

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

September 23, 2024 - 6:00 PM

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 - 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 updates.

Recommended Action: None, informational only.

5. STAFF ORIENTATION REPORT

6

Description: The committee will review the orientation process that new staff experience, and review new teacher feedback on their Orientation Day experience.

Recommended Action: None, informational only.

6. CORE MENTOR REPORT

8

Description: Director of Human Resources and Leadership Development, Nate Schurman, will share information related to the development of Core Mentors for the 2025-26 school year.

Recommended Action: None, informational only.

7. REVIEW SCHOOL BOARD POLICY 523.11: SCHOOL BUS DRIVER ALCOHOL AND DRUG TESTING

12

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

Recommended Action: Approve updates to School Board Policy 523.11 School Bus Driver Alcohol and Drug Testing.

8. REVIEW SCHOOL BOARD POLICY 533.1: CRIMINAL BACKGROUND INVESTIGATION

14

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

Recommended Action: Approve updates to School Board Policy 533.1 Criminal Background Investigation.

9. REVIEW SCHOOL BOARD POLICY 860: VISITORS TO SCHOOL DISTRICT BUILDINGS

16

Description: The administrative team is recommending minor updates to the following policies in the 800 series.

Recommended Action: Approve updates to School Board Policy 860 Visitors to School District Buildings.

10. 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.

11. 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, October 14, 2024, 6:00 p.m.

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

12. ADJOURN

CERTIFIED STAFF HIRES

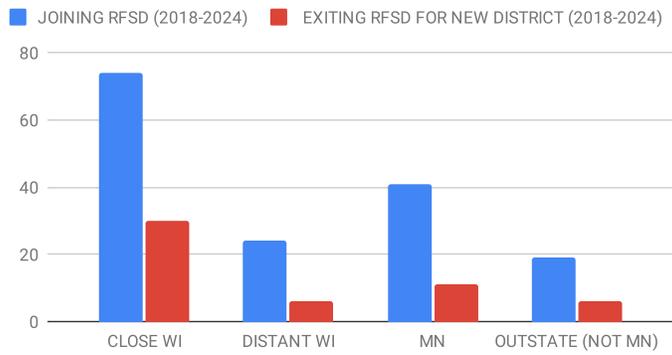
	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
1	RFPME	UPPER EL. TEACHER	3	3/14	BUROW, M	RESIGNATION (1/12/24)	HOSTETLER, K	<i>Filled as LTS through end of 23-24.</i>
2	RFHS	ASSISTANT PRINCIPAL	27	3/7, 3/13	GRAETZ, T	RESIGNATION (9/30/24)	LINK, H	<i>Filled as LTS through end of 23-24.</i>
3	CO	DIRECTOR OF ACADEMIC SERVICES	22	6/28, 6/29	SCHURMAN, N	TRANSFER	ELLIOTT, M/WISE, A (SHARED)	<i>SCHURMAN TRANSFER TO DIR. OF HR-LD, BELL TRANSFERS TO SUPERINTENDENT (BENSON RETIREMENT)</i>
4	RFHS	SPAN/EL	6	Closes on 5/15	ENGEL, C	RETIREMENT	LALLEMONT, K	<i>Position changed to 1.0 FTE EL</i>
5	GW	5TH GRADE	16	4/15	JACOBSON, K	RESIGNATION	ARMBRUST, K	
6	RCA	TEACHER/GEDO-2 COORDINATOR	4	4/25, 5/2	WEBB, P	TRANSFER	KALLENBACH, M	<i>WEBB TRANSFERS TO RCA COORDINATOR (SILVER RETIREMENT)</i>
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	<i>Filled as LTS through end of 23-24.</i>
9	RB	K	31	4/1	THOMFORDE	RESIGNATION	SLOWIAK, H	
10	RFMPME	SPED	4	4/2	CHAPMAN	RESIGNATION	MANNING, B	
11	RB	K	31	4/1	SOMMERFELDT	RETIREMENT	ELSENPETER, 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	<i>JOHNSON TRANSFER TO LMC (ZUBER TRANSFER TO HEALTH, LOCKIE RETIREMENT)</i>
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	<i>BRENNAN-BOBART TRANSFERS TO RB CC/EC SPED (NEW POSITION)</i>
19	MMS	INT. COACH	3	7/24	NA	NEW POSITION	SWANSON, C	
20	MS/HS	CHOIR	15	5/24	PLUM	TRANSFER	PIETZ, T	<i>PLUM TRANSFERS TO HS CHOIR (LONEY RETIREMENT)</i>
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.	3	7/10	EARLEY	RESIGNATION	CAMPBELL, S	
26	RB	PE	10	7/15	NELSON, C	TRANSFER	KOLB, E	<i>NELSON TRANSFERS TO MS PE (WOLF RESIGNATION)</i>
27	WS	PRINCIPAL	20	6/23, 6/25	KAMRATH	RESIGNATION	MADER, R	
28	HS	PE	6	7/11	WILKEN	RESIGNATION	SOWA, C	
29	HS	BUS/VIRTUAL	4	8/1, 8/2	SMITH, MATT	RESIGNATION	QUADE, O	<i>FCS certification; will teach personal finance</i>
30	HS	MATH	2	8/1	CHUKEL, KARYN	RESIGNATION	EKHOLM, H	
31	HS	SPED	2		ANDERSON-SLOMINSKI	RESIGNATION	CONWAY, T	
32	GW	COUNSELOR	5	8/19	HUBER, EMILY	RESIGNATION	DREYER, L	

