

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

Monday, February 12, 2024 - 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. **STAFFING UPDATE**

3

Description: The committee will discuss the recruitment, selection, and hiring timeline updates.

Recommended Action: None, informational only.

5. **INSURANCE BIDDING UPDATE**

Description: A brief 2024-25 insurance bidding update will be provided.

Recommended Action: None, informational only.

6. **NOTICE OF COMMENCEMENT OF CONTRACT NEGOTIATIONS**

Description: River Falls School District will be commencing contract negotiations with the Teacher Employee Group (RFEA, WEAC Region 1) and the Bus Driver Group (WEAC Region 1). This notice satisfies Wisconsin State Statute 19.84(1)(b) and 19.86. The Personnel Committee, Director of Human Resources, and Superintendent will serve as the District Negotiations Committee.

Recommended Action: Approve Commencement of Contract Negotiations.

7. **REVIEW POLICY 522.1 DRUG FREE WORKPLACE, POLICY 522.4 STAFF CONFLICTS OF INTEREST, POLICY 523.1 STAFF HEALTH EXAMINATIONS, POLICY 523.3 EMPLOYEE ASSISTANCE PROGRAM, AND 546.1 RESIGNATION OF SUPPORT STAFF MEMBERS**

4

Description: The administrative team is recommending minor updates to the following policies in the 500 series.

Recommended Action: Approve updates to Policy 522.1, 522.4, 523.1, 523.3, and 546.1.

8. **CONSIDERATION OF ADJOURNING TO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 19.85(1)(C), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF CONSIDERING THE EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY, TO DISCUSS THE PRELIMINARY NONRENEWAL OF CERTIFIED STAFF. ROLL CALL VOTE REQUIRED.**

9. **CONVENE TO CLOSED SESSION**

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

11. **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.

12. **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, March 11, 2024, 7:00 p.m. (or immediately following Finance & Facilities)

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

1

13. ADJOURN

CERTIFIED STAFF HIRES								
	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
1	RFPME	UPPER EL. TEACHER		Closes on 3/14	BUROW, M	RESIGNATION (1/12/24)		Filled as LTS through end of 23-24.
2	RFHS	ASSISTANT PRINCIPAL		Closes on 2/26	GRAETZ, T	RESIGNATION (9/30/24)		Filled as LTS through end of 23-24.
3	CO	DIRECTOR OF HUMAN RESOURCES AND LEADERSHIP DEVELOPMENT		NPY	BELL, D	TRANSFER (SUPERINTENDENT, BENSON RETIREMENT)		
4	RFPME	INT. COACH		NPY	ROETZER, C	RESIGNATION		
5	RFHS	SPAN/EL		NPY	ENGEL, C	RETIREMENT		
6	GW	5TH GRADE		NPY	JACOBSON, K	RESIGNATION		
7	RCA	COORDINATOR		NPY	SILVER, C	RETIREMENT		
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	8.46%	11.47%		
	2023	7.5	19	26.5	7.06%	9.85%		
	2024	3.0	4.0	7.0				
	2018-23 AVERAGE	8.0	14.5	25.1	6.37%	9.87%		
<i>*FTE ADJUSTMENTS ARE NOT NOTED, **NEW/CUTS/LAYOFFS ARE NOT NOTED</i>								



POLICY 522.1 ALCOHOL AND DRUG-FREE WORKPLACE (formerly GBCBA)

The ~~School District of River Falls~~ School District is committed to maintaining an alcohol and drug-free workplace. Therefore, the following activities and conduct by employees is ~~shall~~ be strictly prohibited:

1. ~~The illegal~~ Manufacturing, distributing, dispensing, possession, use or selling of controlled or illegal substances at the workplace ~~on school premises or while engaged in school-sponsored activities;~~
2. Using or possessing ~~with intent to use,~~ of drug paraphernalia (e.g., water pipes, pot pipes, roach clips, joint rollers) for purposes prohibited by the state controlled substances law at the workplace ~~on school premises or while engaged in school-sponsored activities;~~
3. Possessing, using, distributing or selling of alcoholic beverages at the workplace ~~on school premises or while engaged in school-sponsored activities;~~
4. Being under the influence of any alcoholic beverage or controlled substance at the workplace ~~on school premises or while engaged in school-sponsored activities;~~
5. Using prescription medication in an unauthorized or illegal manner at the workplace.

