

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

June 17, 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

Personnel Committee members: Stacy Johnson Myers (Chair), Alison Page, & Alan Tuchtenhagen

A quorum of the Board may be present for information-gathering purposes only.

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 UPDATE** **3**
Description: The committee will discuss the recruitment, selection, and hiring timeline updates.
Recommended Action: None, informational only.

5. **DIRECTOR OF COMMUNITY EDUCATION AND COMMUNITY EDUCATION PROGRAM ASSISTANT JOB DESCRIPTIONS** **4**
Description: The Community Education Department is proposing job description updates to the Director of Community Education and the Community Education Program Assistant job descriptions.
Recommended Action: Approve updates to the Director of Community Education and the Community Education Program Assistant job descriptions.

6. **2024-25 EMPLOYEE HANDBOOK UPDATES** **8**
Description: The administrative team reviewed the employee handbook and is proposing the attached revisions. There may still be a few additional revisions prior to the start of the next school year.
Recommended Action: Approve the employee handbook revisions as presented.

7. **ADVANCED LEARNING GRANT AWARDS** **19**
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. **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 2024-25 TEACHER LADDER AND HIGH NEED STIPEND PLACEMENTS. 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, July 15, 2024, 8:00 p.m. *(or immediately following Finance & Facilities)*
The meeting will be held at the District Office, 852 E. Division Street.

13. ADJOURN

CERTIFIED STAFF HIRES								
	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
1	RFPME	UPPER EL. TEACHER	3	3/14	BUROW, M	RESIGNATION (1/12/24)	HOSTETLER, K	Filled as LTS through end of 23-24.
2	RFHS	ASSISTANT PRINCIPAL	27	3/7, 3/13	GRAETZ, T	RESIGNATION (9/30/24)	LINK, H	Filled as LTS through end of 23-24.
3	CO	DIRECTOR OF ACADEMIC SERVICES			SCHURMAN, N	TRANSFER		SCHURMAN TRANSFER TO DIR. OF HR-LD, BELL TRANSFERS TO SUPERINTENDENT (BENSON RETIREMENT)
4	RFHS	SPAN/EL	6	Closes on 5/15	ENGEL, C	RETIREMENT	LALLEMONT, K	Position changed to 1.0 FTE EL
5	GW	5TH GRADE	16	4/15	JACOBSON, K	RESIGNATION	ARBRUST, K	
6	RCA	TEACHER/GEDO-2 COORDINATOR	4	4/25, 5/2	WEBB, P	TRANSFER	KALLENBACH, M	WEBB TRANSFERS TO RCA COORDINATOR (SILVER RETIREMENT)
7	GW	SPED	4	Closed on 5/3	OLSON, A	RESIGNATION	PFEFFER, C	
8	RFHS	COUNSELOR	17	4/8, 4/10	SUTTON	RESIGNATION (3/8/24)	OOSTERHUIS, A	Filled as LTS through end of 23-24.
9	RB	K	31	4/1	THOMFORDE	RESIGNATION	SLOWIAK, H	
10	RFMPE	SPED	4	4/2	CHAPMAN	RESIGNATION	MANNING, B	
11	RB	K	31	4/1	SOMMERFELDT	RETIREMENT	ELSENPIETER, E	
12	RB	4TH GRADE	27	4/8	FRIEDE	RETIREMENT	LINDER, E	
13	MMS	7TH GRADE MATH	16	3/29	WITT	RETIREMENT	HUPPERT, R	
14	MMS	7TH GRADE MATH	16	3/29	SUTTON, R	RESIGNATION	FIERRO, M	
15	MMS	7TH GRADE SCIENCE	5	4/23	JOHNSON, B	TRANSFER	CADMAN, A	JOHNSON TRANSFER TO LMC (ZUBER TRANSFER TO HEALTH, LOCKIE RETIREMENT)
16	RFHS	COUNSELOR	17	4/8, 4/10	FOWLER	RESIGNATION	STOCKER, R	
17	RFHS	SCIENCE	4	4/26	ROHLINGER	RESIGNATION	SMITH, D	
18	GW	ID SPED	4	Closes on 5/28	BRENNAN-BOBART	TRANSFER	WRONSKI, D	BRENNAN-BOBART TRANSFERS TO RB CC/EC SPED (NEW POSITION)
19	MMS	INT. COACH	3	4/26	NA	NEW POSITION	WISE, A	Position reduced to 0.85
20	MS/HS	CHOIR	15	5/24	PLUM	TRANSFER	PIETZ, T	PLUM TRANSFERS TO HS CHOIR (LONEY RETIREMENT)
21	RB	SPED	5	5/20	CROWE	RESIGNATION	KENNEALY, M	
22	MS	8TH GRADE ELA	5	5/24	MCKONE	RESIGNATION	WELLMAN, K	
23	HS	ELA	7	5/30	MILLER, K	RESIGNATION	KRIZEK-SCORE, M	
24	HS	ELA	7	5/30	WHIPKEY	RESIGNATION	MONTPLAISIR, K	
25	RB	SPEECH-LANG.		Closes on 7/1	EARLEY	RESIGNATION		
26	RB	PE		Closes on 7/1	NELSON, C	TRANSFER		NELSON TRANSFERS TO MS PE (WOLF RESIGNATION)
27	WS	PRINCIPAL		Closes on 7/1	KAMRATH	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	8.46%	11.47%
2023	7.5	19	26.5	7.06%	9.85%
2024	8.0	18.0	26.0	6.63%	9.58%
2018-23 AVERAGE	8.8	16.5	25.3	6.40%	9.83%