RETENTION ANALYSIS: REASON

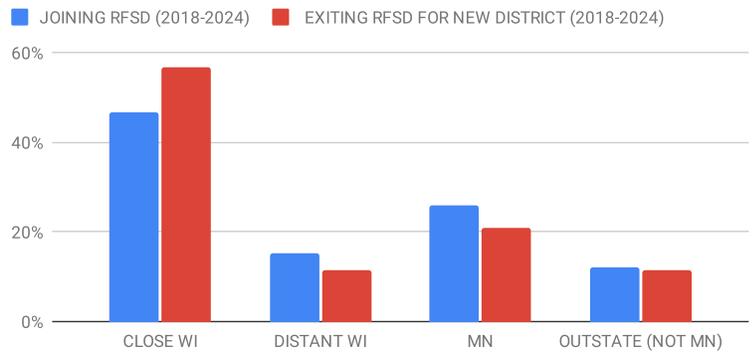
YEAR	RETIREMENT	RESIGNATION	TOTAL	RESIGNATION	R/R
2018	12	15	27	6.20%	11.16%
2019	10	12	22	4.90%	8.98%
2020	8.32	13	21.32	5.10%	8.37%
2021	7.5	16.5	24	6.47%	9.42%
2022	8	22.5	30.5	8.46%	11.47%
2023	7.5	19.0	26.5	7.06%	9.85%
2024	8.0	22.0	30.0	8.48%	11.42%
2018-24 AVERAGE	8.8	17.1	25.9	6.67%	10.09%

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

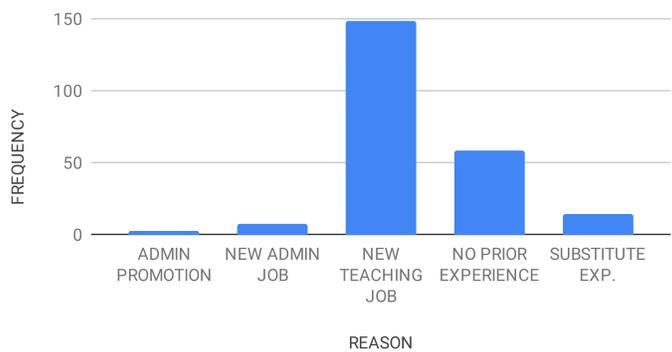
EXPERIENCED TEACHER-ADMIN MIGRATION (2018-24)



