

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

November 11, 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. **REVIEW POLICY 343.2: CLASS SIZE GUIDELINES** **3**
Description: Administration is recommending updates to the class size guidelines for the Renaissance Charter Academy.
Recommended Action: Approve initial reading of Policy 343.2: Class Size Guidelines.

5. **REVIEW POLICY 527: EMPLOYEE GRIEVANCES** **7**
Description: Administration is recommending minor updates to Policy 527: Employee Grievances as part of the ongoing 500 policy review.
Recommended Action: Approve initial reading of Policy 527: Employee Grievances.

6. **REVIEW POLICY 527 RULE 1: EMPLOYEE GRIEVANCE PROCEDURE** **9**
Description: Administration is recommending minor updates to Policy 527 Rule 1: Employee Grievance Procedure in connection with the review of Policy 527.
Recommended Action: Approve initial reading of Policy 527 Rule 1: Employee Grievance Procedure.

7. **REVIEW POLICY 527 RULE 2: IMPARTIAL HEARING OFFICER SELECTION PROCEDURES** **15**
Description: Administration is recommending minor updates to Policy 527 Rule 2: Impartial Hearing Officer Selection in connection with the review of Policy 527.
Recommended Action: Approve initial reading of Policy 527 Rule 2: Impartial Hearing Officer Selection Procedures.

8. **PARAPROFESSIONAL MENTOR CHECK-IN REPORT** **16**
Description: Discussion of findings from the one-on-one meetings with paraprofessional mentors.
Recommended Action: None, informational only.

9. **WELLNESS PLAN REPORT** **17**
Description: Discussion of the 2024-25 District Wellness Plan.
Recommended Action: None, informational only.

10. **PRINCIPAL LEADERSHIP CHECK-IN REPORT** **20**
Description: Discussion of principal/Director of Human Resources and Leadership monthly check-in meetings.
Recommended Action: None, informational only.

11. **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 2025-26 SCHOOL YEAR SALARY ADJUSTMENTS FOR SELECT STAFF. ROLL CALL VOTE REQUIRED.**

12. CONVENE TO CLOSED SESSION

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

14. 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.

15. 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 9, 2024, 7:00 p.m. *(or immediately following Finance & Facilities)*

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

16. ADJOURN



POLICY 343.2 CLASS SIZE GUIDELINES

Scheduling parameters shall **will** be set at a student enrollment for all classes as enumerated in guidelines approved by the **School** Board of Education. Exceptions to a minimum of 15 for all classes will be made for those classes required by the Department of Public Instruction or specifically authorized by the **School** Board of Education.

DISTRICT CLASS SIZE GUIDELINES

ELEMENTARY				
LEVEL	MINIMUM	MAXIMUM	LOOK TO ADD PARA OR PART TIME FTE PER G.L. RATIO	LOOK TO ADD CLASS/TCHR PER G.L. RATIO
4K		13		14
JK	12	17	18	*20
K-1-2	18	23	24	27
3-4-5	18	25	27	28
Combination K-5	18	21		
Montessori (CH)	10	18	19	20
Montessori (1-2-3)	18	23	24	27
Montessori (4-5-6)	18	25	27	28
Virtual/E-School (K-2)	18	23	24	30
Virtual/E-School (3-5)	18	25	27	30

*JK enrollment will be capped at 20, no additional directions will be added without **School** Board approval.

MIDDLE SCHOOL		
CLASS TYPE	MINIMUM	MAXIMUM
CORE (LA, Social Studies, Science, Math, Health, PE)	24	30
Exploratory (Art, TE, Music, Foreign Language, FACE, Computer)	17	27
Large Group Music (vocal/instrumental)	30	90
Instrumental Individual/Small Group Music Lessons (15 min each)	1	10

Foreign Language (7-8)	18	30
Virtual/E-School (6-8)	24	30

HIGH SCHOOL		
CLASS TYPE	MINIMUM	MAXIMUM
LA, Social Studies, Math, Health, Science, Computer	20	30
LAB (Science, TE, AG, Art, FACE) - facility, safety, and station dependent	20	28
Large Group Music (vocal/instrumental)	30	100+
Vocal & Instrumental Indiv/Sm Group Music Lessons (15 min each)	1	10
Physical Education (general)	25	35
Swimming/Lifeguarding	20	30
Foreign Language	18	30
Advanced (with School Board permission) (singleton, safety) exs: engineering physics, AP calculus, adv power mechanics, & foreign languages levels 3+	15	30
*Virtual/E-School Instructor (9-12)	24	30
**Virtual/E-School Local Education Guide (LEG)	30	50
*With the support of an online platform, the VES Instructor is responsible for the planning, instruction, assessment, and student/family communication.		
**The VES LEG is responsible for monitoring academic progress and student/family communication when the student is taking a virtual course from an off-site instructor.		