*FTE ADJUSTMENTS ARE NOT NOTED, **NEW/CUTS/LAYOFFS ARE NOT NOTED

School District of River Falls
Job Description
COMMUNITY EDUCATION/COMMUNICATIONS DIRECTOR

MINIMUM QUALIFICATIONS

The Community Education/Communications (CEC) Director is expected to hold a college degree, ideally with a major field of study or degree emphasis related to Education, Management, Leadership, or Recreation. The CEC Director will have experience in organizational leadership, public relations, and adult/youth community programming. The CEC will have strong human relations and communication (oral and written) skills. Specific certification in Community Education is desired, but not required.

POSITION SUMMARY

- Provide leadership, development, implementation, and evaluation for Community Education activities, programs and services.
- Deliver excellence in service and collaboration throughout the district and the community as a whole.
- Support communication and public relations activities in the District.

REPORTS TO

Superintendent

SUPERVISES

Community education staff, volunteer coordinator, and volunteers

PERFORMANCE RESPONSIBILITIES

1. Community Education

- a. Coordinate, supervise, and direct community education programs and staff.
- b. Conduct annually a needs assessment to ensure community education is meeting the educational needs of the community.
- c. Identify existing resources and encourage interagency cooperation to ensure maximum use of community resources.
- d. Assist in the development, organization and maintenance of a balanced program for all segments of the community in the areas of lifelong education.
- e. Establish and coordinate citizen input and leadership capabilities in providing community needs through an active Community Education Advisory Council.
- f. Maintain a district-wide schedule for school facilities for community education and community-wide activities in cooperation with the district-wide facilities scheduler.
- g. Implement, recruit, train, and supervise the Senior Support Program (formerly known as the STEP program).
- h. Develop and maintain the school district's community education website.
- i. Develop an annual community education budget and coordinate a fee system for community education participants.
- j. Collaborate with the Director of Finance and Facilities to ensure adherence to budgetary requirements related to community education funds.
- k. Develop and maintain partnerships with community groups and organizations.
- l. Identify programming opportunities that encourage new youth and adults who have not previously participated in Community Education programming, including new marketing efforts, speaking engagements and community outreach.

2. Communications

- a. Implement a public relations plan to enhance school district communication and promote community education.
 - b. Coordinate and distribute school district newsletter at least once a year.
 - c. Organize, and distribute three community-wide publications offering programming
 - d. ~~Oversee internal and external communications for the purpose of communicating district initiatives, activities, local topics and areas of interest.~~
 - e. **Communicate District programs and goals to the community in alignment with the School Board's mission.**
 - f. **Disseminate school news and events through various communication channels.**
 - g. **Ensure the timely and accurate sharing of information within the District.**
 - h. ~~Present information to stakeholders on a variety of topics related to the work of the district.~~
 - i. Assist the administrative team in communicating a positive image of the district.
 - j. **Maintain and enhance** ~~Oversee the District's~~ **online presence, including** social media platforms ~~and video marketing.~~
 - k. **Guide the creation and design of school publications across print and digital formats.**
 - l. **Oversee website content, marketing materials, and multimedia content creation.**
 - m. **Capture visual content, such as photographs and videos, for use by the District.**
 - n. **Provide leadership in communication strategies, both internally and externally, including during crises and referendum campaigns.**
 - o. **Manage the production and distribution of news releases.**
 - p. **Facilitate media contacts to ensure the accurate dissemination of information.**
 - q. Evaluate communication activities for the purpose of improving community engagement.
3. Participate and contribute to the District's Equity, Inclusivity, and Diversity (EID) Committee and its related mission.
 4. Understand and maintain the highest level of confidentiality.
 5. Be responsible for all of the above duties and any other assignments delegated to him/her by the Superintendent of Schools.

