School District of River Falls
Personnel Committee meeting
Monday, November 13, 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. **2024-25 SCHOOL YEAR CALENDAR**   **2**
Description: The calendar committee and administrative team will recommend a school year calendar for 2024-25.
Recommended Action: Approve the 2024-25 school year calendar.
5. **CERTIFIED STAFFING UPDATE**   **3**
Description: The committee will discuss the recruitment and selection of the Interim High School Assistant Principal and other staffing updates.
Recommended Action: None, informational only.
6. **HIGH SCHOOL SECRETARY JOB DESCRIPTION**   **4**
Description: The administrative team recommends modifications to the duties and responsibilities of the High School Secretary job description.
Recommended Action: Approve revisions to the High School Secretary Job Description.
7. **SOFTWARE AND STAFF DEVELOPMENT FACILITATOR JOB DESCRIPTION**   **5**
Description: The IT department recommends modifications to the duties and responsibilities of the Software and Staff Development Facilitator job description.
Recommended Action: Approve revisions to the Software and Staff Development Facilitator Job Description.
8. **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.
9. **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, December 11, 2023, 7:00 p.m. *(or immediately following Finance & Facilities)*
The meeting will be held at the District Office, 852 E. Division Street.
10. **ADJOURN**

School District of River Falls
2024-25 SCHOOL CALENDAR – DRAFT

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: 11/6/24-1/24/25 (46 days)
3: 1/28/25-4/4/25 (43 days)
4: 4/8/25-6/6/25 (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	Student Days	175
No School Days:	☐	Parent Teacher Conference Days	2
Graduation Day:	**TBD**	Work/In-service Days ♦	11
Last Student Day:	**June 6, 2025**	Total Days	188
Possible Make-Up Days:	*		

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SCHOOL DISTRICT OF
River Falls

Administrative Office
852 E. Division Street, River Falls WI 54022

PHONE: (715) 425-1800 FAX: (715) 200-5771
www.rfsd.k12.wi.us

NOVEMBER 13, 2023 STAFFING UPDATE

1. Interim High School Assistant Principal
   - Taryl Graetz resigned from her position as HS Assistant Principal on 10/17/23.
   - Recruitment for an interim replacement for this position began on 10/18/23.
     - Job Announcement ([LINK](#))
     - Interim Job Description ([LINK](#))
   - Mark Stoesz was identified as a qualified candidate with the experience, qualifications, and background to step into this position immediately.
     - Stoesz Resume ([LINK](#))

2. Permanent High School Assistant Principal Recruitment
   - Analysis of HS Admin Structure and Job Descriptions→ 1/15/24
   - Candidate profile developed based on stakeholder feedback→ 1/15/24
   - Position posted locally, statewide, and regionally→ 1/20/24-3/1/24
   - Multi-phase interview process→ 3/5/24-3/16/24
   - Candidate selected→ 3/16/24

3. Director of Human Resources and Leadership Development
   - Analysis of Central Office Structure and Job Description → 3/1/24
   - Candidate profile developed based on stakeholder feedback → 3/1/24
   - Position posted locally, statewide, and nationally → 3/1/24-4/5/24
   - Multi-phase interview process→ 4/8/24-4/19/24
   - Candidate selected→ 4/19/24

4. Paraprofessional Update
   - Hired 28 new paraprofessionals since 8/15/23.
     - 3 of these hires resigned within the first 5 weeks.
     - 2 other paraprofessionals resigned within the first 5 weeks.
   - Currently recruiting for the following positions:
     - HS ID

School District of River Falls
Job Description
HIGH SCHOOL SECRETARY

MINIMUM QUALIFICATIONS:
1. Have a strong willingness and ability to relate effectively, collaboratively, and cordially with others.
2. Be proficient in the use of technology.
3. Have strong organizational, interpersonal, and communication skills.
4. Demonstrate the ability to work independently, take initiative, and solve problems.
5. Able to maintain confidentiality.
6. Hold a High School diploma, but a 2-year associate degree and/or post-secondary credits preferred.
7. Have experience working in an educational setting.

