

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

Monday, May 8, 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. **REQUEST FOR ANTICIPATED EXECUTIVE SESSION PURSUANT TO WISCONSIN § 19.85(1)(c)(e) FOR THE PURPOSE OF THE DISCUSSION OF EMPLOYEE NEGOTIATIONS AND ADMINISTRATOR EVALUATIONS. ROLL CALL REQUIRED.**
5. **CONVENE TO EXECUTIVE SESSION**
6. **RECONVENE INTO OPEN SESSION AND AFFIRM ACTION TAKEN IN EXECUTIVE SESSION IF NECESSARY**
7. **CERTIFIED STAFF UPDATE** **3**

Description: The committee will discuss the recruitment, selection, and hiring timeline for upcoming certified staff openings.
Recommended Action: None, informational only.
8. **STUDENT SUPPORT TEACHER JOB DESCRIPTION** **4**

Description: The Student Support Teacher (SST) is responsible for supporting the academic and behavioral development of identified students. The SST serves as a liaison between students, staff, and parents in supporting student success and contributes to a positive building culture by monitoring student attendance, investigating minor student discipline concerns, and leading school supervision efforts.
Recommended Action: Approve the Student Support Teacher Job Description.
9. **ENGLISH LANGUAGE PROGRAM ASSISTANT JOB DESCRIPTION** **6**

Description: The English Language Program Assistant (ELPA) is a support staff position that provides leadership and support to students and teachers in the English Language program. The ELPA will work in conjunction with the Director of Academic Services to create annual program goals and objectives. The ELPA coordinates district wide EL activities; disseminates compliance information to English Language teachers; collaborates with building administrators to ensure EL student needs are accounted for; organizes professional development opportunities for EL teachers; monitors progress on EL program; and leads the scheduling of interpreter and translation services.
Recommended Action: Approve the English Language Program Assistant Job Description.
10. **MIDDLE SCHOOL COUNSELING SECRETARY JOB DESCRIPTION** **8**

Description: The school counseling department secretary is responsible for providing receptionist duties, all aspects of the enrollment process, and general secretarial support to the counseling department and the students they serve.
Recommended Action: Approve the Middle School Counseling Secretary Job Description.
11. **2024-25 SCHOOL CALENDAR** **10**

Description: The calendar committee is prepared to recommend the 2024-25 school calendar. The school calendar will include the school year start/end dates, in-service days, and vacation days.
Recommended Action: Approve 2024-25 school calendar.
12. **SEND LETTERS OF APPOINTMENT TO ALL SUPPORT STAFF** **11**

Description: Per Section III.2.2.1 Letters of Appointment. The district will issue a letter of appointment before the last student contact day to support staff expected to be needed for the 2023-24 school year.
Recommended Action: Approve sending letters of intent to all support staff positions.
13. **2023-24 HOURLY SUPPORT STAFF SALARY SCHEDULE**

Description: The recommended salary schedule will be shared with support staff employees when letters of appointment are shared.
Recommended Action: Approve 2023-24 Support Staff Salary Schedule. **1**

14. 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.

15. 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, June 12, 2023, 7:00 p.m. *(or immediately following Finance & Facilities)*

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

16. ADJOURN

School District of River Falls
Job Description
STUDENT SUPPORT TEACHER (SST)

MINIMUM QUALIFICATIONS:

1. Current high school teaching license issued by the Wisconsin Department of Public Instruction in any content area (Alternative Education or Administrative License preferred).
2. Ability to maintain a positive learning environment.
3. Strong interpersonal, collaborative, and communication skills.
4. Experience working in an educational setting with diverse student populations.
5. Ability to create positive relationships with students, parents, colleagues and the general public.

POSITION SUMMARY:

The Student Support Teacher (SST) is responsible for supporting the academic and behavioral development of identified students. The SST serves as a liaison between students, staff, social workers, and parents in supporting student success and contributes to a positive building culture by monitoring student attendance, investigating minor student discipline concerns, and leading school supervision efforts.

REPORTS TO: High School Principal

PERFORMANCE RESPONSIBILITIES:

Lead Behavioral/Academic Intervention

1. Lead the screening and identification of students in need of behavioral/academic interventions.
2. Participate in weekly Student Support Team meetings.
3. Create behavioral/academic interventions for students identified by the Student Support Team.
4. Deliver behavioral/academic interventions in one quarter increments.
5. Monitor progress for students assigned to behavioral interventions.
6. Engage parents and staff in on-going, proactive communication regarding student progress.
7. Provide individualized coaching and mentoring to students in the areas of academic planning, goal setting, time management, and study skills.
8. Build relationships with students who are in need of trusting, safe, and consistent support.
9. Collaborate with Special Education teachers and staff in support of the behavioral development of special education students.
10. Coordinate with school district social workers to support students and families in need of community-based resources.

School Culture, Safety, and Supervision

1. Monitor daily attendance and student pass systems.
2. Engage in proactive communication with students, staff, and families when students have unexcused/chronic absences and/or tardies.
3. Address students chronically out of class in collaboration with the School Safety Paraprofessional.
4. Investigate student behavior/discipline concerns.
 - a. Identify issues that need to be investigated by a Principal.
 - b. Facilitate communication and restoration between students, staff, and parents for issues that do not need to be addressed by a Principal.