REVISION DRAFT: 4-12-21, 6-17-24

School District of River Falls
Job Description
COMMUNITY EDUCATION PROGRAM ASSISTANT

MINIMUM QUALIFICATIONS:

1. High school diploma.
2. Knowledge and experience working with computer software, including Microsoft Excel, Word, Sheets, and Photoshop (or other design programs).
3. Demonstrate ability in web page maintenance.
4. Flexible and able to prioritize functions on a need basis.
5. Maintain confidentiality.
6. Able to establish and maintain effective working relationships with all school district employees and general public.
7. Excellent telephone skills.
8. Pleasant and cordial demeanor and ability to work independently.
9. Clear, effective writer and verbal communicator.
10. Experience in office procedures, registration, money handling, and other secretarial duties.

POSITION SUMMARY:

The nature of the work requires someone who can provide superior clerical and communication skills, maintain a good working relationship with all school district employees, and promote good relations with the general public. The employee must be able to understand and maintain good rapport with program participants and instructors working with community education.

Support administrative or technical operation by performing various duties requiring organizational systems and procedures. Coordinate with customers, management, and other organization groups to resolve technical and administrative issues. Perform routine duties independently, setting priorities and scheduling work with regular interpretation of level of precedence. Most of the work is performed in a fast-paced office setting with frequent interruptions and with the need to deal with a great diversity of people.

REPORTS TO:

Community Education Coordinator

PERFORMANCE RESPONSIBILITIES:

COMMUNITY EDUCATION RESPONSIBILITIES

1. Register students for community education classes.
2. Prepare and maintain records of enrollment, attendance, accounts for all community education classes.
3. Receive all fees for community education programs and handle disposition of all funding received.
4. Manage check requests (invoices, refunds); distribute checks once they have been printed.
5. Manage individual program accounts through school programs (wait list, finances).
6. Distribute materials coming to the community education office.
7. Respond to emails in a timely manner.
8. Develop correspondence through letters and general communications.
9. Design and distribute brochures for programs via school handouts, evaluations, surveys, newsletters, weekly publicity, or any other fit media.
10. Assist in the development of catalogs for community education classes through designing, editing, and proofing, using specific computer software.
11. Maintain and update community organization list (free ad space) printed in each catalog by mailing current information to each non-profit organization.
12. Design community education pages for the school district newsletter.
13. Prepare a class packet for each program one week before program begins, including attendance, program details form, course evaluations, instructor evaluation, salary requests for instruction, and accident report. Distribute material to the instructor in a timely manner.
14. Proof and distribute weekly publicity from Community Education Coordinator via email.
15. Plan and attend trips and tours for senior participants as needed.

**School District of River Falls
Job Description
COMMUNITY EDUCATION PROGRAM ASSISTANT**

16. Assist in planning and implementing community both internal events and community partnership events (ex. Sweetheart Dance, Mother Son Events, Volunteers Events, Candlelight Hike (KRLT), Earth Fest, Partnering for Our Sustainable Community).
17. Attend trainings to further develop knowledge and skills annually.
18. Schedule community education programs in cooperation with districtwide facilities scheduler.
19. Coordinate and maintain necessary instructor paperwork (contract, W-9, letter of understanding)
20. All other duties as assigned.

COMMUNICATIONS RESPONSIBILITIES

1. Coordinate and create content with Community Education Coordinator for district social media channels (Facebook and Instagram).
 - a. Seek out and attend unique happenings in school buildings
 - b. Write and schedule posts and create graphics
 - c. Monitor posts/comments
 - d. Coordinate with building secretaries to maintain photo permission list
2. Graphic design - create flyers, social media graphics, and other district-branded materials.
3. Photography - photograph new staff, document referendum construction projects. photos for website and social media, community ed classes and events, community ed catalog covers, etc.
4. Assist Community Education Coordinator with other district communication: district newsletters, e-newsletters, referendum materials & communication, emergency communication (pandemic, school cancellations), website maintenance, branding, etc.

Revised 1/17/11, 6/17/24

2024-25 RFSB EMPLOYEE HANDBOOK REVISION SUMMARY

6-17-24

Updated District Contact Information

- New employees added, Name Changes updated

Updated Board of Education Contact Information

Updated Quick Reference

Update Secretaries to Secretaries/Program Assistants throughout Handbook.

I.1.2 Definitions

D. Discipline: “Discipline” means an employment action that results in a disciplinary suspension or disciplinary demotion. “Discipline” for purposes of access to this grievance procedure does not include any written or verbal notices, warnings, reprimands, or reminders; verbal disciplines will be documented, but are not subject to the grievance procedure. The purpose of written and verbal notices, warnings, reprimands, or reminders is to alert the employee that failure to correct the behavior may result in disciplinary suspension, without pay, disciplinary termination, or disciplinary demotion.