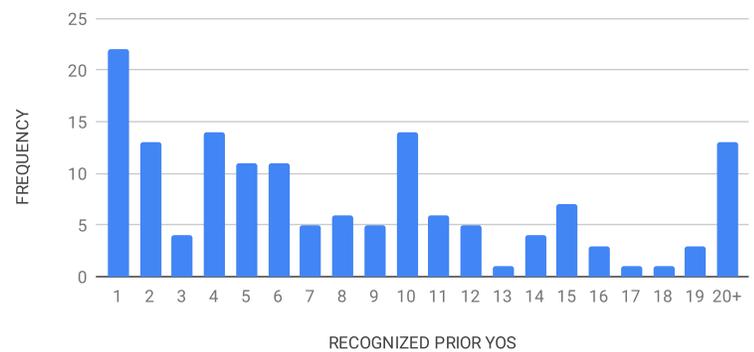
EXPERIENCED TEACHER-ADMIN MIGRATION (2018-24)



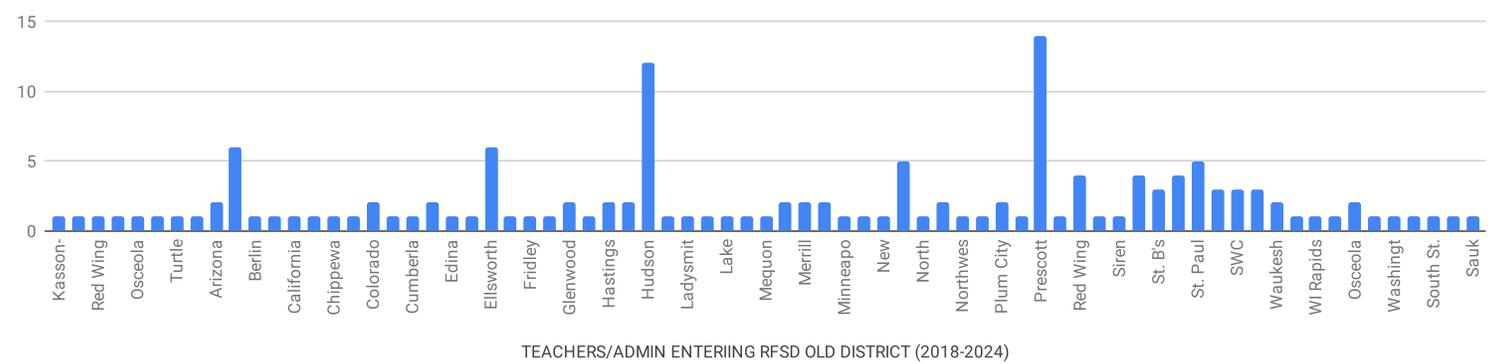
TEACHERS/ADMIN JOINING RFSD (2018-2024)



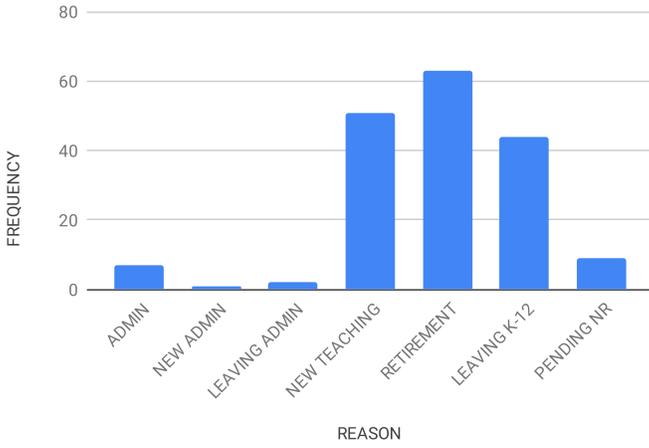
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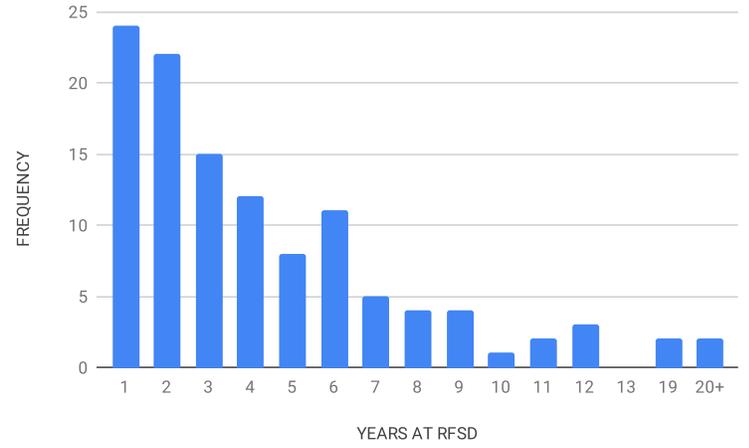
TEACHERS/ADMIN JOINING RFSD OLD DISTRICT (2018-2024)