With the exception of “capstone” high school courses, any class that goes below the approved minimum must have **Superintendent** Board of Education approval to be offered.

RENAISSANCE CHARTER ALTERNATIVE ACADEMY
Staffing Ratio Based on 12:1

Students	DAY PROGRAM		NIGHT PROGRAM	
	Teacher FTE	Paraprofessional FTE	Teacher FTE	Paraprofessional FTE
12	1.0	0.0	0.0	0.0
18	1.5	0.0	1.0	1.0
24	2.0	0.5	1.0	1.0
30	2.5	0.5	1.0	2.0
36	3.0	1.0	1.0	2.0
42	3.5	1.0	2.0	2.0
48	4.0	1.0	2.0	2.0
54	4.5	1.0	2.0	3.0
60	5.0	1.0	2.0	3.0

+0.5 coordinator.

*At 48 a 0.5 contract for services position will be added rather than a certified teacher-

This chart reflects the minimum number of students needed to increase staff to the next level

RENAISSANCE CHARTER ACADEMY (RCA)		
Staffing Ratio based on 12 students: 1 Teacher for RCA and General Education Development Option #2 (GEDO II)		
STUDENTS	TEACHER FTE	PARAPROFESSIONAL FTE
12	1.0	0
18	1.5	0
24	2.0	0.5
30	2.5	0.5
36	3.0	1.0
42	3.5	1.0
48	4.0	1.0

54	4.5	1.0
60	5.0	1.0
66	5.5	1.0

TEACHER PREP TIME

~~The School District of River Falls believes that teacher prep time is important and has value. It shall be the responsibility of the Building Principal to annually review teacher schedules to assure teachers are provided with an appropriate amount of prep time.~~

Guidelines updated 12/19/07 (added Montessori and Renaissance)

Guidelines updated 1/21/08 (deleted SAGE requirement)

Guidelines updated 5/18/09 (additional FTE added to Renaissance)

Guidelines updated 10/15/19 (alignment of all Elementary Staffing Ratios)

Guidelines updated 11/9/20 (addition of Virtual/E-School)

Guidelines updated 08/15/22 (addition of JK)

Guidelines updated 11/11/24 (addition of GEDO II Program at RCA)

CROSS REFERENCE: Attached Guidelines

DATE OF ADOPTION: September 16, 1991

REVISED: March 17, 2008, October 14, 2019, November 9, 2020, September 19, 2022, **XXXX**



POLICY 527 EMPLOYEE GRIEVANCES (Discipline, Termination, and Workplace Safety)

Pursuant to state law, the School Board ~~shall~~ **will** provide a grievance procedure for the orderly resolution of employee grievances related to employee discipline, employee terminations, and workplace safety. Any employee of the district has the right to access the grievance procedure provided the grievance is filed in writing within the applicable timelines, and provided that the issue presented by the grievance properly concerns a grievable complaint. However, nothing within this policy or within the written rules and procedures implementing this policy ~~shall~~ **will** be construed **to**:

1. ~~To~~ **P**revent an employee and the district from voluntarily resolving, or attempting to resolve, an employee's grievance, complaint, concern or other dispute using informal methods separate from the formal grievance process, such as a mediated resolution or other similar outcome;
2. ~~To~~ **G**rant or confer to any employee any substantive rights or employment protections that would not exist in the absence of this policy and its implementing rules, except for those primarily procedural rights inherent and minimally necessary to an employee's ability to access and use the grievance procedure in the manner defined by state law and by the **School** Board.

No employee is required to pursue a formal grievance using the procedures established pursuant to this policy, and supervisors and administrators are expected to fulfill their supervisory role(s) with respect to managing employee complaints and concerns even where an employee is unable to or elects not to pursue a grievance under the formal procedures established by the **School** Board.

