

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

Monday, September 11, 2023 - at 7:00 PM or immediately following the 6:00 PM Finance & Facilities meeting  
District Office  
852 E Division Street  
River Falls, Wisconsin 54022

Educational Program Committee members: Alan Tuchtenhagen (Chair), Lindsey Curtis, & Cindy Holbrook  
Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at <https://meetings.boardbook.org/Public/Organization/1447>

1. **CALL TO ORDER - 7:00 PM (or immediately after Finance & Facilities Committee Meeting)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**
4. **CERTIFIED STAFFING UPDATE** **2**  
**Description:** The committee will discuss the recruitment, selection, and hiring timeline for upcoming certified staff openings.  
**Recommended Action:** None, informational only.
5. **NEW TEACHER ORIENTATION REPORT** **3**  
**Description:** The committee will review feedback from the new teacher orientation.  
**Recommended Action:** None, informational only.
6. **EMPLOYEE RETAINMENT REPORT** **4**  
**Description:** The committee will review certified and support staff retention data.  
**Recommended Action:** None, informational only.
7. **INSURANCE CONSULTATION SERVICES REP UPDATE** **16**  
**Description:** The administrative team will provide a request for proposal (RFP) for insurance consultation services for the 2024-25 school year.  
**Recommended Action:** Approve Insurance Consultation Request for Proposal.
8. **HIGH SCHOOL SECRETARY JOB DESCRIPTION**  
**Description:** The administrative team recommends modifications to the duties and responsibilities of the High School Secretary Job Description.  
**Recommended Action:** Approve the revisions to the High School Secretary Job Description.
9. **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.
10. **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 9, 2023, 7:00 p.m. *(or immediately following Finance & Facilities)*  
*The meeting will be held at the District Office, 852 E. Division Street.*
11. **ADJOURN**