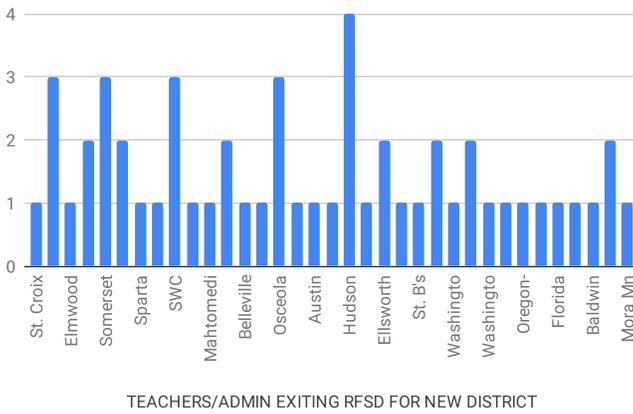
TEACHERS/ADMIN EXITING RFSD (2018-24)



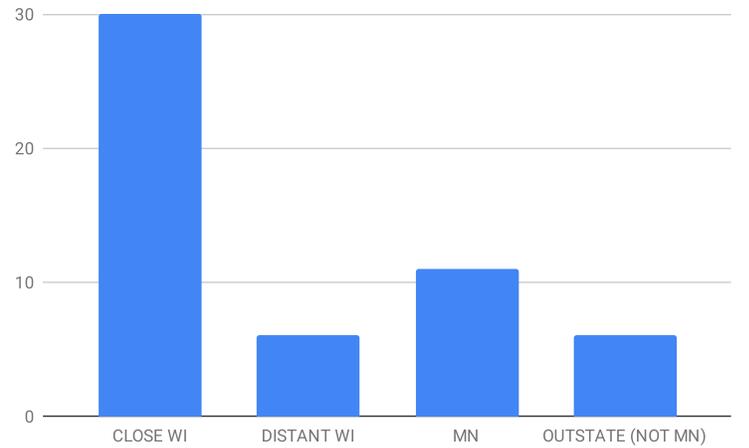
TEACHERS/ADMIN EXITING RFSD (2018-24)



TEACHERS/ADMIN EXITING RFSD FOR NEW DISTRICT (2018-2024)



EXITING TEACHER-ADMIN MIGRATION (2018-24)





STAFF ORIENTATION REPORT

SUMMARY

New teaching and certified staff met on August 20-21 for new teacher orientation. The event helps new staff acclimate themselves to district goals, practices, and procedures. It is an excellent opportunity for teachers new to the area to familiarize themselves with the community of the River Falls School District.

Bus Drivers and Substitute teachers also had orientation training the week of August 12th. Bus drivers received training from several different staff members on things such as bus maintenance, behavior management, and creating a positive bus culture. Substitute teachers received interactive whiteboard training, behavior management training, and were part of a question and answer session with district leaders.

A special thanks to the following organizations that supported this event:

- River Falls Chamber of Commerce
- Junior's Restaurant and Tap House
- Table on Main Restaurant
- Mei Mei's Cookies and Creamery
- River Falls Teachers Education Association

The following school leaders presented to our new teachers:

- Mark Chapin → Character Education
- Nate Schurman → Educator Effectiveness
- Amy Wise → High Quality Teaching and Learning and Curriculum Cycle Overview
- Jenny Ames → Community Education and Communications
- Ron Francis → Intro to the IT Dept.
- Mark Inouye → Student Services Update
- 25 Teachers → Mentor Lunch
- 25 Teachers → Curriculum Support Session

The following school leaders presented to bus drivers:

- Todd Burnap/Katie Tarasewicz → Bus driver handbook
- Kory Pechacek → Bus maintenance
- Nell Henry → Student behavior expectations

The following school leaders presented to substitute teachers:

- Ron Francis/Chris Geiser → Interactive whiteboards
- Lisa Gohl/Brian Buck → Effective classroom management
- Q and A → Kate Skappel, Mark Chapin, Kit Luedtke

NEW TEACHER FEEDBACK

Questions	Strongly Agree %	Agree %	Disagree %	Strongly Disagree %
The district made me feel welcomed at New Teacher Orientation.	100			
New Teacher Orientation was organized and professionally delivered.	81	19		
New Teacher Orientation helped me understand the beliefs of the School District of River Falls.	90.5	9.5		
New Teacher Orientation had a good mix of information sharing and teacher work time.	33.3	47.6	19	
Overall, New Teacher Orientation was a success.	76.2	23.8		

BUS DRIVER TRAINING FEEDBACK

Questions	Strongly Agree %	Agree %	Disagree %	Strongly Disagree %
Overall the Bus Driver Training was effective and helpful	33.3	50	16.7	
The discussion of the bus driver handbook increased my understanding of the district expectations	66.7	33.3		
The presentation on how to establish and maintain student expectations for riding on the bus increased my understanding of how to build community on my bus	50	16.7	16.7	16.7
The presentation school bus maintenance was helpful.	50	50		

SUBSTITUTE TEACHER TRAINING FEEDBACK

Questions	Strongly Agree %	Agree %	Disagree %	Strongly Disagree %
Overall the Substitute Training was effective and helpful	83.3	16.7		
I found the technology discussion lto be helpful	75	25		
The presentation by Lisa Goihl and Brian Buck increased my understanding of classroom management and school procedures	66.7	33.3		
The Q and A session helped answer some of my questions.	50	50		7

Mentorship in the RFSD

We realize the people of this district are our most important resources. Therefore supporting our people, especially when they are new to the RFSD, is critical work. Our mentorship program is aimed at ensuring a smooth transition for new teachers and new to district teachers, as well as supporting their growth as teachers and professionals. If done well, our mentorship will lead to retaining our new teachers, and ultimately will support the growth of new staff so they are viewed in such high regard they will become mentors for others.

Mentorship and support cannot be provided by one person alone. Therefore we will have a four pronged approach to supporting mentees. Core mentors, content/grade level teams (through authentic collaboration and team planning), instructional coaches, and principals will play a vital role in the successful transition, development, and retention of new staff.

Core Mentors: Core mentors are a group of people considered to be some of our best teachers who can therefore provide excellent support for new staff (experienced or inexperienced). These people should be skilled classroom teachers and people who contribute positively to the overall school culture. Ideally, core mentors would also be building leaders. This is not to say core mentors hold identified leadership positions, but that they are people others will follow. Mentors do not have to teach the same grade level as the new teacher, nor do they have to teach the same content area as their mentee, as being a good teacher, leader, and contributor to positive culture is not content or grade level specific. Core mentors will serve for multiple years, will receive mentorship training, and will be involved in the development of an enhanced district-wide mentorship program.

Examples of responsibilities for the 4 areas of support for new teachers (list is not exhaustive)

Core Mentor Responsibilities

1. How to function within a new building
 - a. School protocols/procedures
 - i. Taking attendance
 - ii. Grading philosophy
 - iii. Behavior referrals
 - iv. How to put in for a day off
 - v. Copying
 - vi. Computer use
 1. Schoology
 2. Infinite Campus
 - b. Where to find.....
 - i. Mailbox
 - ii. Parking
 - iii. Supplies
2. How to contribute to a positive school culture
 - a. Relationships
 - i. Students

- ii. Colleagues
 - iii. Parents
 - iv. Other stakeholders
- b. Sounding board for challenges with grade level content area teammates or other staff.
- c. How to work with the building principal
- 3. Teaching expectations in RFSD
 - a. Observation of mentor teaching/observation of mentee teaching
 - b. Reinforcement of HQTL
 - c. Laisson to instructional coach to support development and application of HQTL
 - d. SLO/PPG Development
 - e. Lesson planning