The grievance procedure ~~shall~~ **will** provide for grievances to be handled in a timely manner. The procedure ~~shall~~ **will** also include an opportunity for a grievant to present his/her grievance before an impartial hearing officer, as well as an appeals process in which the highest level of appeal is the **School** Board.

No employee or District official ~~shall~~ **will**, or attempt to, restrain, interfere with, coerce, discriminate against and/or retaliate against any employee who files or processes a grievance in good faith. The same protections apply to any person who otherwise participates in the presentation, processing or resolution of a grievance (e.g., a witness), regardless of whether the allegations presented by the grievance are ultimately sustained. Action taken in bad faith, such as engaging in abuse of the process, providing false information, or engaging in libel or slander in connection with a grievance, are not protected. Violations of this paragraph may lead to disciplinary action, up to and including termination.

In the event a grievance proceeds to a hearing before an impartial hearing officer, the ~~District Administrator~~ **superintendent** or designee ~~shall~~ **will** identify an impartial hearing officer consistent with minimum requirements set forth by the **School** Board. The role of the hearing officer ~~shall~~ **will** include adherence to the following:

1. A hearing officer must agree to comply with all relevant laws and with all applicable **School** Board policies and district procedures to the extent it is consistent with the law, including laws and policies covering public records, personnel records, and student records.
2. An impartial hearing officer ~~shall~~ **will** neither add to, delete from, nor modify any **School** Board policies or administrative rules or regulations, although it ~~shall~~ **will** be within the purview of a hearing officer to reach a conclusion that a given policy, rule or regulation violates applicable law (upholding the determination of the impartial hearing officer is subject to the agreement of the **School** Board).

LEGAL REFERENCE: Wisconsin State Statute Sections **66.0509(1m)**

CROSS REFERENCE: 527 Rule-1 Employee Grievance Procedure, **527 Rule-2 Impartial Hearing Officer Selection Procedures**

DATE OF ADOPTION: September 19, 2011

REVISED: December 17, 2012, **XXXXXXXX XX, XXXX**



POLICY 527-RULE(1) EMPLOYEE GRIEVANCE PROCEDURE (Discipline, Termination, and Workplace Safety)

To This rule defines ~~an~~ provide a timely and orderly review **process** of decisions concerning: a) employee terminations; b) employee discipline; and c) workplace safety.

1. Purpose and Applicability: This procedure provides an employee with the ~~individual~~ opportunity to address concerns regarding **their** discipline, termination, or workplace safety matters. **Only one subject may be covered in any one grievance. The procedure also outlines how a grievance will be** ~~to have these matters~~ reviewed by an impartial hearing officer, and to appeal to the **School** Board of Education, where appropriate. The District expects employees and management to exercise reasonable efforts to resolve ~~any~~ questions, problems, or misunderstandings prior to utilizing the grievance procedure. **A determined effort will be made to settle any grievance at the lowest possible level in the grievance procedure.**

If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable. This procedure does not replace or supersede any statutory provision which **is** ~~may be~~ applicable to an employee's employment with the district. Any grievance, or part of a grievance, that is subject to the jurisdiction of a different governmental body or Wisconsin statute, or subject to a different dispute resolution process, is excluded from this grievance procedure. This grievance procedure does not create a legally binding contract or a contract of employment.

2. Definitions

A. Definition of "Employee":

- 1) For purposes of discipline and termination under this grievance procedure, an employee is ~~shall be~~ defined to include regular full-time, part-time, and limited term employees. All other individuals employed by the district, including ~~such as~~ casual employees, temporary employees, and short-term substitutes as well as independent contractors, are specifically excluded from the definition of employee and, therefore, this grievance procedure is not available to them.
- 2) For purposes of workplace safety under this grievance procedure, an employee ~~shall~~ **will** be defined to include regular full-time, part-time, limited term, casual, and temporary employees. All other individuals employed by the district are specifically excluded from the definition of employee and, therefore, this grievance procedure is not available to them.

- B. Definition of "Discipline": For purposes of this procedure, "discipline" means an employee 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, **documentation of staff member acts and/or omissions placed in a personnel file, non-disciplinary wage, salary, or benefit adjustments, improvement plans, or suspensions with pay**; 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.