Add

E. Termination: “Termination” means a separation from employment by the employer for disciplinary or quality of performance reasons. “Termination” does not include layoff, reduction in workday, furlough, reduction in workforce, job transfer or reassignment, or the end or completion of temporary employment, which are not subject to the grievance procedure.

F. Workplace Safety: For purposes of this procedure, “workplace safety” includes any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. “Workplace Safety” does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, assignments and work schedules.

F.3. Seasonal employees performing non-exempt duties shall be paid in accordance with the following hourly wage schedule: Update seasonal employee rates.

I.2.7 Equal Educational Opportunities

All students have the right to be admitted to school and to participate fully in curricular, co-curricular, student services, and recreational activities, and shall not be impaired because of a student’s sex (including gender identity, gender expression and nonconformity to gender role stereotypes), race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or of physical, mental, emotional or learning disability. See Board Policy 411 Equal Educational Opportunities

I.3.2 Accident Incident Report

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor immediately. Reports should cover property damage as well as personal injury. If the accident/incident involves a student injury and/or property damage, a completed [Student Incident Report](#) (available in school health offices or contact Payroll & Benefits Coordinator at 415-1800 ext 1112) must be submitted to the building principal within 24 hours or the next scheduled District workday, as appropriate.

In the event of a work- related accident or injury, please see the Worker’s Compensation section of this Handbook.

I.3.10 Child Abuse

More information is available on the Department of Public Instruction's School's Role in Preventing Child Abuse and Neglect. Also see Wis. Stat. § 48.981 **and Board Policy 454, Report of Child Abuse and Neglect.**

I.3.12 Computer and Internet Use Agreement

In alignment to **Policy 363.2-Rule Internet Safety and Acceptable Use**

I.3.16 Criminal Background Checks/Charges/Convictions

In alignment to **Policy 533.1 Criminal Background Checks** and **Policy 533-Rule Certified Staff Recruitment, Selection, and Hiring Practices**

All District employees and volunteers shall notify their immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee/volunteer for any felony, any offense involving moral turpitude, and any of the other offenses as **indicated below:**

- A. crimes involving school property or funds;
- B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. crimes that occur wholly or in part on school property or at a school sponsored activity;
- D. a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- E. a misdemeanor which violates the public trust.

Nothing herein shall prohibit the District from placing an employee on administrative leave or from suspending an employee/volunteer based upon an arrest, indictment or conviction, **as permitted by law.**

I.3.18 Emergency and Safety Procedures

C. **Required Drills.** State Statute ~~118.17~~ **118.07**

I.3.25 Inclement Weather and Other Emergency School Closings

For **teachers** ~~all other staff~~, when there is an inclement weather emergency day which is not made up, **teachers** will have the option to make up the time at a later date ~~as approved by their building principal/supervisor~~, take the day without pay or substitute other available leave such as personal ~~or vacation time~~.

I.3.47 Travel

Any time business/work travel is required, an employee must complete an Employee Travel Checklist. This form can be obtained from your building secretary or office/budget paraprofessional. Complete the form before commencing travel and submit it to administration for approval.

Once you complete your travel, use the form to request expense reimbursement if applicable. The school district shall reimburse for mileage and expenses as outlined in Section I.8.1 Mileage Reimbursement and I.8.2 Expenses. You must provide detailed, itemized receipts with your reimbursement request. See Board Policy 671.2 Expense Reimbursement

I.7.3 Direct Deposit Payment Method

All employees shall participate in a direct payroll deposit plan. The district will bear any costs and/or services charges. Direct deposit changes may be made after giving 10 calendar days' notice in writing. Each non-exempt employee shall, with each electronic payroll deposit slip, receive information indicating the number of hours for which straight time hourly pay is received and the number of hours for which the overtime rate of pay is received. Each exempt employee shall, with each electronic payroll deposit slip, receive information on the employee's salary received. In addition to the above, each employee shall have access to electronic records indicating the number of accumulated sick leave days, the number of personal days remaining to the employee's credit, and the number of vacation days taken and the number remaining. **In an effort to prevent fraud, the district will not process direct deposit changes received via email.**

I.8.1 Mileage Reimbursement

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District to drive his or her personal vehicle during the course of performing duties for the District. **Forms to be used to report mileage can be obtained from the district website (go to Departments, Finance & Business, Accounts Payable/Receivable, Employee Travel).** Employees will not be reimbursed if a District vehicle is available but the employee chooses to drive their personal vehicle, unless approved **by the Director of Finance and Facilities.**

I.8.2 Expenses

Employees required or approved by the District to attend conferences, seminars, and in-service training sessions shall be reimbursed for travel, meals, lodging, and registration providing prior approval has been received via a Travel Request Form; supporting receipts/documentation are attached and forwarded to Business Services upon completion of travel. The Travel Request Form is available on the school district's website (go to Departments, Finance and Business Services, Employee Travel).