Grade Level Team/Teammates

- 1. Content/grade level curriculum support
 - a. Priority standards
 - b. Pacing
 - c. Use of content/grade level resources
 - d. Development of common assessments

Instructional Coaches

- 1. Academic goal setting
- 2. Refinement of instructional strategies
- 3. Feedback on teaching practices/lesson execution
- 4. Use of academic resources

Building Administrators

- 1. Support and feedback in all areas
- 2. Relationship building with new staff

Core Mentors						
GW (3)	Westside (3)	Rocky Branch (3)	RFPME (2)	MMS (6)	HS (6)	RCA (2)
Ashley Gorman (3)		Kim Majerus (K)	Sara Smith (UE)	Jennifer Wolf (ELA)	Sarah Cornell (SPED)	Tess Kania (Social Studies)
Anna Clark (2)		Jill Tiffany (2)	Maggie Watson (LE)	Jess Olson (Science0)	Heather Boleman (Social Studies)	Josh Weiss (Science)
Barb VanMoorlehem (4/5)		Anna Zalusky (4)		Laura Lee (Lit)	Courtney Peter (FCS)	
	Missy Murphy (SPED)			Mallory Deziel (Science)	Audrey Clevon (ELA)	
				Kris Nickleski (Social Studies)	Annette Jetmore (Math)	
				Abby Lerum (Math)	Jared Groth-Olson (CTE/Science)	

DRAFT



POLICY 523.11 SCHOOL BUS DRIVER ALCOHOL AND DRUG TESTING

The School District of River Falls is dedicated to providing safe and efficient transportation service to students. The District's employees are its most valuable resource in ensuring the quality of this service. The goal of this ~~District is, therefore~~ **policy is to help** prevent accidents and injuries resulting from the use of alcohol and drugs by bus drivers.

Bus drivers ~~shall~~ **are** be subject to the prohibitions included in the **School** Board's drug-free workplace policy. In addition:

1. Bus drivers ~~shall be~~ **are** prohibited from any alcohol use that could affect performance of a safety-sensitive function, including use on the job, use ~~during the four hours~~ before driving, having ~~prohibited any~~ concentrations of alcohol in their systems while driving, and use immediately following an accident.
2. Bus drivers ~~shall be~~ **are** prohibited from reporting for duty or remaining on duty ~~requiring the performance of a safety sensitive function~~ when they have used any controlled drug, except when the use is pursuant to the instructions of a physician who has advised the driver that the drug does not adversely affect his/her ability to safely operate a motor vehicle.

The District ~~shall~~ **will** implement an alcohol and drug testing program for school bus drivers in accordance with federal law and regulations.

Drivers who violate this policy, refuse to comply with a request for testing, provide false information in connection with a test, attempt to falsify test results, or test positive for alcohol or controlled substances ~~shall~~ **will** be removed from safety-sensitive functions and/or disciplined in accordance with law and established procedures. Drivers who violate this policy ~~shall~~ **will** be provided information regarding resources available to evaluate and resolve an alcohol or drug problem. This information ~~shall~~ **will** include the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available in the area.

The District ~~shall~~ **will** provide all drivers with information concerning:

1. The effects of alcohol and drugs on the individual's health, work and personal life.
2. The signs and symptoms of an alcohol or drug problem.
3. The available methods of intervention when a problem does exist.

LEGAL REFERENCE: **Wisconsin State Statute Sections 111.35, 346.63; Wisconsin Administrative Code Trans 300.16;** Omnibus Transportation Employee Testing Act of 1991; 49 C.F.R. Parts 40, 382, 391

CROSS REFERENCE: 522.1 Drug-Free Workplace, 523.11-AP ~~Acknowledgement and Acceptance of Drug/Alcohol Policy~~, 523.2 Employee Assistance Program, Current Employee Agreement

DATE OF ADOPTION: October 16, 1995

REVISED: December 19, 2005, **XXXXXX XX, 2024**



POLICY 533.1 CRIMINAL BACKGROUND INVESTIGATION

To more adequately safeguard **ensure the safety of** students and staff, it is the policy of the School Board of the School District of River Falls that criminal background investigations be conducted **on any paid staff member. Criminal background investigations will also be conducted on university interns and student teachers, and on those wishing to volunteer** by the School District before service begins for finalists recommended for hire to a paid position, substitutes approved for hire, university students interning in the District, and for persons requesting to serve as a volunteer in the School District. **Background investigations will be completed prior to paid or volunteer service begins.**

Employment may be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks. If an applicant has committed a crime that substantially relates to the circumstances of the particular position for which he/she is applying, the District may take that offense into consideration when deciding whether to employ the individual. The District may refuse to employ an individual who has been convicted of a felony and who has not been pardoned for that felony.

