



Wisconsin Rapids Board of Education

Personnel Services Committee

510 Peach Street · Wisconsin Rapids, WI 54494 · 715-424-6701

AGENDA

Kathi Stebbins-Hintz, Chair
Larry Davis
Troy Bier
John Krings, President

May 1, 2023

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room A/B

Time: Immediately following the Educational Services Committee meeting, but not before 6:15 p.m.

I. Call to Order

II. Public Comment

Persons who wish to address members of the Committee may make a statement pertaining to a specific agenda item. The Committee Chair will establish limits for speakers due to time constraints. Comments made by the public shall be civil in content and tone. Speakers bear the personal risk if comments made are defamatory, slanderous, or otherwise harmful to another individual. Please keep in mind that this is a Committee meeting of the Board open to the public, and not a public hearing.

III. Actionable Items

- A. Appointments
- B. Resignations
- C. Retirements
- D. School Psychologist Staffing
- E. Board Policy Review
- F. 2023-2024 Open Enrollment Data Review and Application Approvals
- G. FAST (Families and Schools Together)

IV. Consent Agenda

V. Adjournment

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at 715-424-6701, at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board president.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda however, no deliberation or action will be taken by other Committees or the full Board of Education.



BACKGROUND

Kathi Stebbins-Hintz, Chair
Larry Davis
Troy Bier
John Krings, President

May 1, 2023

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room A/B

Time: Immediately following the Educational Services Committee meeting, but not before 6:15 p.m.

I. Call to Order

II. Public Comment

III. Actionable Items

A. Appointments

The administration recommends approval of the following professional staff appointments for the 2023-2024 school year:

Benjamin Vandenberg	Location:	WRAMS
	Position:	Teacher (1.0 FTE)
	Education:	Bachelor's – UW Stevens Point – December 2019
	Major/Minor:	Elementary Education/ESL
	Salary:	\$45,500
Ken Jensen	Location:	WRAMS
	Position:	Teacher (1.0 FTE)
	Education:	Bachelor's – UW Stevens Point – May 2015
	Major/Minor:	Elementary Education/Social Science
	Salary:	\$46,750
Alison Hepp	Location:	Grant Elementary
	Position:	Teacher (1.0 FTE)
	Education:	Bachelor's – UW Eau Claire – December 2022
	Major/Minor:	Emotional Behavioral Disability
	Salary:	\$43,750
Anthony Fannin	Location:	Lincoln High School
	Position:	Teacher (1.0 FTE)
	Education:	Bachelor's – UW Stevens Point – December 2022
	Major/Minor:	History and Social Studies
	Salary:	\$43,000
Lacey Foate	Location:	Lincoln High School
	Position:	Teacher (1.0 FTE)
	Education:	Bachelor's – UW La Crosse – May 2022
	Major/Minor:	Biology/Spanish
	Salary:	\$43,750

Megan McIlheran	Location:	Mead Elementary
	Position:	Teacher (School Counselor) (1.0 FTE)
	Education:	Master's – UW Stout – May 2023 Bachelor's – UW Stout – May 2021
	Major/Minor:	School Counseling, Human Development & Family Studies
	Salary:	\$48,000
Isadora Wagner	Location:	Lincoln High School
	Position:	Teacher (1.0 FTE)
	Education:	Doctorate – University of Mississippi – August 2018 Master's – University of Chicago – June 2006 Bachelor's – University of Iowa – June 2005
	Major/Minor:	English, Humanities, Liberal Studies/Gender Studies, Literature, Literature & History
	Salary:	\$55,000

The administration recommends approval of the following support staff appointments:

Tammy Sullivan	Location:	District
	Position:	Custodian (8.0 hrs/day)
	Effective Date:	April 4, 2023
	Hourly Rate:	\$23.19 (starting rate) / \$24.41 (after six months)
Robyn Vicker	Location:	WRAMS
	Position:	Supervisory Aide (5.75 hrs/day)
	Effective Date:	April 3, 2023
	Hourly Rate:	\$15.67 (starting rate) / \$16.49 (after 60 days)
Jeramey Zych	Location:	Lincoln High School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	April 24, 2023
	Hourly Rate:	\$16.16 (starting rate) / \$17.01 (after 60 days)
Paige Weber	Location:	Lincoln High School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	September 1, 2023
	Hourly Rate:	\$16.16 (starting rate) / \$17.01 (after 60 days)
Tricia Joosten	Location:	District
	Position:	Kitchen Helper (3.0 hrs/day)
	Effective Date:	May 1, 2023
	Hourly Rate:	\$15.72 (starting rate) / \$16.54 (after 60 days)
Stephen Dunn	Location:	District
	Position:	Custodian (8.0 hrs/day)
	Effective Date:	May 5, 2023
	Hourly Rate:	\$23.19 (starting rate) / \$24.41 (after six months)
Allison Eswein	Location:	Woodside Elementary
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	April 24, 2023
	Hourly Rate:	\$16.16 (starting rate) / \$17.01 (after 60 days)
Leanna Lindner	Location:	Woodside Elementary
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	May 1, 2023
	Hourly Rate:	\$16.16 (starting rate) / \$17.01 (after 60 days)

B. Resignations

The administration recommends approval of the following professional staff resignations:

MariJo Zieroth	Location:	THINK
	Position:	Teacher (1.0 FTE)
	Effective Date:	June 5, 2023
	Date of Hire:	August 21, 2000
Zachary Pecha	Location:	Lincoln High School
	Position:	Teacher (1.0 FTE)
	Effective Date:	June 5, 2023
	Date of Hire:	August 29, 2022
Whitney Nurmela	Location:	Woodside Elementary
	Position:	Teacher (1.0 FTE)
	Effective Date:	June 5, 2023
	Date of Hire:	August 29, 2022
Megan Hand	Location:	Lincoln High School
	Position:	Teacher (1.0 FTE)
	Effective Date:	June 5, 2023
	Date of Hire:	August 29, 2022
Susan Niggemann	Location:	District (Elementary)
	Position:	Teacher (1.0 FTE)
	Effective Date:	June 5, 2023
	Date of Hire:	August 19, 1996

The administration recommends approval of the following support staff resignations:

Dawn Sukala	Location:	District
	Position:	Title VI Liaison (5.0 hrs/day)
	Effective Date:	June 2, 2023
	Date of Hire:	September 1, 2020
Cynthia Fellowes	Location:	WRAMS
	Position:	Cashier (3.5 hrs/day)
	Effective Date:	March 17, 2023
	Date of Hire:	October 18, 2021
Daniel Martinez	Location:	Mead Elementary
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	April 20, 2023
	Date of Hire:	September 1, 2022

The administration recommends approval of the following non-represented, certified staff resignation:

Trina Watson	Location:	WRAMS
	Position:	School Nurse (8.0 hrs/day)
	Effective Date:	May 10, 2023
	Date of Hire:	August 29, 2017

C. Retirements

The administration recommends approval of the following professional staff retirement:

Denise Martell	Location:	Pitsch Early Learning Center
	Position:	Teacher (1.0 FTE)
	Effective Date:	June 5, 2023
	Date of Hire:	August 20, 2001

The administration recommends approval of the following support staff retirement:

Renee Heineck	Location:	WRAMS
	Position:	Supervisory Aide (6.0 hrs/day)
	Effective Date:	June 2, 2023
	Date of Hire:	August 23, 1990

D. School Psychologist Staffing

Special education numbers and initial evaluations continue to be high. This position will be responsible for the District's Birth-to-3 program. Last year this position was a 0.40 FTE.

The administration recommends a 0.20 FTE school psychologist position for the 2023-2024 school year.