For the purposes of this policy, 'workplace' includes any school building, school-owned vehicle, school property, or school-related activity in which students are under the supervision of employees.

~~All employees shall be expected to abide by provisions of this policy.~~ In addition, Employees engaged in the performance of a grant received directly from the federal government shall notify the Superintendent of any criminal drug statute conviction occurring in the workplace within the time period specified by law. The Superintendent shall notify the appropriate federal agency of the conviction.

Adherence to the District's drug-free workplace policy is a condition of employment. Any employee who violates this policy shall be subject to disciplinary action including, but not limited to, referral for a drug or alcohol evaluation, referral to the Employee Assistance Program, reassignment, suspension, or termination. ~~in accordance with provisions of the current employee agreement and/or established procedures.~~ In addition, employees who violate this policy may be referred for prosecution.

If a supervisor reasonably suspects that an employee has violated this policy, the District reserves the right to require an alcohol or drug test. Reasonable suspicion must be based on specific and accurate observations made by a supervisor. Observations include, but are not limited to, appearance, behavior, speech, or body odors of the employee. The test will be conducted in a confidential manner. Refusal to consent to testing may result in disciplinary action.

The *Employee Handbook will include reference to this policy and information related to: the dangers of drug and alcohol abuse in the workplace, available drug or alcohol counseling, rehabilitation and employee assistance programs, and, the penalties that may be imposed upon employees for drug or alcohol abuse policy violations. ~~distributed to all employees of the District.~~

**NOTE: Reference will be added upon the adoption of the 2024-25 Employee Handbook*

~~LEGAL REF~~ LEGAL REFERENCE: Wisconsin Statutes Section 125.09(2), Chapter 961 Drug Free Workplace Act of 1988 34 CFR Part 85, Subpart F (Regulations Implementing Drug Free Workplace Act)

CROSS REFERENCE: 523.11, School Bus Driver Alcohol and Drug Testing; 523.3, Employee Assistance Program; 536.2, Discipline, Dismissal or Suspension of Professional Staff Members; 546.2, Dismissal or Suspension of Support Staff Members; **Employee Handbook**, ~~Current Employee Agreement(s)~~

DATE OF ADOPTION:: September 16, 1991

REVISED: September 18, 2000, December 19, 2005, **February 12, 2024**



POLICY 522.4 STAFF CONFLICTS OF INTEREST (formerly GBC)

No employee of the ~~School District of River Falls~~ **School District** may have a substantial interest in any contract, purchase of materials, or any other transaction involving District funds except as provided by law.

Employees shall comply with the 1991 Wisconsin Act 39, Code of Ethics for Local Government.

Specifically, an employee shall not:

1. Use his/her position for financial gain or to obtain anything of substantial value for the private benefit of his/her self, his/her immediate family or any organization to which he/she belongs.
2. Solicit or accept from any person, directly or indirectly, anything of substantial value if it could be reasonably expected to influence his/her official actions or independent judgment or could be considered a reward for any action or inaction.
3. Take any action that substantially affects a matter in which the employee, a member of his/her immediate family, or an organization with which he/she is associated has a substantial financial interest.
4. Use his/her office or position to produce or assist in the production of a substantial benefit, direct or indirect, for the employee, members of his/her immediate family, or an organization with which the employee is associated.

Adherence to this policy is a condition of employment. Any employee who violates this policy will be subject to disciplinary action including, but not limited to, suspension or termination. In addition, employees who violate this policy may be referred for prosecution.

~~LEGAL REF~~ LEGAL REFERENCE: Sections 19.42(7)(u) Wisconsin Statutes 19.59(1)(a)(b), 19.59(1)(c) 1, 19.59(1)(c) 2, 19.59(1), 118.12(2), 946.12(3)

APPROVED: April 24, 1995

REVISED: December 17, 2007, **February 12, 2024**



POLICY 523.1 STAFF HEALTH EXAMINATIONS

Upon initial employment, ~~all school~~ employees shall be required to have a health examination, including tuberculin ~~skin~~ **screening** test. An ~~school~~ employee can submit proof of an examination, chest X-ray or tuberculin test, which was taken within the 90 days prior to an offer of employment. In the event the employee has a positive reaction to the skin test, a chest x-ray shall be done at a facility selected by the ~~School District of River Falls~~ **School District**. Anyone who has a known automatic positive reaction to the skin test may have a chest x-ray without first undergoing the skin test.