- C. Definition of “Termination”: For purposes of this procedure, “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. **Unless required by law, where separation from employment results from the district’s use of specific statutory procedures for the nonrenewal of a fixed-term employment contract, such separation via nonrenewal is not grievable as a “termination.”**
- D. Definition of “Workplace Safety”: For purposes of this procedure, “workplace safety” includes any conditions, **or anticipated conditions,** of employment related to the physical health and safety of **the employee filing the grievance,** 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.

3. General Provisions

- A. Role and Appointment of “Impartial Hearing Officer”: For purposes of this procedure, the role of the “Impartial Hearing Officer” will be to define the issues, identifying areas of agreement between the parties and identifying the issues in dispute, and to hear the parties’ respective arguments. The impartial hearing officer ~~shall~~ **will** be appointed by the ~~District Administrator~~ **superintendent** based upon the nature of the matter in dispute.
- B. Time Limits: Failure to submit or process a grievance by the employee within the time limits specified below, or agreed upon extensions, ~~shall~~ **will** constitute waiver of the grievance ~~and it will be considered resolved on the basis of the District’s last answer.~~ Failure of a district representative to meet the time limits specified below ~~shall~~ **will** cause the grievance to move automatically to the next step in the procedure within seven (7) days of such failure. A grievance or decision or appeal is considered timely if received by the employer during normal business hours or if postmarked, **or emailed,** by 12:00 midnight on the due date. The time limits contained in this procedure are to be strictly observed and may only be extended upon the express written consent of the parties.
- C. Days: The term “days” as used in this provision means calendar days, excluding holidays. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday, or holiday, the time limit is the next day that is not a Saturday, Sunday, or holiday.
- D. Scheduling: Grievance meetings and hearings will typically be held during the employee’s off-duty hours. Time spent in grievance meetings and hearings ~~shall~~ **will** not be considered as compensable work time.
- E. Representation: The employee ~~shall~~ **will** have the right to representation during the grievance procedure at the employee’s expense.

4. Procedure for Grievances Concerning Employee Terminations and Employee Discipline:

The employer and employee may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

Step 1: An earnest effort **shall will** be made to settle the matter informally between the aggrieved employee and the employee's immediate supervisor. If the grievance is not resolved informally, then it **shall will** be reduced to writing by the employee who **shall will** submit it to the employee's immediate supervisor within fourteen (14) days after the facts upon which the grievance is based first became known, or should have become known, to the employee.

The written grievance shall will provide a detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and indicate the specific relief being sought.

The supervisor will reply in writing to the employee within fourteen (14) days after receipt of the written grievance.

Step 2: If the grievance is not settled in Step 1, and the employee wishes to appeal the decision of the supervisor, the employee **shall will** submit **in writing** a request for administrative reconsideration **by to** the ~~District Administrator~~ **superintendent** or designee within fourteen (14) days of the date the employee received the initial administrative denial of the grievance, or, if no initial response was provided, within fourteen (14) days of the deadline for providing written grievance. **The written grievance must include the name and job title of the grievant and a detailed statement of the grievance, including the issue involved, the relief sought, and the time and date the alleged incident or violation took place, the signature of the grievant and the date the grievance was filed.**

The ~~District Administrator~~ **superintendent** or designee shall provide a final administrative response to the grievant in writing within twenty (20) days of the district's receipt of the request for reconsideration. If the grievance has not been resolved and either (1) has been denied in the form of a final administrative response from the ~~District Administrator~~ **superintendent** or designee; or (2) no final administrative response has been provided by the ~~District Administrator~~ **superintendent** or designee by the applicable deadline for such a response, the grievant may continue to pursue the grievance by filing a request for a hearing as provided under Step 3, below.

Step 3: If the grievance is not settled in Step 2, and the employee wishes to appeal the decision of the ~~District Administrator~~ **superintendent** or designee, the employee shall submit the written grievance to the ~~District Administrator~~ **superintendent** or designee within seven (7) days after receipt of the supervisor's written answer to request a hearing before an impartial hearing officer. The impartial hearing officer will be appointed by the ~~District Administrator~~ **superintendent** or designee. If timely requested, the hearing will normally be scheduled within thirty (30) days of receipt of the request for hearing. The impartial hearing officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The impartial hearing officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript

is necessary. At the conclusion of the hearing, the impartial hearing officer ~~shall~~ **will** render a written decision indicating the reasons for one of four **possible** decisions:

- 1) Sustaining the discipline/termination
- 2) Modifying the discipline/termination
- 3) Denying the discipline/termination
- 4) Recommending additional investigation prior to final determination.