Meals (guidelines- based on standard rates supplied by the U.S. General Service Administration)

Breakfast: \$13.00

Lunch: \$15.00

Dinner: \$26.00

The Federal per diem rates published by the General Service Administration will be allowed when in a non-standard locale. Contact the Finance Office if you have a question about the allowable rates for a city you are traveling to.

Employees will be reimbursed for the lower of either: 1) actual cost of the meal, or 2) reimbursement amount outlined above.

I.9.1 Workers' Compensation Coverage and Reporting Responsibilities

All employees will be covered by Workers' Compensation Insurance. Any employee who is injured on the job will:

1. Call 911 if the injury needs immediate and critical medical intervention.
2. Immediately notify the supervisor/principal of the incident.
3. The supervisor/principal and injured employee will call the Nurse Advantage Line: 1-844-891-6022
4. A triage nurse gathers pertinent information and guides the injured employee to the appropriate care
5. If professional medical care is necessary, the triage nurse offers telemedicine or in person medical facility options.

[Workplace Injury Instructions](#)

I.11.8 COBRA Law Continuation of District Health Plan Participation

The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers employees the opportunity to remain on the District's health, dental and vision insurance plan at the group rate in certain instances where coverage under the plan would otherwise end. **Employees must enroll within 30-days of becoming eligible.**

II.1.2 Length of Probationary Period for Teachers

All teachers **will** ~~who possess one of the following licenses: a professional educator license under Wis. Admin. Code PI 34.18; a master educator license under Wis. Admin. Code PI 34.19; a life license under Wis. Admin. Code PI 34.20; or were hired as an initial educator license under Wis. Admin. Code PI 34.17 prior to July 1, 2011~~ shall serve a four year probationary period from the employee's initial date of hire. Initial date of hire is defined as the employee's most recent date of hire with no break in service.

II.2.5 Accommodating Students' Religious Beliefs

In accordance with [Policy 411-Rule \(2\) Procedures for Requesting Exclusion from a Course Due to a Students Religious Beliefs](#).

III.2.5 Additional Hours and Overtime – Approval and Assignment

C. Pay Rate for Overtime: Time worked over 40 hours per week is paid at one and one-half (1.5) rate. Time over 40 hours per week **does not include** sick, vacation, holiday, or personal leave time. The reason for overtime must be indicated on the employee's time card. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.

IV.2.1 Athletics

High School Athletics					
	Head Coach Salary	2024 Head Coaching Salaries		Total Assistants Pool	2024 Assistant Coaches Pool
Baseball	\$4,293.00	\$4,608.00		\$7,885.00	\$8,252.00
Basketball - Boys	\$5,710.00	\$6,130.00		\$16,180.00	\$17,423.00
Basketball - Girls	\$5,710.00	\$6,130.00		\$16,180.00	\$17,423.00
Cheer - Fall	\$1,800.00	\$1,836.00		\$1,200.00	\$1,200.00
Cheer - Winter	\$2,300.00	\$2,346.00		\$1,400.00	\$1,400.00
Cross Country	\$3,765.00	\$4,041.00		\$4,308.00	\$4,756.00
Dance	\$2,300.00	\$2,346.00		\$1,000.00	\$1,000.00
Football	\$5,710.00	\$6,130.00		\$24,460.00	\$25,953.00
Golf - Boys	\$3,300.00	\$3,366.00		\$1,968.00	\$2,089.00
Golf - Girls	\$3,300.00	\$3,366.00		\$1,968.00	\$2,089.00
Gymnastics	\$4,384.00	\$4,707.00		\$5,669.00	\$6,015.00
Hockey - Boys	\$5,288.00	\$5,490.00		\$6,723.00	\$7,133.00
Hockey - Girls	\$5,288.00	\$5,490.00		\$6,723.00	\$7,133.00
Soccer - Boys	\$4,533.00	\$4,866.00		\$5,446.00	\$5,778.00
Soccer - Girls	\$4,533.00	\$4,866.00		\$5,446.00	\$5,778.00
Softball	\$4,293.00	\$4,608.00		\$7,885.00	\$8,252.00
Swimming - Boys	\$4,176.00	\$4,483.00		\$4,913.00	\$5,212.00
Swimming - Girls	\$4,176.00	\$4,483.00		\$4,913.00	\$5,212.00
Tennis - Boys	\$3,479.00	\$3,585.00		\$2,410.00	\$2,410.00
Tennis - Girls	\$3,479.00	\$3,585.00		\$2,410.00	\$2,410.00
Track - Boys	\$4,297.00	\$4,548.00			
Track - Girls	\$4,297.00	\$4,548.00		\$10,309.00	\$10,885.00
Volleyball	\$4,722.00	\$5,069.00		\$11,008.00	\$11,655.00
Wrestling	\$5,163.00	\$5,543.00		\$7,063.00	\$7,063.00

* Head Coaches salaries lower than BRC average were adjusted up to the 2023 BRC average and a 2% increase was applied to all head coaching salaries.