Freedom from tuberculosis in a communicable form is a condition of employment. Those employees having positive reactions to the skin test shall be required to a follow-up **examination** with a physician. A copy of the results of this examination shall be kept on file in the school district administrative offices.

An employee may be exempt from the physical examination requirement for religious reasons if an affidavit has been filed with the **School** Board ~~of Education~~ claiming such exemption. No ~~school~~ employee may be discriminated against by reason of the employee filing such **an** affidavit.

Notwithstanding the filing of ~~such~~ **an** affidavit, if there is reasonable cause to believe that ~~such~~ an employee is suffering from an illness detrimental to the health of **students** ~~the pupils~~, the School Board **may require the employee to undergo** a health examination ~~of such school employee~~ sufficient to indicate whether or not ~~such school~~ the employee is suffering from such an illness.

The cost of the examination, including tuberculin skin test or chest x-ray, shall be paid out of District funds for all permanent and substitute employees. The medical examination report will ~~shall~~ be completed by a facility selected by the District.

Additional physical exams, **for certain employee groups based on job expectations**, may be required in accordance with state law.

In addition to the aforementioned, school bus drivers shall be required to complete a medical examination report as prescribed by state law. Completion of this report is mandatory prior to being tested for a school bus driver's license.

Certificates of examination shall be maintained in separate files within the ~~school~~ **District**, along with any **restrictions** ~~recommendations~~ from the employee's physician. They shall be treated as confidential medical records and shall only be available to those individuals specifically authorized by law.

~~LEGAL REF~~ LEGAL REFERENCE: Wisconsin Statutes Sections 103.15, 118.25, 121.52(3) Americans with Disabilities Act of 1990

CROSS REFERENCE: Employee Handbook

DATE OF ADOPTION: March 19, 1973

REVISED: July 21, 1980, March 19, 1984, September 16, 1991, August 19, 2002, April 17, 2006,
November 21, 2011, November 20, 2017, January 25, 2018, **February 12, 2024**



POLICY 523.3 EMPLOYEE ASSISTANCE PROGRAM

The ~~School District of River Falls~~ **School District** recognizes that a wide range of problems, including those not directly associated with one's job function, can have an effect on an employee's job performance. In most instances, the employee will overcome such personal problems independently and the effect on job performance will be negligible. In other instances, normal supervisory assistance will serve either as motivation or guidance by which such problems can be resolved so that an employee's job performance will return to an acceptable level. In some cases, however, neither the efforts of the employee nor supervisor have the desired effect of resolving the employee's problems, and unsatisfactory performance or **poor attendance** persists over a period of time, either constantly or intermittently.

The ~~School District of River Falls~~ **School District maintains** ~~believes~~ it is in the interest of the employee, the employee's family, and **the District** ~~the educational program~~ to provide an Employee Assistance Program (EAP) to ~~help deal~~ **address** ~~with~~ such persistent problems. Therefore, the District **will address** ~~shall handle such~~ problems within the following framework:

- ~~1. The district recognizes that most human problems can be successfully treated provided they are identified in early stages and referral is made to the appropriate type of care.~~
- ~~2. When an employee's job performance or attendance is unsatisfactory and the employee is unable or unwilling to correct the situation either alone or with normal supervisory assistance, this is an indication that there may be some cause outside of the realm of his/her job responsibilities which is the basis of his/her problem.~~
- ~~3. The purpose of this policy is to assure employees that if personal problems are the cause of unsatisfactory job performance the employee will receive careful consideration and an offer of assistance to help resolve the problems in an effective and confidential manner.~~
4. Employees are assured that their job, future, and reputation will not be jeopardized by utilizing **resources in** the EAP.
5. Employees who have a personal or family problem which they feel may affect work performance are encouraged to voluntarily contact the **Human Resources Administrative Assistant for information related to utilizing the EAP.** ~~designated school district resource person.~~
6. The employee is responsible for complying with ~~the~~ referrals for diagnosis of ~~his/her~~ **the personal problem** and to cooperate and follow the recommendation of the diagnostician or counseling agent. If the employee refuses the offer of help and job performance or attendance problems continue, the regular disciplinary procedures will apply.
7. Employee problems causing unsatisfactory job performance **will be handled in alignment with procedures outlined in the Employee Handbook.** ~~in a forthright manner within the established employer's health and personnel policies and procedures. Records will be maintained with in the highest degree of confidence in accordance with state law.~~
8. Employees referred to the program by their supervisor will be required by the ~~school~~ **District** to secure adequate medical, rehabilitative counseling, or other services as may be necessary to resolve ~~his/her~~ **the personal** problem.