The impartial hearing officer ~~shall~~ **will** issue the written decision to the employee and employer within thirty (30) calendar days from the date of the hearing or **submission** ~~submit~~ of post-hearing briefs. In cases where the impartial hearing officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing ~~shall~~ **will** be scheduled. The impartial hearing officer may apply relaxed standards for the admission of evidence and may request oral or written arguments and replies.

Step 4: The employer or employee may appeal the decision of the impartial hearing officer to the **School** Board in writing within seven (7) days of receipt of the written decision of the impartial hearing officer. The decision of the governing body ~~shall~~ **will** be final and binding upon the parties.

Level of Review: The role of the **School** Board of Education, in reviewing the decision of the impartial hearing officer, is to solely address the following questions:

- 1) Did the impartial hearing officer follow a fair and impartial process?
- 2) Is there evidence of corruption, fraud, or misconduct by the impartial hearing officer?
- 3) Did the impartial hearing officer make an error of law which makes ~~his/her~~ the award invalid?
- 4) Did the impartial hearing officer make an error of fact which makes ~~his/her~~ the award invalid?

After answering the above questions, the **School** Board of Education will decide to uphold, modify, or reverse the decision of the Impartial Hearing Officer. The **School** Board will issue its written decision within sixty (60) days from receipt of the appeal.

5. Procedure for Grievances Concerning Employee Workplace Safety:

The employer and employee may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

Step 1: Any employee who personally identifies, or is given information about, a workplace safety issue or incident must notify his/her immediate supervisor of the issue or incident as soon as reasonably practicable. All workplace safety issues and incidents, no matter how insignificant the situation may appear to be, must be reported by an employee to their immediate supervisor within 24 hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

A written report of the incident or issue, ~~by~~ **of** the person **experiencing or anticipating physical health or safety concerns**, ~~will~~ outlining the events

that transpired and proposed resolution, if any, ~~will shall~~ be submitted to the building principal or direct supervisor for review and consideration within seven (7) days of the incident or issue.

Step 2: After receipt of the written report, the building principal, **direct supervisor**, or designee will conduct additional investigation, as required, and ~~normally~~ issue a final report on its findings and conclusions within thirty (30) days of receipt of the written report. Copies of the report will be given to the persons who signed the written **incident** report as well as to the ~~District Administrator~~ **superintendent** or designee.

Step 3: The employee may appeal the findings and conclusions of the building principal or **direct supervisor** by submitting a request for administrative reconsideration by the ~~District Administrator~~ **superintendent** or designee within fourteen (14) days of the date the employee received the initial administrative denial of the grievance, or, if no initial response was provided, within fourteen (14) days of the deadline for providing written grievance.

The ~~District Administrator~~ **superintendent** or designee ~~shall~~ **will** provide a final administrative response to the grievant in writing within twenty (20) days of the district's receipt of the request for reconsideration. If the grievance has not been resolved and either (1) has been denied in the form of a final administrative response from the ~~District Administrator~~ **superintendent** or designee; or (2) no final administrative response has been provided by the ~~District Administrator~~ **superintendent** or designee by the applicable deadline for such a response, the grievant may continue to pursue the grievance by filing a request for a hearing as provided under Step ~~43~~, below.

Step 4: The employee may appeal the findings and conclusions of the ~~District Administrator~~ **superintendent** or designee and request the appointment of an impartial hearing officer within seven (7) days after receipt of the Building Principal's report. The impartial hearing officer will be appointed by the ~~District Administrator~~ **superintendent** or designee.

If timely requested, the hearing will normally be scheduled within thirty (30) days of receipt of the request for hearing. The impartial hearing officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The impartial hearing officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. At the conclusion of the hearing, the impartial hearing officer ~~shall~~ **will** render a written decision indicating one of three outcomes:

- 1) Sustaining the conclusions of the building principal or **direct supervisor**.
- 2) Denying the conclusions of the building principal or **direct supervisor** and ordering additional or alternative remedial measures.
- 3) Recommending additional investigation prior to final determination.