* Assistant Coaches pool for programs that were below the BRC average were increased by 55% of the difference.

Middle School Athletics		Coach Salary
Boys Basketball Basketball		
Head 8th Grade	\$2,000.00	\$2,120.00
Assistant 8th Grade	\$1,600.00	\$1,696.00
Head 7th Grade	\$2,000.00	\$2,120.00
Assistant 7th Grade	\$1,600.00	\$1,696.00
Girls Basketball Basketball		
Head 8th Grade	\$2,000.00	\$2,120.00
Assistant 8th Grade	\$1,600.00	\$1,696.00
Head 7th Grade	\$2,000.00	\$2,120.00
Assistant 7th Grade	\$1,600.00	\$1,696.00
Cross Country		
Head	\$2,000.00	\$2,120.00
Assistant	\$1,600.00	\$1,696.00
Football		
Head 8th Grade	\$2,200.00	\$2,332.00
Assistant 8th Grade	\$1,980.00	\$2,099.00
Assistant 8th Grade	\$1,980.00	\$2,099.00
Head 7th Grade	\$2,200.00	\$2,332.00
Assistant 7th Grade	\$1,980.00	\$2,099.00
Assistant 7th Grade	\$1,980.00	\$2,099.00
Track		
Head	\$1,800.00	\$1,908.00
Assistant	\$1,400.00	\$1,484.00
Volleyball		
Head 8th Grade	\$2,000.00	\$2,120.00
Assistant 8th Grade	\$1,600.00	\$1,696.00
Head 7th Grade	\$2,000.00	\$2,120.00
Assistant 7th Grade	\$1,600.00	\$1,696.00
Wrestling		
Head	\$2,200.00	\$2,332.00
Assistant	\$1,600.00	\$1,696.00

* Increases coaches pay 6% across board from last years salary

IV.2.2 Activities

ADD: Accompanist: \$20 per event

High School Activities	23-24 Advisor Pay	New Advisor Pay
Art Club	\$1,320.00	\$1,399.00
Band, Marching & Pep	\$3,300.00	\$3,498.00
Band, Marching & Pep	\$3,300.00	\$3,498.00
Band, Jazz	\$2,200.00	\$2,332.00
Band, Jazz	\$2,200.00	\$2,332.00
Band, Major Trip	\$1,760.00	\$1,866.00
Biology Club	\$500.00	\$530.00
Book Club	\$440.00	\$500.00
C.A.T.S. (Connecting All Together Socially)	\$1,600.00	\$1,696.00
C.A.T.S. Assistant	\$500.00	\$530.00
Chess Club	\$440.00	\$500.00
(Class Advisor, Senior) Senior Leadership Advisor	\$550.00	\$583.00
(Class Advisor, Senior) Senior Leadership Advisor	\$550.00	\$583.00
Class Advisor, Junior	\$640.00	
Class Advisor, Junior	\$440.00	
Prom Advisor x2 (Pool to be split)	\$1,100.00	\$1,166.00
Class Advisor, Sophomore	\$440.00	
Class Advisor, Freshman	\$440.00	
Creative Writing Club	\$440.00	\$500.00
FFA	\$2,200.00	\$2,332.00
FBLA	\$2,200.00	\$2,425.00
Foreign Exchange Student Advisor	\$220.00	\$233.00
Foreign Language Trip Advisor (min # students = 15) (1 per year)	\$1,540.00	\$1,632.00
Forensics, Head Coach	\$3,000.00	\$3,180.00
Forensics, Assistant Coach	\$1,600.00	\$1,696.00
Forensics, Assistant Coach	\$1,600.00	\$1,696.00
Games Club	\$440.00	\$500.00
G.S.A. (Gender and Sexuality Alliance)	\$440.00	\$500.00
G.S.A. - Renaissance Academy	\$440.00	\$500.00
Intramurals, Coordinator	\$2,000.00	\$2,000.00
Mock Trial Advisor	\$1,600.00	\$1,696.00
Mock Trial, Assistant	\$700.00	\$742.00
Music, Vocal	\$2,860.00	\$3,032.00
*Note: Includes Costume Carolers and Acapella		
Music, Vocal	\$2,860.00	\$3,032.00
*Note: Includes Costume Carolers and Acapella		
Musical Director	\$3,400.00	\$3,604.00
Musical, Assistants x 3 (Pool to be split)	\$3,960.00	\$4,198.00
National Honor Society	\$900.00	\$954.00
Plays, #1 Director	\$1,760.00	\$1,760.00
Plays, #1 Assistant	\$1,320.00	\$1,320.00
Robotics Advisor	\$1,800.00	\$1,800.00
Science Trip Advisor (every other year)	\$1,100.00	\$1,540.00
Pool will compensate if not stipend/payment is received from assisting travel agency		
Social Studies Trip Advisor (every other year)	\$1,540.00	\$1,540.00
Pool will compensate if not stipend/payment is received from assisting travel agency		
SOS Advisor	\$1,100.00	\$1,166.00
SOS Assistant Advisor	\$660.00	\$700.00
Student Council, Advisor	\$2,640.00	\$3,000.00
Student Council, Asst. Advisor	\$1,540.00	\$1,900.00
Student Council - Renaissance Academy	\$1,540.00	\$1,632.00
Yearbook, Advisor	\$4,400.00	\$4,664.00
Yearbook, Assistant	\$2,200.00	\$2,332.00