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Job Description
STUDENT SUPPORT TEACHER (SST)

- c. Document and track the frequency of student incidents.
- 5. Supervise important school zones during unstructured parts of the school day.
- 6. Oversee student safety and crisis response in collaboration with HS administration and the School Resource Officer.
- 7. Become trained in the areas of:
 - a. Non-crisis intervention strategies
 - b. Restorative Practices
 - c. Culturally Responsive Practices
 - d. Effective classroom management strategies
- 8. Lead staff development in these areas.
- 9. Provide mentorship to teachers and paraprofessionals struggling with individual or classroom behaviors.
- 10. Provide support to teachers and paraprofessionals in the areas of managing classroom procedures, managing student behavior, and establishing a culture for learning.
- 11. Perform all other duties as assigned.

Approved by Personnel 5-8-23

School District of River Falls
Job Description
ENGLISH LANGUAGE PROGRAM ASSISTANT (ELPA)

MINIMUM QUALIFICATIONS

1. Ability to serve as a Spanish language interpreter and translator.
2. Knowledge of English Language state and federal regulations.
3. Proficient in the use of technology.
4. Strong organizational, interpersonal, collaboration, and communication skills.
5. Ability to work independently, take initiative, solve problems, and manage diverse personalities.
6. Experience leading others in an educational setting.
7. Ability to adhere to confidentiality in the workplace.

POSITION SUMMARY

The English Language Program Assistant (ELPA) provides leadership and support to students and teachers in the English Language program. The ELPA will work in conjunction with the Director of Academic Services to create annual program goals and objectives. The ELPA coordinates district wide EL activities; disseminates compliance information to English Language teachers; collaborates with building administrators to ensure EL students needs are accounted for; organizes professional development opportunities for EL teachers; monitors progress on EL program; and leads the scheduling of interpreter and translation services.

REPORTS TO

Director of Academic Services

PERFORMANCE RESPONSIBILITIES

1. In collaboration with the Director of Academic Services:
 - a. Develop clear processes for the identification, placement, and annual progress monitoring of English Language Learners (ELL).
 - b. Provide input into the selection of EL instructional materials.
 - c. Monitor EL teacher case-load and school assignments to ensure equitable services to students.
 - d. Schedule bilingual paraprofessionals.
 - e. Create and communicate district EL policies and procedures.
 - f. Maintain confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board policy and the procedure of the school's ELL education program.
2. Organize regular collaboration meetings with EL program staff.
3. Provide EL teachers with timelines, reporting requirements, and other information to stay in compliance with federal/state rules and regulations.
4. Participate in student success team (SST) meetings, IEP meetings, and any other meetings pertaining to ELL student achievement as needed.
5. Collaborate with general education teachers to ensure that general education classroom environments and learning experiences support ELLs .
6. Attend regional and state EL network meetings and share relevant information with appropriate stakeholders.
7. Oversee WIDA testing schedule, compliance, and teacher training.
8. Monitor ACCESS testing to ensure the accurate assessment and placement of ELL students.
9. Oversee the administration of a home-language survey in conjunction with the student registration process.
10. Provide training to classroom teachers and paraprofessionals that supports ELL student success.

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Job Description

ENGLISH LANGUAGE PROGRAM ASSISTANT (ELPA)

11. Support the implementation of proper accommodations for ELL students on district and school-wide assessments.
12. Communicate with building administrators and student services in the scheduling of interpreters and translators.
13. Train and mentor bilingual paraprofessionals.
14. Engage EL families with on-going communication regarding program needs.
15. Assist EL team in creating a classroom environment that is conducive to learning and appropriate to the maturity and interests of ELL students.
16. Develop a program of study that, as much as possible, meets the individual needs, interests and abilities of ELL students in collaboration with EL teachers.
17. Participate in on-going professional development and training.
18. Provide instructional support when bilingual paraprofessionals are absent.
19. Advocate for the EL program by raising awareness in schools of student native cultures.
20. Act in a professional and ethical manner at all times and comply with school policies, procedures, and expectations.
21. Perform other duties and responsibilities as assigned by the Director of Academic Services.

Approved: 5/8/23

School District of River Falls
Job Description
MIDDLE SCHOOL COUNSELING DEPARTMENT SECRETARY

MINIMUM QUALIFICATIONS:

1. High school diploma, but a 2-year associate degree and/or post-secondary credits preferred.
2. Telephone reception experience.
3. Strong organizational, interpersonal, and communication skills.
4. Proficient in the use of technology, including Google docs, calendar and sheets.
5. Ability to take initiative, work independently, and manage diverse personalities.
6. Ability to work on multiple projects at the same time and meet deadlines.
7. Experience working in a confidential work environment.
8. Demonstrate patience and empathy.

POSITION SUMMARY:

The school counseling department secretary is responsible for providing receptionist duties, all aspects of the enrollment process, and general secretarial support to the counseling department and the students they serve.