CERTIFIED STAFF HIRES								
	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
1	DIST	DIRECTOR OF FINANCE AND FACILITIES MANAGEMENT	4	12/16, 12/20	SMURAWA, C	RESIGNATION	EDWARDS, L.	
2	WS	SPED-CC	2	11/30	GLOMSKI, J	RESIGNATION	STOECKEL, H	Hired on 1/3/23
3	HS	MATH	3	1/3	LANGER, J	RESIGNATION	WESTBERG, L	Hired on 2/27/23
4	GW	4TH/5TH	19	3/29	LINEHAN, S	RESIGNATION	GRESKE, A	
5	GW	2ND GRADE	23	3/23, 3/24	LAPOINT, K	RETIREMENT	HOSSZU, R	
6	GW	1ST GRADE	23	3/23, 3/24	DUNN, H	RESIGNATION	DONAHUE, K	
7	GW	1ST GRADE	23	3/23, 3/25	MAES, A	RESIGNATION	BOSSHART, M	
8	MMS	MATH	12	4/12	STEINBRON, D	RETIREMENT	NELSON, K	
9	MMS	MATH	12	4/12	GAARD, B	TRANSFER	OPATZ, A	(GAARD REPLACES LUMEN, S RESIGNATION)
10	GW	LMC-SPEC.	10	4/5	LEFEBER, J	RETIREMENT	DESVOUSGES, E	
11	RB	PE	19	4/14	ERICKSON, K	RETIREMENT	NELSON, C	
12	GW	SPED-ID	3	4/14	NEW POSITION	NA	BRENNEN-BOBART, E	
13	HS	SPED-ID	2	4/17	GILLES, C	RETIREMENT	REID, M	
14	RB	2ND GRADE BUBBLE	33	4/19	DAVENPORT-HENK, C	RETIREMENT	KELLER, D	(SEVERSON TRANSFERS TO PERM. 1ST GRADE)
15	RCA	ALT-ED	9	4/19	JERRY, J	RETIREMENT	WEISS, J	
16	WS	5TH GRADE	23	4/20, 4/24	KEISER, A	RESIGNATION	JOHNSON, L	
17	HS	MATH	8	5/1	WESTBERG, L	RESIGNATION	THOENNES, M	
18	GW	GW PRINCIPAL	27	5/8, 5/15	SCHURMAN	TRANSFER	SKAPPEL, K	(DAS PETERSON RESIGNATION)
19	RB	2ND GRADE	33	4/19	HUNEKE	RESIGNATION	BUZAY, B	
20	MMS	SCIENCE	9	5/5	MILLER, K	RESIGNATION	LOY, J	
21	HS	ELA	10	5/30	STOKES, C	RESIGNATION	PIETROSKE, K	
22	HS	COUNSELOR	19	5/31	MOE, L	RESIGNATION	FWLER, E	
23	RFPME	PRINCIPAL	11	5/31, 6/8	WELLS	TRANSFER	RODGERS, K	(4TH GRADE, GRAY RESIGNATION)
24	HS	SPEC-CC	6	6/8	NEW POSITION	NA	SCHREIBER, J	
25	HS	PE	9	6/23	CAMPBELL	TRANSFER	KOGER, A	(HS SST)
26	RB	SPED-CC	2	6/21	KEMPER, P	RESIGNATION	NUDD, S	(PARAPROFESSIONAL TRANSFER)
27	HS	COUNSELOR	19	5/31	NEW POSITION	NA	BRUESEWITZ, K	(MENTAL HEALTH GRANT FUNDED POSITION)
28	MMS	SCIENCE	NA	NA	MELSTROM	RESIGNATION	JOHNSON, B	(REINSTATEMENT)
29	GW	ART	5	7/17	GREGORY	TRANSFER	GILLES, H	GREGORY TRANSFERS TO HS ART, BERMAN RESIGNATION)
30	HS	BUS ED	2	7/19	THOMPSON	RESIGNATION	LAVOLD, T	
31	RFPME	READING INTERVENTION	2	7/21	JILK	RETIREMENT	WEBB, J	
32	RB	INSTRUCTIONAL COACH	6	8/4	MADER	RESIGNATION	USGAARD, H	
<b>RETENTION ANALYSIS: REASON</b>								
	<b>YEAR</b>	<b>RETIREMENT</b>	<b>RESIGNATION</b>	<b>TOTAL</b>	<b>RESIGNATION</b>	<b>R/R</b>		
	2018	12	15	27	6.20%	11.16%		
	2019	10	12	22	4.90%	8.98%		
	2020	8.32	13	21.32	5.10%	8.37%		
	2021	7.5	16.5	24	6.47%	9.42%		
	2022	8	22	30	8.46%	11.47%		
	2023	7.5	19	26.5	7.06%	9.85%		
	<b>2018-23 AVERAGE</b>	<b>8.9</b>	<b>16.3</b>	<b>25.1</b>	<b>6.37%</b>	<b>9.87%</b>		
<b>*FTE ADJUSTMENTS ARE NOT NOTED, **NEW/CUTS/LAYOFFS ARE NOT NOTED</b>								



## **NEW TEACHER ORIENTATION REPORT**

### **SUMMARY**

New teaching and certified staff met on August 23-24 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.

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
- First National Bank of River Falls
- River Falls Teacher's Education Association

The following school leaders presented to our new teachers

- Mark Chapin → Character Education
- Amanda Whipkey → Equity-Inclusivity-Diversity and HS Curriculum Overview
- Connie Roetzer, Jeannie Kinney, and Tanya Larsen → EL Instructional Coaching
- Mallory Deziel and Lindsey Mclain → MS Curriculum Overview
- Bridgette Lensing and Jen Johanson → ELEM Curriculum Overview
- Ashley Bingenheimer → Ed. Tech. Vision
- Brian Dado → Intro to the IT Dept.
- Brittany Kaufer → Intro to the IT Dept.
- Mark Inouye → Student Services Update

### **NEW TEACHER FEEDBACK**

- 'It was so valuable to meet everybody and get time in our classrooms. It was very nice to have a soft start. It definitely helps to calm nerves and feel more prepared.'
- 'Everything was great. This is the third different district that I have done a "new teacher orientation" and this was by far the most useful. You treated us all like professionals.'
- 'Overall I thought all topics were relevant I wouldn't add more. It was a lot to digest and it's nice to have Friday off to process all the information.'