E. Board Policy Review

Board Policy 539.1 Tutoring, Second Reading

This policy was reviewed and approved for first reading at the regular Personnel Services Committee meeting in April 2023. The administration recommends approval of Board Policy 539.1 Tutoring for second reading. (Attachment A)

Board Policy 321 School Calendar, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in April 2023. The administration recommends approval of Board Policy 321 School Calendar for second reading. (Attachment B)

Board Policy 723.1 Emergency School Closing, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in April 2023. The administration recommends approval of Board Policy 321 School Calendar for second reading. (Attachment C)

Board Policy 723.1 RULE Emergency School Closing Procedures, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in April 2023. The administration recommends approval of Board Policy 321 School Calendar for second reading. (Attachment D)

Board Policy 164 - Board Member Compensation and Expenses, Second Reading

The Board of Education took action at the Board Organizational meeting held on April 24, 2023 to approve an annual salary increase for Board members from the current rate of \$2,700.00 to a new rate of \$3,000.00 effective April 24, 2023. As a result, Board policy needs to be updated to incorporate this change. It is recommended that changes to Board Policy 164 - Board Member Compensation and Expenses be approved for first reading. (Attachment E)

F. 2023-2024 Open Enrollment Data Review and Application Approvals

Currently under open enrollment there are 223 students attending WRPS from other school districts and 427 students who have transferred to other school districts. The District also has an additional 1 nonresident student attending WRPS Project Search under a 66.030 agreement. The following is a history of initial open enrollment applications that have been received.

Initial Open Enrollment Application History

School Year	23-24	22-23	21-22	20-21	19-20	18-19	17-18	16-17	15-16
Transfer In Applications	*34	42	150	40	34	46	47	60	57
Transfer Out Applications	*85	100	78	82	82	96	71	56	81

***Total applications as of April 26, 2023. A final number of applications will be available at the May 1, 2023 PSC meeting.**

The District received 34 applications from parents requesting their child(ren) be allowed to attend the Wisconsin Rapids Public Schools under the Open Enrollment Law, Wis. Stats §118.51, beginning with the 2023-2024 school year. The number of applications received from parents requesting open enrollment approval to attend a school district outside our District is 85.

The administration recommends approval of the Open Enrollment applications under the Open Enrollment Law, pending a review of discipline records and special services needs. (Attachment F)

G. FAST (Families and Schools Together)

Discussion and possible action to approve a one-time stipend for the FAST leaders for the 2022-2023 school year.

The administration recommends paying stipends to the individuals as outlined. This is a one-time stipend for the 2022-2023 school year paid out of the FAST Grant. (Attachments G1, G2)

IV. Consent Agenda

Personnel Services Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the regular Board of Education meeting.

V. Adjournment

539.1 TUTORING

The Board believes that by maintaining a high quality instructional staff and providing for a rich, varied curriculum, the need for individual tutoring is minimized. The Board expects a student's principal and teacher(s) to make every effort to help the student with his/her difficulties at school before recommending that his/her parent(s)/guardian engage a tutor.

Should individual tutoring be recommended in exceptional cases; however, the following guidelines shall be followed in order to protect both the school district and the teachers from charges of conflict of interest.

Guidelines For Tutoring By Professional Staff

It is assumed that teaching of students enrolled in the school district will be accomplished to the fullest extent possible, within the range of the student's abilities and application to learning, without additional cost to the individual.

~~Under no conditions may an employee tutor or give private instruction on school premises for extra remuneration.~~

In certain situations, an employee may tutor or give private instruction on school premises for extra remuneration to be paid for through grant funding. Any hours worked will be outside of the employee's regular work assignment and schedule, and not be subject to overtime compensation. Grant dollars being utilized for supplemental tutoring should be aimed at reducing barriers and closing achievement gaps. Any WRPS program utilizing grant dollars for tutoring will have a standard operating procedure outlining student eligibility, referral processes, and staff expectations that are to be followed.

LEGAL REF.: Section 118.12 Wisconsin Statutes

CROSS REF.: ~~WREA Agreement~~

APPROVED: November 11, 1974

REVISED: January 14, 2002
TBD

321 SCHOOL CALENDAR

The school calendar for the School District of Wisconsin Rapids shall be established by the Board.