Additional Activity, AD Discretion	\$1,000.00	\$1,000.00
HS Speed & Strength	\$4,240.00	
* Senior Class Advisor renamed to Senior Leadership Advisor		
* Junior Class Advisors renamed to Prom Advisors		
* Removed Sophomore and Freshman Class Advisors		
* Robotics Advisor position added		
* Social Studies Trip Advisor position added		
* HS Speed & Strength position removed		
* Clubs at the \$440 starting rate increased to \$500		
* Student Council Advisor/Co-Advisor rate increased		
* All advisor roles increased by 6% minimum		

Middle School Activities	23-24 Advisor Pay	24-25 Advisor Pay
Art Club, Advisor	\$660.00	\$700.00
Drama, Head	\$1,540.00	\$1,632.00
Drama, Assistant	\$1,100.00	\$1,166.00
Drama, 2nd Play Head	\$1,540.00	\$1,632.00
Drama, 2nd Play Assistant	\$1,100.00	\$1,166.00
Forensics, Advisor	\$660.00	\$700.00
G.S.A. (Gender and Sexuality Alliance)	\$440.00	\$466.00
Girls Who Give Back, Advisor	\$660.00	\$700.00
Girls Who Give Back, Assistant	\$440.00	\$466.00
Math Counts Advisor	\$660.00	\$700.00
Music, Instrumental	\$1,760.00	\$1,866.00
Music, Instrumental	\$1,760.00	\$1,866.00
Music, Vocal	\$2,640.00	\$2,798.00
Music, Vocal Assistant	\$1,760.00	\$1,866.00
Musical, Director	\$1,980.00	\$3,400.00
Musical Assistant x 2 (Pool to be split)	\$1,100.00	\$2,798.00
Student Council	\$1,760.00	\$1,866.00
Wildcat Crew, Advisor	\$660.00	\$700.00
Wildcat Crew, Assistant	\$440.00	\$466.00
Yearbook, Head	\$3,080.00	\$3,265.00
Yearbook, Assistant	\$1,100.00	\$1,166.00
Principal Discretion	\$1,000.00	\$1,500.00
* Adjusted two advisor roles (Musical Director/Musical Assistant)		
* Other advisor roles received a 6% increase		

Elementary Schools	23-24 Advisor Pay	24-25 Advisor Pay
1. Greenwood		
a. Safety Patrol	\$1,100.00	\$1,166.00
b. Student Council	\$880.00	\$933.00
c. Additional Activity at the Discretion of the Principal	\$1,000.00	\$1,500.00
2. Montessori		
a. Safety Patrol	\$1,100.00	\$1,166.00
b. Student Council	\$880.00	\$933.00
c. Additional Activity at the Discretion of the Principal	\$1,000.00	\$1,500.00
3. Rocky Branch		
a. Safety Patrol	\$1,100.00	\$1,166.00
b. Student Council	\$880.00	\$933.00
c. Additional Activity at the Discretion of the Principal	\$1,000.00	\$1,500.00
4. Westside		
a. Safety Patrol	\$1,100.00	\$1,166.00
b. Student Council	\$880.00	\$933.00
c. Additional Activity at the Discretion of the Principal	\$1,000.00	\$1,500.00
* Increase in advisor salary by 6%		
*Increased the principal discretion account by \$500. Allowing for more clubs/activities to be funded as needs arise		