The impartial hearing officer ~~shall~~ **will** issue the written decision to the employee and employer within thirty (30) calendar days from the date of the hearing or **submission** ~~submittal~~ of post-hearing briefs. In cases where the impartial hearing officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing ~~shall~~

will be scheduled. The impartial hearing officer may apply relaxed standards for the admission of evidence and may request oral or written arguments and replies.

Step 5: The employer or employee may appeal the decision of the impartial hearing officer to the **School** Board in writing within seven (7) days of receipt of the written decision of the impartial hearing officer . The decision of the **School Board** governing body shall **will** be final and binding upon the parties.

Level of Review: The role of the **School** Board of Education, in reviewing the decision of the impartial hearing officer , is to solely address the following questions:

- 1) Did the impartial hearing officer follow a fair and impartial process?
- 2) Is there evidence of corruption, fraud, or misconduct by the impartial hearing officer ?
- 3) Did the impartial hearing officer make an error of law which makes **the** his/her award invalid?
- 4) Did the impartial hearing officer make an error of fact which makes **the** his/her award invalid?

After answering the above questions, the **School** Board of Education will decide to uphold, modify, or reverse the decision of the Impartial Hearing Officer. The **School** Board will issue its written decision within sixty (60) days from receipt of the appeal.

CROSS REFERENCE: 527 Employee Grievances, **527 Rule-2 Impartial Hearing Officer Selection Procedures**

DATE OF ADOPTION: September 19, 2011

REVISED: **XXXXXXXX XX, XXXX**



POLICY 527-RULE(2) IMPARTIAL HEARING OFFICER SELECTION PROCEDURES

In the event an employee grievance related to employee discipline, termination or workplace safety proceeds to a hearing before an impartial hearing officer, the ~~District Administrator~~ **superintendent** or designee ~~shall~~ **will** identify an impartial hearing officer consistent with the following minimum requirements:

- The hearing officer shall be (1) an attorney who is licensed to practice in the State of Wisconsin; or (2) a current or former school administrator who remains licensed by the Department of Public Instruction as either a ~~district administrator~~ **superintendent** or principal, provided the person demonstrates to the satisfaction of the ~~District Administrator~~ **superintendent** sufficient familiarity with the procedures for conducting a fair and impartial hearing; or (3) such another individual deemed qualified by the School Board provided that the **School** Board, upon recommendation by the ~~District Administrator~~ **superintendent**, affirmatively approves the individual's alternative qualifications prior to the person serving as a hearing officer.
- If the hearing officer is an attorney, that individual may be an attorney who (or whose firm) represents the district in ~~some other~~ **another** capacity only if (1) there is no evidence of bias toward either party; and (2) the attorney, or another attorney from the same firm, is not representing the District in any capacity in connection with the grievance in question.
- The hearing officer ~~shall~~ **will** not be an employee of the district.
- ~~Due to their background and experience,~~ **H**earing officers may be identified based on their suitability to hear grievances over particular issues (due to their background and experience). (e.g., an individual may be deemed well-qualified to hear a grievance over a "workplace safety" issue, or perhaps well-suited for grievances other than a grievance over a "workplace safety" issue).
- The hearing officer assigned to any pending grievance must be available to hear the case and render a decision in a timely manner. To the extent that the district has compiled a list of two or more potential impartial hearing officers who the district deems qualified to serve as a hearing officer with respect to any pending grievance, the ~~District Administrator~~ **superintendent** or designee may use a rotational system, random drawing, or similar system to identify the hearing officer who will be contacted first and asked about his/her availability. However, the failure to use such a system ~~shall~~ **will** not be deemed **an** error unless the individual selected as the hearing officer fails to satisfy the statutory requirement of impartiality.

CROSS REFERENCE: **527 Employee Grievances, 527 Rule-1 Employee Grievance Procedures**

DATE OF ADOPTION: November 21, 2011

REVISED: **XXXXXXXX XX, XXXX**

Fall 2024 Para Mentor Check in Summary

Mentor Name	School	Mentor years in district	Mentee name	30 minute meeting conducted	Shadow day conducted	Monthly check in meeting scheduled	What kind of support do they need?	What is getting in the way of you providing the type of mentorship you would like to provide?
19 Para Mentors	6 schools	11	28 new paras	68%	39%	43%	<ul style="list-style-type: none"> • Conflict/Behavior Management • Confidence 	<ul style="list-style-type: none"> • Lack of subs • Scheduling conflicts



EVENTS RUNDOWN

WELLNESS BUDGET TO BUILDINGS

School Wellness Committees will propose activities inline with the Eight Dimensions of Wellness to the building principal for approval.