9. In instances where it is necessary, accrued sick leave, vacation time, or leave of absence will be granted for treatment or rehabilitative counseling or other services as are necessary, on the same basis as is granted for ~~ordinary~~ **other** health problems in accordance **with the Employee Handbook** ~~with provisions of the current employee agreements.~~
10. Since the employee's work performance can be affected by the problems of an employee's spouse or dependents, the EAP will be available to the families of employees as well, within the normal provisions of ~~the employee's health insurance and~~ this policy.
11. If an employee's performance **or attendance** continues to be unsatisfactory after receiving the benefits of the EAP, regular disciplinary procedures will apply.

CROSS REFERENCE.: 522.1 Drug-Free Workplace, Employee Handbook, ~~Current Employee Agreements~~

DATE OF ADOPTION: September 16, 1991

REVISED: October 15, 2007, **February 12, 2024**



POLICY 546.1 RESIGNATION OF SUPPORT STAFF EMPLOYEES MEMBERS

A support staff **employee member** may terminate employment with the ~~School District of River Falls~~ **School District** by giving written notice to the employee's immediate supervisor and the **Human Resources Administrative Assistant** as soon as possible, but at least ten working days prior to the effective date of termination. ~~The support staff employee will then forward the resignation to the Director of Personnel.~~

The **Human Resources** ~~Personnel~~ Department will inform the **School** Board of ~~Education~~ support staff employee resignations.

For the purposes of this policy, a support staff employee is defined as a non-exempt staff person without individual contracts under Wisconsin State Statute 118.22.

CROSS REFERENCE.: ~~543, Recruitment and Hiring of support Staff, Support Staff Employee Agreements,~~ Employee Handbook

DATE OF ADOPTION: September 16, 1991

REVISED: December 17, 2007, December 17, 2012, February 16, 2015, **February 12, 2024**



500 PERSONNEL SERIES POLICY UPDATE

SUMMARY

Over the next year, the Administrative team will engage in the systemic review of School Board policies. Our policies reflect state statute and laws, as well as, our community and educational values.

Administrators will lead the review process with input from School Board committees. The Personnel Committee will participate in reviewing the 500 series of policies that are related to personnel practices in the district.

The policies within the 500 Personnel Series set and guide the expectations and responsibilities for employees and promote legal compliance.

REVIEW ELEMENTS

Some 500 Series policies will only require a review in which the language is clarified to reflect current practices and provide consistent use of terms across all policies.

Other 500 series policies will require a more careful analysis to ensure that the policies comply with state and national statutes, while also representing the values of our school district. In certain instances, the district will seek guidance from the Wisconsin Association of School Boards (WASB) if a policy is to undergo a major revision or if a new policy is being proposed. WASB will provide general content and legal expertise. Administrators and School Board members will interpret these recommendations in relation to our community and educational values.

All 500 series policy updates will be reviewed at a Personnel Committee prior to two readings at a regular School Board meeting.

CONSISTENT TERMS/FORMAT

The following is a non-exhaustive list of terms that will be used across all policies.

- *River Falls School District* → not School District of River Falls, etc. District will be used as the abbreviation in Board Policies.
- *School Board* → not Board of Education, Board, etc
- *Students* → not pupils, student body, etc
- *Employee* → when the policy pertains to all employees. Avoiding the use of teachers or other specific groups, unless the policy pertains to a specific employee group (i.e. Bus Drivers) or employee (i.e. Director of Academic Services).
- *Superintendent* → not District Administrator, etc.

All new policies will include:

- RF Shield in the top left header

- Policy number and name centered at the top of the first page (ALL CAPS, BOLD).
- 11-point Montserrat Font
- When applicable, sub-headings will be underlined (not bolded or italicized)
- Legal Reference, Cross Reference, and Date of Adoption will be included at the bottom of each policy.
- A page number will be included in the footer.