

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

Monday, June 5, 2023 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Educational Program Committee members: Alan Tuchtenhagen (Chair), Lindsey Curtis, & Cindy Holbrook

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at

<https://meetings.boardbook.org/Public/Organization/1447>

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS

4. CERTIFIED STAFFING UPDATE

3

Description: The committee will discuss the recruitment, selection, and hiring timeline for upcoming certified staff openings.

Recommended Action: None, informational only.

5. ENGLISH LANGUAGE PROGRAM ASSISTANT JOB DESCRIPTION

4

Description: The English Language Program Assistant (ELPA) provides support to students and teachers in the English Language program. The ELPA assists in the coordination of district-wide EL activities; shares and disseminates compliance information to English Language teachers; collaborates with building administrators to ensure EL students' needs are accounted for; provides information about potential professional development opportunities for EL teachers; collects data to help monitor progress on EL program goals; and schedules of interpreter and translation services.

Recommended Action: Approve the ELPA Job Description.

6. DISCUSS BIDDING FOR 2024-25 INSURANCE CONSULTATION SERVICES

6

Description: The administrative team is requesting proposals from qualified insurance brokers/consultants to provide on-going comprehensive employee benefit consultation services. The selected broker/consultant will serve as broker for the District's various group insurance plans. A bidding timeline will be shared.

Recommended Action: Approve 2024-25 Insurance Consultation Services bidding timeline.

7. ADVANCED LEARNING GRANT AWARDS

7

Description: Advanced Learning Grants offer an incentive for employees to pursue lifelong learning goals. The program recognizes the personal investment in learning and provides an opportunity for employees to be reimbursed for a portion of the costs associated with this investment.

Recommended Action: None, informational only.

8. ANTICIPATED EXECUTIVE SESSION HELD PURSUANT TO WISCONSIN § 19.85(1)(c) FOR THE PURPOSE OF THE DISCUSSION OF EMPLOYEE NEGOTIATIONS AND ADMINISTRATOR EVALUATIONS. ROLL CALL REQUIRED.

9. CONVENE TO EXECUTIVE SESSION

10. RECONVENE INTO OPEN SESSION AND AFFIRM ACTION TAKEN IN EXECUTIVE SESSION IF NECESSARY

11. 2023-24 EXTRA CURRICULAR SALARY SCHEDULE

Description: The recommended salary schedule be included in the 2023-24 Handbook.

Recommended Action: Approve 2023-23 Extra-Curricular Salary Schedule.

12. 2023-24 SUPPORT STAFF SUPERVISOR AND 2023-25 ADMINISTRATOR CONTRACTS

Description: The recommended 2023-24 Support Staff Supervisor salaries and 2023-25 Administrator Contracts will be discussed.

Recommended Action: Approve 2023-24 Support Staff Supervisor salaries and 2023-25 Administrator Contracts.

13. 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.

14. SCHEDULE NEXT PERSONNEL COMMITTEE MEETING

1

Description: Upcoming committee meeting dates, times, and locations will be reviewed.

Recommended Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, July 17, 2023, 7:00 p.m. *(or immediately following Finance & Facilities)*

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

15. ADJOURN

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 assists in the coordination of district wide EL activities; ~~shares disseminates~~ compliance information to English Language teachers; collaborates with building administrators to ensure EL students needs are accounted for; ~~provides information about potential~~ ~~organizes professional development opportunities for EL teachers~~; collects data to help monitor progress on EL program ~~goals~~; and schedules of interpreter and translation services.

REPORTS TO

Director of Academic Services

PERFORMANCE RESPONSIBILITIES

1. ~~In collaboration with the~~ ~~Assist~~ the Director of Academic Services in the following areas:
 - a. ~~Develop clear~~ ~~Document/record~~ the 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. ~~Track~~ ~~Create Monitor reports for~~ 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~~ Distribute the agenda for regular collaboration meetings with EL program staff.
3. Provide EL teachers with information related to 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 requested by EL teachers.~~
- ~~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~~ ~~Communicate~~ the WIDA testing schedule, compliance requirements, and training ~~expectations to EL teachers.~~
8. Monitor ACCESS testing to ensure the accurate ~~assessment and~~ placement of ELL students.

School District of River Falls

Job Description

ENGLISH LANGUAGE PROGRAM ASSISTANT (ELPA)

9. ~~Oversee the administration~~ Ensure all school secretaries administer the home-language survey in conjunction with the student registration process.
10. ~~Provide Schedule and register~~ training to classroom teachers and paraprofessionals **for training** that supports ELL student success.
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. Support EL teachers in developing strategies that engage EL families with on-going communication **regarding program needs**.
15. Assist EL teachers 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: 6/5/23



INSURANCE CONSULTATION SERVICES RFP

OVERVIEW

The district employs qualified insurance brokers to provide on-going comprehensive employee benefit consultation services. The broker serves an important role in representing the district in the selection and application of various group insurance plans. A strong broker allows the district to offer high quality insurance options for employees at the best possible cost to the district. Through 2023-24 these services are supplied by M3 Insurance. We are recommending that the district complete a request for proposal process (RFP) to ensure that the district's insurance goals will be met for 2024-25. Given the timing of the planning process, the following timeline is being recommended.

RFP TIMELINE

June, 2023

- Review RFP Timeline with Personnel Committee
- Develop RFP

July, 2023

- RFP is reviewed and approved by Personnel Committee and Board of Education
- Seek proposals from brokers through 7/31/23

August, 2023

- Review proposals and interview potential brokers (Board representative)

October, 2023

- Recommend an insurance broker to provide consultation services for the 2024-25 school year.



JUNE 2023

ADVANCED LEARNING GRANT

OVERVIEW

Advanced Learning Grants offer an incentive for employees to pursue lifelong learning goals. The program recognizes the personal investment in learning and provides an opportunity for employees to be reimbursed for a portion of the costs associated with this investment. The guidelines outlined below are designed to create a sustainable and equitable program to reimburse employees for professional growth expenses.

APPLICATION GUIDELINES

- Grants partially reimburse qualified applicants for some of the costs associated with professional growth during the school year (June 1-May 31).
- A fully completed application will include the following:
 - Advanced Learning Grant Cover Sheet
 - Transcript (official or unofficial)
 - If the professional growth is not being completed through a college/university, the applicant provide adequate documentation that proves:
 - The course/program was during the school year.
 - Proof that the course/program was successfully completed.
 - Billing Statement that verifies the cost of the course/program and proof of payment.
- Applicants already reimbursed through other district-supported grants are not eligible to apply for an Advanced Learning Grant.

2022-23 AWARDS (\$619 unless otherwise noted)

1. Larsen, Tanya
2. Nelson, Stephanie
3. Nudd, Sam
4. Walker, Jacy
5. Morgan, Madison
6. Mader, Rachel
7. Rosenow, Lori
8. Linehan, Stephanie
9. Murphy, Missy
10. Zalusky, Anna
11. Tiffany, Jill
12. Owen, Abby
13. Hicks, Abigail
14. Cook, McKenna
15. Riewestahl, Theresa
16. Felling, Megan (\$310)
17. DuMond, Monica (\$404)

Over the past four years, the district has awarded 61 Advanced Learning Grants totaling \$40,000 in tuition assistance to employees.