The Board encourages and supports reasonable efforts to have the schedule and calendar organized to promote the greatest possible flexibility and effectiveness for the District's instructional program and consistent with the District's mission statement.

The schedule should be organized to promote maximum coordination with other schools, including colleges, in the area. The Board also expects that the internal organization of the program will provide the best possible articulation among the various unit levels in the system.

The Board shall periodically direct the administration to review the organization plans and schedules as often as necessary and feasible.

Consistent with Department of Public Instruction regulations, the Board shall annually schedule at least 437 hours of direct pupil instruction in Kindergarten, at least 1,050 hours of direct pupil instruction in grades 1 through 6, and at least 1,137 hours of direct pupil instruction in grades 7 through 12. *Scheduled hours of instruction may include the hours of instructional programming offered through innovative instructional designs that apply to an entire school or grade level.*

LEGAL REF.: Sections 115.01(10) Wisconsin Statutes
118.045
120.12(15)
120.44
121.02(1)(f)
PI 8-01(2)(f), Wisconsin Administrative Code

CROSS REF.: *Policy 723.1, Emergency School Closings*
Policy 723.1 Rule, Emergency School Closing Procedures

APPROVED: November 11, 1974

REVISED: July 13, 1988
April 9, 2001
September 13, 2016
TBD

723.1 EMERGENCY SCHOOL CLOSINGS

The safety, health, and physical well-being of its students and employees is a priority of the District. In certain circumstances, a decision to close school due to a health or safety concern for a full or partial day may apply only to one or more individual schools. Buses will run whenever and wherever weather permits. In the event of inclement weather or other issues *health or safety concerns such as a communicable disease outbreak, a credible threat to safety, damage to a building, or a utility failure* which cause a need for an emergency school closing, announcements regarding school closings or early dismissal will be made *via the District electronic messaging system to families, the Nixle alert system,* ~~through~~ local media outlets, and the WRPS webpage in accordance with established procedures.

The Superintendent of Schools, or his/her designee in the temporary absence or unavailability of the Superintendent, shall make decisions regarding school closings, early releases, and any program or activity cancellations due to inclement weather or due to other health or safety concerns. If any school is closed by an order of a local health officer or by an order of the Wisconsin Department of Health Services, the administration shall implement the order.

When any District school is closed under this policy for a reason other than inclement weather, the administration shall ensure that the Department of Public Instruction is promptly notified of the closing and reopening of the school(s) and of the reason(s) for and length of the closure(s).

Event Cancellation

If inclement weather or other issues raise questions concerning the safe completion of co-curricular trips that are scheduled after school or on weekends, the District's *Superintendent or his/her* designee shall have final authority to determine whether or not the trip will take place. If a scheduled trip is canceled, it is the responsibility of the coach/advisor to inform participants.

Remote Learning During a School Closure

The District is committed to providing students with a continuity in educational services in the event of an emergency school closing, and supports innovative instructional design including the implementation of remote learning as a means of delivering quality instruction that ensures all students have access to high quality learning experiences and support from teachers. Remote learning would typically be implemented at a time when any extra hours built into the academic calendar (e.g., "snow days") beyond the required hours of instruction set by the Department of Public Instruction (DPI) have been exhausted, or at the discretion of administration.

The Superintendent, or his/her designee, may direct a full or partial day of remote/virtual learning for specific grade level(s) or for one or more District schools on any day that a school is closed under this policy, subject to the following requirements and limitations and to any more specific direction or authority that may be given by the Board of Education for the specific school year.

Remote Learning Expectations

- 1. In the event of an emergency school closing, all students shall participate in remote learning activities. All students will have access to remote learning materials and resources either through learning packets sent home in advance for students from 4K - Grade 5 and/or through the District's learning management system for grades K-12.*
- 2. The school will regularly communicate the remote learning plan to students and families through various methods including email, website, newsletters and learning management systems.*

723.1 RULE EMERGENCY SCHOOL CLOSING PROCEDURES

School Closing - Cancellation

If bad weather during the night makes it impossible for buses to run in the morning, contact will be made to inform local media outlets, an electronic notification will be sent to families using the District electronic messaging system, the Nixle alert system, and a message will be posted to the WRPS webpage concerning the closure as early as possible, but in no case later than 6:30 a.m.

