BENEFIT COMMITTEE

BACKGROUND

The Teacher Retiree Benefit Committee (TRBC) was formed to review the current district retirement benefits and analyze the impact that this benefit has on teacher retention.

COMMITTEE MEMBERS

Scott Imrie, Kim Serene, Molly Coughlin, Carey Loney, Jamie Benson, David Bell, Lynette Edwards, Chris Silver, Bob Casey, and Kevin Dorn

GOALS

- Increase teacher awareness of current retiree benefit tiers.
- Analyze the impact of the retiree benefit on teacher retention.
- Forecast the impact of adjustments to retiree vesting requirements.
- Explore alternative retirement benefit options.
- Present potential recommendations to the Board of Education Personnel Committee.

PROJECT TIMELINE

November 2022

- An Ad-hoc Teacher Retiree Benefit Committee was formed.
- Facilitation services from a neutral 3rd party financial consultant were secured.
- The TRBC identified the pros/cons with current benefits.

December 2022

- The TRBC prepared a summary of all district retirement benefits available to teachers ([LINK](#)).
- Ad-hoc committee will deepen understanding of various retirement benefit options, to include, but not limited to:
 - HRA, 403(b), Severance, Insurance ([LINK](#)).
 - The TRBC developed a Teacher Feedback Survey that was shared with all current teachers ([LINK](#))

January 2023

- The TRBC reviewed the results of the Teacher Feedback Survey ([LINK](#))
- The TRBC requested concrete examples of the impact on the amount of the retirement contribution if vesting requirements were to change.

February 2023

- The TRBC was provided with concrete examples of the financial impact that adjusting vesting requirements would have on the annual retiree contribution, the results of financial impact adjustments, and considered final adjustment recommendations.
- Options included removing the years of service requirement and/or changing the age requirement.

NEXT STEPS

April 2023 → Additional vesting scenarios will be discussed. These recommendations may include the impact of changing the type of retirement account.

Fall 2023 → The TRBC will determine if recommendations should be made to the BOE in a cost neutral manner.

Spring 2024 → If applicable, the Personnel Committee will consider TRBC recommendations.

July 2024 → Any adjustments will take effect in the 2024-25 school year.