REPORTS TO:

Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Enrollment
 - a. Maintain enrollment documents including registration, withdrawal, address updates, and household changes.
 - b. Maintain student cumulative files.
 - c. Monitor homeschool enrollment through DPI.
 - d. Report enrollment to the state.
2. Scheduling
 - a. Enter the master schedule into Infinite Campus.
 - i. Update teachers, room locations and course sections.
 - ii. Load course requests and create all students schedules.
 - b. Complete schedule changes throughout the year.
 - c. Assign and manage locker assignments.
 - d. Assist with high school registration and elementary schools' transition to MMS.
 - e. Maintain the calendar in Infinite Campus.
 - f. Update course data to be reported to DPI.
3. Counseling and Staff Support:
 - a. Greet visitors to the School Counseling Office.
 - b. Manage School Counselor's calendars by setting up appointments for counselors and writing passes.
 - c. Provide clerical support including copies, scanning, work orders, mailings, spreadsheets and reports.
 - d. Schedule Career Conferences and Parent Teacher Conferences using PTC Fast (or similar program).
 - e. Assist Counselors and School Psychologist as requested.

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MIDDLE SCHOOL COUNSELING DEPARTMENT SECRETARY

- f. Post grades to student transcripts.
- 4. Parent and Family Support:
 - a. Assist with the distribution of the Monthly School Counseling Newsletter to families
 - b. Assist parents/guardians with Infinite Campus and Schoology login information.
- 5. Testing Coordination
 - a. Assist in preparation for Forward State Testing.
 - b. Assist in setup for universally screening all students using FastBridge (or similar program).
- 6. All other duties as assigned to support the School Counseling Department.

Approved by Personnel on 5-8-23

School District of River Falls
2024-25 SCHOOL CALENDAR – Get Done

August 2024

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

*20-21 – New Teacher Orientation
 26-29 – Teacher In-service*

September 2024 **20**

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

*2 – No School (Labor Day)
 3 – First Student Day*

October 2024 **22**

M	T	W	TH	F
	1	2	3	4
7♦	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

*7 – No School (Teacher In-service)
 (HS Virtual Day)*

November 2024 **17**

M	T	W	TH	F
				1
4Q	5♦	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26T	27	28	29

*5 – No School (Teacher In-service, Election)
 27-29 – No School (Thanksgiving Break)*

December 2024 **15**

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

23-31 – No School (Winter Break)

January 2025 **20**

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

*1, 20 – No School (Vacation)
 27 – No School (Teacher In-service)*

February 2025 **19**

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

*17 – No School (Teacher In-service)
 (HS Virtual Day)*

March 2025 **16**

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

17-21 – No School (Spring Break)

April 2025 **21**

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

7 – No School (Teacher In-service)

May 2025 **20**

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

*16 – No School (Teacher In-service)
 26 – No School (Memorial Day)*

June 2025 **5**

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

*6 – Last Day of School
 9 – Teacher In-service*

Quarters (Secondary):

- 1: 9/3/24-11/4/24 (44 days)
- 2: 11/6/23-1/24/25 (46 days)
- 3: 1/28/25-4/4/25 (43 days)
- 4: 4/8/24-6/6/24 (42 days)

Trimesters (Elementary):

- 1: 9/3/24-11/26/24 (59 days)
- 2: 12/2/24-3/7/25 (59 days)
- 3: 3/10/25-6/6/25 (57 days)

First Student Day: September 3, 2024
 No School Days:
 Graduation Day: TBD
 Last Student Day: June 6, 2024
 Possible Make-Up Days: *

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



Date

Dear FIRST NAME,

Greetings! With the arrival of May, we are considerably closer to the end of this academic year than the beginning. On behalf of the school board and the administration, thank you for your hard work, your commitment to the River Falls School District, and your support for our students. We recognize and appreciate your significant role in the education process. Your commitment to students and public education is noble.

In the spring of each year, we provide support staff with a notice of reasonable assurance of continued employment for the coming school year. The 2023-24 school year will begin on September 5, 2023 and we are eager to have your presence in the district. The position we envision for you will be similar in terms of duties and hours as your 2022-23 assignment. Your anticipated 2023-24 rate of pay will be [redacted]. This notice aligns the reasonable assurance outlined in Wis. Stat. § 108.04(17)(d).

As you already know, the school district has the right to transfer or reassign you pursuant to the employee handbook. These employee handbook terms reserve the right to lay you off, in full or part, pursuant to the employee handbook. While we are legally required to remind you of this, please realize we have no current plans to do so. The benefits which accompany your employment are also set out in the employee handbook.

We have given you two copies of this letter. Please complete the bottom portion of one letter and return it to your building secretary by the end of the school year; the other copy is for your files.

Once again, thank you for your work this year. We hope you have plans for adventure and renewal over the summer months.

Sincerely,

Stacy Johnson Myers, Board President

Alan Tuchtenhagen, Board Clerk

Jamie Benson, Superintendent

I <u>accept</u> this offer of employment	_____	_____
	Signature	Date
or		
I <u>decline</u> this offer of employment	_____	_____
	Signature	Date