POSITION SUMMARY:
The High School Secretary is expected to have knowledge of school information, provide clear communication, maintain confidentiality, and contribute to a friendly-service orientated office staff. The position is often expected to perform multiple duties simultaneously with a high level of accuracy.

REPORTS TO:
High School Principal and Assistant High School Principal

PERFORMANCE RESPONSIBILITIES:
GENERAL SECRETARIAL DUTIES
1. Provide organizational assistance and administrative support to the High School Principal and Assistant Principals.
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 the High School Principal and Assistant Principal and related staff.
7. Suggest means for improving office systems and procedures.
8. Perform all other duties as assigned by the High School Principal and/or an Assistant Principal.

SPECIFIC RESPONSIBILITIES
1. Oversee student and visitor check-in.
2. Ensure appropriate background check for all visitors.
3. Responsible for daily student attendance, generating truancy paperwork as applicable.
4. Operate office equipment, such as copiers, troubleshoot machine malfunctions as necessary.
5. Send email notifications through the student information system.
6. Prepare newsletters and weekly staff announcements as needed.
7. Monitor security cameras and alert administration to safety concerns.
8. Ensure all safety communications devices are charged and functional.
9. Assist with the student registration process.
10. Update website, handbooks, and forms as needed.
11. Track staff absences and arrange for coverage of unfilled positions.
12. Ensure that all substitute teacher folders are up to date.
13. Help substitute teachers and paraprofessionals locate their room, folders, and daily lesson plans.
14. Communicate with custodial and maintenance staff when building issues arise.
15. Assist the school counselors with student entries and withdrawals.
16. Review initial budget requests.
17. Assist the office of the principal with requisitions.
18. Prepare budget grid and principal's summary sheets.
19. Record purchase orders and reimbursements to appropriate accounts.
20. Check in supplies as they arrive.
21. Handle freight problems, shortages/damages.
22. Monitor expenditures for all departments.

Revised 11/13/23

School District of River Falls
Job Description
SOFTWARE AND STAFF DEVELOPMENT FACILITATOR

MINIMUM QUALIFICATIONS:
1. Have a strong willingness and ability to relate effectively, collaboratively, and cordially with others.
1. Have knowledge and skills related to computer hardware, software, and computer use in a broad spectrum of educational programs.
2. Understand student database management and its impact across the district.
3. Have strong organizational, interpersonal, and communication skills.
4. Able to work with people with varying degrees of technology experience.
5. Be committed to high professional standards and ethics.

POSITION SUMMARY:
The Software and Staff Development Facilitator (SSDF) provides guidance, training, and general assistance to district staff. The SSDF will provide support to employees in overcoming software-related obstacles, organize access to technology-based educational tools, and aid in the protection of student and staff data.

REPORTS TO:
Supervisor of Information Technology Services

PERFORMANCE RESPONSIBILITIES:
1. Assist administrators and teachers in the evaluation and selection of software.
2. Assist technical support staff with new software and software upgrade installations, computer setup and imaging process.
3. Provide instruction to staff members on an individual or small group basis on software, hardware, and hardware peripherals.
4. Initiate, facilitate or conduct structured computer use inservice programs or activities for administrators, teachers and other district staff.
5. Document, distribute and maintain technology devices.
6. Help staff become self-sufficient with non-classroom software.
7. Be responsible for the compilation and verification of state reporting data.
8. Assist staff with data exports for the Department of Public Instruction, federal reporting, and other required reports or data requests.
9. Oversee district-level databases to maintain consistency and accuracy.
10. Develop and maintain student and staff access required through a safe and secure single sign-on.
11. Manage and maintain all end user accounts throughout the district. This includes, but is not limited to, Active Directory, Google Admin, Infinite Campus, and other educational software.
12. Help staff troubleshoot access and functionality issues with educational software, Google Apps for Education, employee management (i.e. Skyward), student information system (i.e. Infinite Campus) and learning management (i.e Schoology).
13. Maintain data connections from the student information system and learning management system to third party vendors.
14. Assist Communications staff with website functionality.
15. Perform all other duties as assigned.

Revised 11/13/23