Early Dismissal

1. If bad weather develops during the morning while school is in session, or other issues cause a need for an early school closure, contact regarding the early dismissal will be made to families using the District electronic messaging system, the Nixle alert system, local media outlets, and be posted to the WRPS webpage by 10:00 a.m. advising parents that their children will be sent home early.

2. Lunches will be served to K-12 students before the K-12 students are dismissed.

3. Buses will run according to the following schedule:

Wisconsin Rapids Area Middle School	12:00 p.m.
Assumption High School	12:10 p.m.
Lincoln High School	12:20 p.m.
Elementary Schools (public and parochial)	1:00 p.m.
River Cities High School - A.M. session	11:00 a.m. (as usual)
<i>River Cities High School afternoon and evening sessions will be canceled.</i>	

Early education unit afternoon sessions will be canceled.

Four-Year-Old Morning Kindergarten sessions	10:45 a.m.
<i>Four-Year-Old Kindergarten afternoon sessions will be canceled.</i>	

APPROVED: November 11, 1974

REVISED: October 6, 1983
 November 9, 1987
 November 7, 1991
 June 17, 2002
 February 11, 2008
 March 12, 2012
 January 14, 2019
 September 9, 2019
 December 12, 2022
 TBD

164 BOARD MEMBER COMPENSATION AND EXPENSES

To help remunerate Board members for his/her attendance at Board and Committee meetings and for participation in professional development opportunities and other Board related service, Board members shall be paid an annual salary of ~~\$2,700.00~~ **\$3,000.00 effective April 24, 2023** which will be paid on a monthly incremental basis through direct deposit on the second payroll run each month. The pay period for Board members begins each January 1.

Actual and necessary expenses of a Board member (conference fees, lodging, parking, and/or mileage) shall be reimbursed when incurred in the performance of his/her duties. Reimbursement shall be in accordance with expense reimbursement rates and procedures for District staff members. Travel to locations greater than 300 miles away requires prior approval by a majority of Board members.

Board members may decline their compensation by sending written notification to the District Clerk and Treasurer prior to December 1, that the Board member wishes to refuse his/her salary from January 1 through December 31 in the subsequent year, including any portion of such taxable year that is covered by any additional term of office to which a Board member may be elected or appointed.

Newly elected Board members shall notify the Clerk and Treasurer of their refusal of salary no later than the day on which the Board member takes the official oath of office and before he/she performs any services in his/her capacity as a Board member.

LEGAL REF.: Sections 120.10(3) & (4) Wisconsin Statutes
 120.13(16) & (32)
 120.43(3)
 120.44
 120.45
 2017 Wisconsin Act 9

APPROVED: July, 1978

REVISED:	July, 1979	September, 1985	December 11, 2000
	December, 1981	June 11, 1990	April 9, 2018
	February, 1983	September 11, 2000	<u>TBD</u>

Resident District	PK	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
	Adams Friendship											1			
Auburndale							1								1
Green Bay Area Public													1		1
Marshfield Unified						1									1
Nekoosa	3		1					2			1			1	8
Port Edwards	8	1			1		1					1			12
Stevens Point	3	1	1		1		1		1		1				9
Wild Rose	1														1
Total	15	2	2	0	2	1	3	2	1	0	3	1	1	1	34

Non-Resident District	PK	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
	Appleton								1	1		1			
Auburndale		2						1							3
Elkhorn Area										1					1
Kiel Area	1		1												2
Marshfield Unified	2														2
McFarland (Virtual)			1								1	2			4
Medford (Virtual)										1	2				3
Merrill Area												1			1
Nekoosa	4	2			1					2	2		3		14
Pittsville	3				1		1	1							6
Port Edwards	4	1	1	1	1	1		1			1		1		12
Ripon Area											1				1
Stevens Point	10	6		1			4	1		2		2	1		27
Tomorrow River	2	1									1				4
Waukesha							1								1
Wausau													1		1
Total	28	11	2	2	3	1	6	5	1	6	9	5	6	0	85

In October 2022, the School Board approved the FAST Program. FAST (Families and Schools Together) is an internationally acclaimed parent engagement program. FAST empowers parents to become more effective family leaders and connects families to schools. There are three phases to becoming FAST certified.