Knowingly falsifying any of the information in pre-employment documents, such as an application for employment or background check questionnaire, shall be sufficient grounds for not being hired or for discharge.

Criminal background investigation paperwork including forms and records obtained through processing shall be considered confidential and shall not be released or disseminated unless required by law.

It is the responsibility of individuals to self report any change in status regarding their background. **All District employees shall notify their immediate supervisor or building principal 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 for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:**

- 1) crimes involving school property or funds;**
- 2) crimes involving fraudulent or unauthorized attempt to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;**
- 3) crimes that occur wholly or in part on school property or at a school-sponsored activity;**
- 4) 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**
- 5) a misdemeanor which violates the public trust.**

LEGAL REFERENCE: Wisconsin Statutes Sections 111.31, 111.321, 111.335, 115.31, 121.555(3), 973.25; Federal Law 42 U.S.C. § 2000e et seq. - Title VII of the Civil Rights Act of 1964, as amended.

DATE OF ADOPTION: November 21, 2011

REVISED: **September 23, 2024**



POLICY 860 VISITORS TO SCHOOL DISTRICT BUILDINGS

The **School** Board of Education and staff of the School District of River Falls welcome members of the community and other interested persons to visit the schools **district buildings**.

In order to assure that no unauthorized persons enter a school **district building** with wrongful intent, all visitors are **required** to **use the secure entry camera buzzer system to state their purpose and identify themselves. Office staff will determine if the visitor is authorized to enter. Visitors authorized to enter** report to the school office when entering the building, **will be required to sign in, wear a visitor's badge, and use the automated background checking device if available,** in order to receive authorization **prior** to visit elsewhere in the building. Since requests to visit **visiting elsewhere in the building.**

Visitors who do not follow protocol will be considered ~~Any unauthorized person on school property~~ **and** will be reported to the building principal, **administrator, or the school resource officer.** The **unauthorized** person will be asked to leave, and the police **will** ~~may~~ be called if the situation warrants such measures. **deemed necessary.**

Classroom visits can disrupt the learning environment and possibly violate privacy issues, **and therefore permission must be requested in advance to the building administrator. Such requests must be made in writing and must include the purpose of the visit. If the request to visit is approved, the building administrator will schedule classroom visits at a time that is agreeable to the teacher and administrator.** ~~visitors wishing to participate in classroom observations must communicate with the principal regarding the intent of their visit and make an appointment for such visit and receive prior approval at least twenty-four hours in advance. Classroom visitors will be expected to follow the same procedures outlined in paragraph 1.~~

State law prohibits registered sex offenders from being on public school premises unless they have provided the required notification to school officials or fall under one of the exceptions provided by law. It is the responsibility of the registered sex offender to provide the required school notification. After receiving the required prior notification, the building principal will determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose of event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

Regardless of of the time of day, the District or building administrator, or designee has the discretion to exclude from district buildings or property, any person who the District determines has no legitimate and approved purpose for being on school grounds, disrupts or appears likely to become a disruption to the educational program, or threatens the health or safety of students, staff, or others in the school. Any such individual will be directed to leave the premises and law enforcement will be called if necessary.

LEGAL REFERENCE: **Wisconsin Statutes Sections 947.01, 947.013, 948.61, 301.475, 118.07(4), 120.12(1), 120.13(35), 120.02(1)(t), 301.475**

CROSS REFERENCE: 850 Public Solicitations on School Premises

APPROVED: September 16, 1991

REVISED: February 18, 2008; May 17, 2010; **October 21, 2024**