V.3 Substitute Support Staff Employees

Update Contact Information, School Calendar,

Compensation

Teacher \$200

Bus Driver, Route: **\$25.07 (Route Driver Step 1)**

Custodian **\$19.87 (Step 1)**

Kids Club Asst. **\$14.05**

Kids Club Lead **\$16.28**

Para, General Ed. **\$18.59**

Para, Special Ed. (etc) **\$19.57**

Secretary **\$20.53**

A.1-A4

Update all salary information

Teachers

Support Staff

Supervisor/Admin

Event Worker Pay Schedule

Chaperone \$18/hour

Base Accompanist Rate: \$20/event

Advanced Accompanist Rate: \$40/event

APPENDIX B

APPENDIX C

E. Absentees, Tardiness, Make-up Work

The Middle School staff recognizes the value of attendance and its direct correlation to positive achievement. To that end, the Middle School attendance policy is in compliance with Board Policy 431 Student Attendance ~~and Board Procedure 431-R Student Attendance Guidelines relating to excused/unexcused absences.~~

See Board Policy 431 Student Attendance and ~~Board Procedure 431-AP Student Attendance Guidelines~~

Media Center Use

Teachers should sign up in advance to use the media center. The media center can accommodate four classes each 45-minute periods or 2 classes for an entire block. Please discuss the nature of assignments requiring media center uses so that the needs of the students can be anticipated. Teachers are encouraged to reserve books in the media center for their class projects. The librarian is very eager to assist you in this matter, but you must plan ahead. Teachers are **encouraged** to suggest books for purchase to strengthen the collection for a curricular area. Current magazines and newspapers are not to be taken from the library, back issues may be checked out. The librarian must approve any exception to this rule.

APPENDIX D

River Falls High School Mission Statement

River Falls High School is a community of **care that serves and inspires students to be their personal best.** ~~learners moving forward to develop critical thinkers and honorable citizens.~~

Passes to Leave the Building

Student passes to leave the building during the school day ~~(except those eligible for open lunch)~~ may only be issued by the office; teachers should not permit students to leave the school building during the school day.

APPENDIX E - TRANSPORTATION EMPLOYEE HANDBOOK

QUALIFICATIONS TO BE A RIVER FALLS SCHOOL BUS DRIVER

1. Obtain a CDL license with school bus, passenger, and air brake endorsements.

Update Jamie Benson to David Bell under Post-Evacuation Procedures

BREATHING

B. With the first two, the person may be blue in color and respiration appears to have stopped, or he may be choking.

UNCONSCIOUSNESS:

- A. Always suspect a head injury or a back injury.
- B. Only move if necessary. Only move on the long plane of the body.
- C. Keep airway open (See section I, Airways)

TRIP DRIVERS

5. ~~It is strongly encouraged that~~ All kindergarten students **must** have a responsible party visible when dropping them off the bus in the P.M.

TRIP DRIVING:

Log in time allowance is 1/2 hour before field trip departure. During this time the driver shall do the following:

1. Log in as Trip and fill out a trip slip. The slip needs to be completely filled out and returned ~~with your meal ticket~~ the same day.
2. Meals will be reimbursed ~~if a receipt accompanies the trip slip~~. You will be reimbursed for a meal(s) if you:
 - a. Leave before 6:00 a.m. and return after 9:00 a.m.
 - b. Leave before 11:00 a.m. and return after 2:00 p.m.
 - c. Leave before 4:00 p.m. and return after 7:00 p.m.
4. ~~The driver shall call on the radio to say when leaving and upon returning. This provides a radio check and lets the supervisor know that the trip is underway. Be sure to call in on weekend trips, too. The driver may not always get a response, but will be heard.~~
8. ~~A written apology shall be given by the driver to the person in charge of the trip if the driver is at fault for being late.~~

UPON RETURNING: Complete the trip slip. ~~Be sure to include a receipt to be reimbursed for any appropriate meals.~~ Completed trip slips should be placed on clip.

DAILY REMINDERS FOR ALL DRIVERS

7. Children should not be at the Bus Garage unsupervised. ~~Due to the limited amount of space, it is not an acceptable practice to have drivers' children at the Bus Garage on a regular basis.~~

STUDENTS

1. Bus drivers are responsible for discipline on the bus. Driver to follow "Bus Procedures" "**Discipline Procedures**" form listed later.

HARASSMENT, DISCRIMINATION AND NON-RETALIATION (CUT ENTIRE SECTION)



JUNE 2024

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.

2023-24 AWARDS → \$1000 unless otherwise noted

1. Caitlyn Severson
2. Jill Tiffany
3. Emma Cruiciani
4. Scott Pape
5. Jacy Walker
6. Helen LaRoue
7. Max Haskins (\$199)
8. McKenna Cook
9. Anne Rasmussen
10. Sam Nudd
11. Karyn Chuckel
12. Lori Rosenow

Over the past five years, the district has awarded 73 Advanced Learning Grants totaling \$52,000 in tuition assistance to employees.