Phase I: Before the program began, a certified FAST® trainer conducted a comprehensive, two-day training. (November)

Phase II: Complete 8 weekly meetings with families. (January - March)

Phase III: Each site completes the evaluation process which includes surveys and additional review sessions with the FAST trainer. (April - May)

Pitsch Early Learning Center and Washington Elementary School each completed Phase I and II. They are in the process of completing Phase III. Each team must include a parent partner, school staff, mental health partner and community partner. Information for each member's role can be found in *Attachment F2*. Funds from the School Based Mental Health Grant will be used to pay the stipends. The table below identifies team members, their role, FAST site and their stipend.

Name	Role	Fast Site	Stipend
Nicki Williams	Community Partner Mental Health	Washington	\$960
Makena Detlor	Community Partner Mental Health	Pitsch	\$960
Patricia Keir	Community Based Partner	Washington	\$720
Kathi Stebbins Hintz	Community Based Partner	Pitsch	\$630
Dani Weinhold	Parent Partner	Washington	\$500
Kristin Mras	Parent Partner	Pitsch	\$441
Barb Bondioli	School FAST Coordinator	Washington	\$640
Teri Thomas	School FAST Coordinator	Pitsch	\$640
Kelly Look	School Staff	Washington	\$500
Chris Klopotek	School Staff	Pitsch	\$500
Terri Stilson	School Staff	Pitsch	\$500
Denise Martell	School Staff	Pitsch	\$500

PARENT PARTNER

Job Description: *A parent partner is a parent of a child in the grade in the school in which FAST® is being offered. The parent partner has never been through FAST before and is not a paid employee of the school.*

In the role of Parent Partner you will:

- Attend the complete two-day Phase I Training with the FAST Team
- Assist in welcoming families to each session
- Assist with home visit recruitment
- Assist with the distribution, completion, and collection of all parents' pre and post-test evaluation forms. All pre-test surveys are to be completed before the first session; all post-test surveys are to be completed within two week after the graduation session.
- Co-facilitate the FAST session for the evening
- Facilitate the parent self-help group with support from the community based (CBO) mental health partner and/or graduate parent partner
- Provide table based coaching to parents during all program activities
- Model & explain Special Play in the first parent group and encourage parents to engage in Special Play daily with their child
- Advocate for parents participating in FAST
- Support families to be a successful host for the meal
- Ensure the parent voice is heard at FAST
- Maintain weekly communication with all participating parents and team members through home visits and/or phone calls.
- Send weekly FAST session reminders to parents through the classroom teacher.
- Facilitate mental health/community based referrals for parents with the guidance and support of the CBO partner.
- Attend all sessions of Phase II- 8 week FAST cycle including nightly team processing, weekly team meetings, and team-trainer debriefing as arranged with Certified FAST® Trainer after site visit 1, 2, and 3.
- Attend the Phase III review and FASTWORKS® training

COMMUNITY-BASED PARTNER

Job Description: *The community based partner is a person who works for a community based organization in the community in which FAST® is being held. Two of the four core team members are community based partners. One community based partner is an expert in substance abuse, mental health or domestic violence, and the other is a FAST parent graduate from another school, a community organizer, or a community leader who is knowledgeable about local community resources.*

In the role of the Community-based Partner you will:

- Attend the complete two-day Phase I Training with the FAST team
- Provide community based referrals when/if needed
- Provide table based coaching to parents during all program activities
- Prepare and make available “Special Session” materials and resource information materials to be available for families each session
- Prepare, present and facilitate a “Special Session” and discussion on the fifth session.
- Co-facilitate parent self-help group with the parent and graduate parent partners during the night of the “Special Session” presentation.
- Plan and assist the Recreation Coordinator and other team members with Kid’s Time activities, (i.e. develop self-esteem building activities) during Buddy Time & Parent’s Group.
- Arrange, coordinate and/or transport families to and from group meetings and other services when/if needed as determined by the lead agency partner
- Maintain weekly communication with other team members and provide support and guidance to the parent partners and other team members in maintaining weekly communication with all of the participating parents through home visits and/or phone calls.
- Conduct home visits in collaboration with the parent and graduate parent partners with families when/if needed
- Attend all sessions of Phase II- 8 week FAST cycle including nightly team processing, weekly team meetings, and team-trainer debriefing as arranged with Certified FAST Trainer after site visit 1, 2, and 3.
- Attend the Phase III review and FASTWORKS® training

SCHOOL PARTNER

Job Description: *The school partner is a paid school district employee who works directly or indirectly with the families attending FAST®. Ideally the school partner is the teacher of the grade hosting FAST.*

In the role of School Partner, you will:

- Attend the complete two-day Phase I Training with the FAST Team
- Provide educational consultation for parents and team
- Provide an in-service for school staff to learn about the FAST program
- Coordinate the logistics of holding FAST at the school, including securing space for each hub, space for kids time, and a confidential and private space for each parent group
- Encourage all families in the grade hosting FAST to attend the FAST program by making initial contact with the families to secure permission for other team members to tell them more about FAST
- Assist with home visit recruitment, as needed and as allowed by the regulations of the school district and teachers union, where applicable.
- Assist with the distribution, completion, and collection of all parents' pre- and post-test evaluation forms. All pre-test surveys are to be completed before the first session; all post-test surveys are to be completed within two week after the graduation session.
- Co-facilitate the FAST session for the evening
- Co-develop and prepare play based Kid's Time activities with other team partners and recreational coordinator that reinforce the concepts being taught in the classroom
- Provide table based coaching to parents during all program activities
- In collaboration with the parent partner, send weekly FAST session reminders to parents via the classroom children
- Facilitate mental health/community based referrals for parents with the guidance and support of the CBO partner.
- Attend all sessions of Phase II- 8 week FAST cycle including nightly team processing, weekly team meetings, and team-trainer debriefing as arranged with Certified FAST® Trainer after site visit 1, 2, and 3.
- Attend the Phase III review and FASTWORKS® training

RECREATION COORDINATOR – (OPTIONAL)

Job Description: *The recreation coordinator plans and coordinates Kids Time activities for each age and developmental stage of children attending each FAST® session. The Recreation Coordinator will work closely with the School Partner to co-develop and prepare play based Kids Time activities that reinforce the concepts being taught in the classroom. Recreation coordinators will work closely with the lead agency to co-develop and prepare child care activities and to manage child care and kids time volunteers.*

In the role of the Recreation Coordinator you will:

- Attend the complete two-day Phase I Training with the FAST Team.
- Create a weekly activities plan that is age and developmentally appropriate. Provide the plan with required supplies and materials to the lead agency partner as agreed upon.
- Facilitate, and implement programming that is age and developmentally appropriate for children; such as: arts/crafts projects, large motor activities & cooperative games, school/academic projects or board games. Work closely with the school partner to provide activities that are playful, engaging and supportive of academic curriculum.
- Provide resources to the core FAST Team Members to share with families on fun, free or low cost family activities.
- Assist the core FAST Team Members with set up, clean up and implementation of the meal.
- Supervise child care and Kids Time volunteers and/or staff, as agreed upon by the lead agency.
- Inform the parents and core FAST Team Members if a child gets hurt during child care or Kids Time. Follow the procedures outlined by the lead agency.
- Provide transportation to families, as agreed upon by the lead agency partner.
- Attend all sessions of Phase II- 8 week FAST cycle including nightly team processing, weekly team meetings, and team-trainer debriefing as arranged with Certified FAST® Trainer after site visit 1, 2, and 3.
- Attend the Phase III review and FASTWORKS® training.