Building plan must be submitted to the District Wellness Committee by Dec 1, 2024

WELLNESS GRANTS

A small pool of grant dollars is available for projects or activities outside the scope of building wellness allocations.

To apply for grant dollars, please use this [LINK](#)

MONTHLY DISTRICT HIKING/SNOWSHOEING - FREE!!

Join your colleagues from across the District for unguided hiking/snowshoeing at the School Forest!

Tuesday, October 29 - 4:30pm

Tuesday, November 19 - 4:30pm

Tuesday, December 17 - 4:30pm

Tuesday, January 28 - 4:30pm

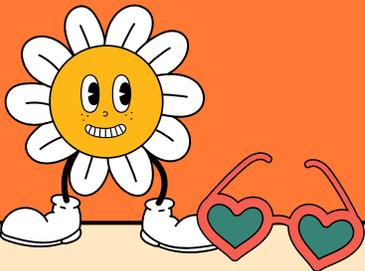
Tuesday, February 25 - 4:30pm

Tuesday, April 1 - 4:30pm

Tuesday, April 29 - 4:30pm

Tuesday, May 27 - 4:30pm

****MEET AT CO RD FF PARKING AREA**



DISCOUNTED WELLNESS OPPORTUNITIES FROM THE COMMUNITY!



RFSD has partnered with a few local wellness inspired businesses to provide discounted pricing for RFSD staff. See the list of participating businesses and their offers below!

Click on the business name to see their website!
Be prepared to show your RFSD badge.

SNAP FITNESS



Free enrollment and reduced membership cost!
Must sign up in person during staffed hours.

TAG PERFORMANCE & NUTRITION



10% off first coaching purchase!

INSPIRING ACTIONS LLC



Intro Special - 4 weeks unlimited yoga for \$59

Unlimited yoga membership for \$119/month, regularly \$129, no contract

10 class yoga package, \$179, regularly \$199, expired in 1 year

FREE gentle class, the 3rd Monday of every month, 4-5pm

HARMONY HANDS REIKI

\$55 per session, regularly \$70
schedule online at: [appointments](#)



Enjoy your treatment and receive discount when payment is made in person.

BEAUTY LOUNGE SALON & BOUTIQUE



15% off boutique purchases

ZUMBA FITNESS

10 PUNCH CARD FOR \$40
(REGULARLY \$50)

WALK IN RATE OF \$5
(REGULARLY \$6)



RIVER CITY IRONWORX GYM



50% off gym membership!
\$30/month (regularly \$60)
no sign up fee (regularly \$20)

HEALING ROOTS WELLNESS CENTER

Clinic options 15-20% off

60 minute massage \$65

90 minute massage \$95

Acupuncture \$72

Acupuncture & 20 min massage \$94

Life Coaching Session \$64

Lifestyle Mgmt Package \$75/mo

Reiki \$55



Studio options 20% off

Unlimited Weekly Studio Classes

\$96

Package of 10 Classes \$108

Community Acupuncture
every Weds evening

\$25-\$55 sliding scale

SANTOSHA STUDIO

First three classes are free!



12 classes for \$90
(reg. \$100)

6 classes for \$49.50
(reg. \$55)

Monthly unlimited \$72
(reg. \$80)

Cycle, Yoga, HIIT, Sculpt, Pound,
Zumba, and Combo classes!

CURVES



3 month RFSD Package \$159.30

(Unlimited workouts, personalized
coaching, no long term commitments,
must be paid in full at time of
purchase.)

Monthly RFSD Package \$59
(20%+ off)
(one month unlimited workouts,
no long term commitments)

RIVER FALLS GOLF CLUB

10% off a membership!

*in addition to any other
current offers,
such as early bird beginning
in December.



LORI'S SALON & DAY SPA

\$5 off haircut/style
with Shana!

(*new clients only)



2 Sauna Sessions - \$50
(regularly \$60)

Expires June 30, 2025.

Name: Date

Question	Answer	Discussion/Brainstorm
What's going great?		
What are you struggling with or worried about?		
How are new staff doing?		
Any staff situations?		
Staffing needs for now/next year?		
How can I better help you?		
Feedback for me?		
Final Thoughts		