## STAFF RETENTION ANALYSIS (2018-2023)

### CERTIFIED STAFF

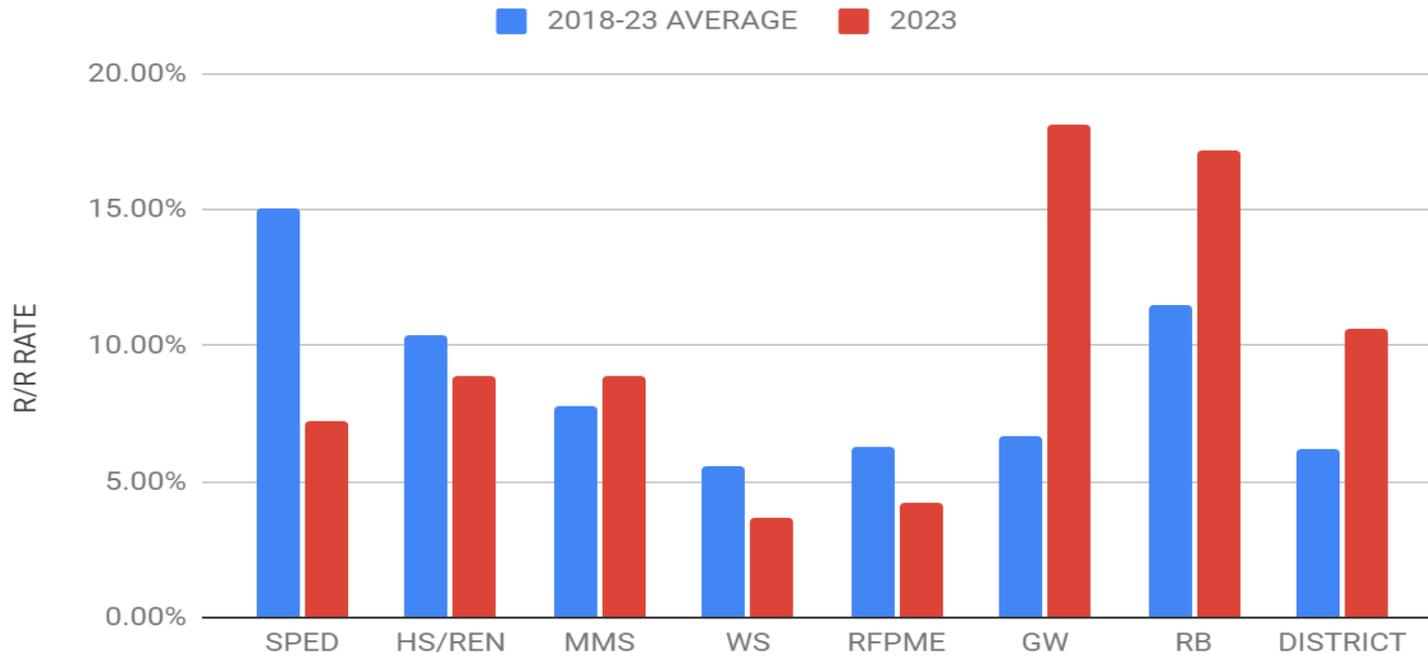
RETENTION ANALYSIS: REASON					TOTAL		TEACHERS		ADMIN	
YEAR	RETIREMENT	RESIGNATION	NEW	TOTAL	RESIGNATION	R/R	RESIGNATION	R/R	RESIGNATION	R/R
2018	12	15	5	32	6.20%	11.16%	6.11%	10.92%	7.69%	15.38%
2019	10	12	9.5	31.5	4.90%	8.98%	5.17%	9.05%	0.00%	7.69%
2020	8.32	13	14.48	35.8	5.10%	8.37%	5.42%	8.89%	0.00%	0.00%
2021	7.5	16.5	5.5	29.5	6.47%	9.42%	6.88%	9.59%	0.00%	6.67%
2022	8	22.5	1	31.5	8.46%	11.47%	8.96%	11.88%	0.00%	13.33%
2023	7.5	19.0	4	30.5	7.06%	9.85%	6.69%	9.64%	13.33%	13.33%
<b>AVE</b>	<b>8.9</b>	<b>16.3</b>	<b>6.6</b>	<b>31.8</b>	<b>6.37%</b>	<b>9.87%</b>	<b>6.54%</b>	<b>10.00%</b>	<b>3.50%</b>	<b>9.40%</b>
<i>*FTE ADJUSTMENTS ARE NOT NOTED, **CUTS/LAYOFFS ARE NOT NOTED ***LTS ARE NOT NOTED</i>										

#### Conclusions

- Resignations were 3.3 above the 6-year average, but decreased from last year.
- Retirements have been generally stable over the past 5 years.

## STAFF RETENTION ANALYSIS (2018-2023)

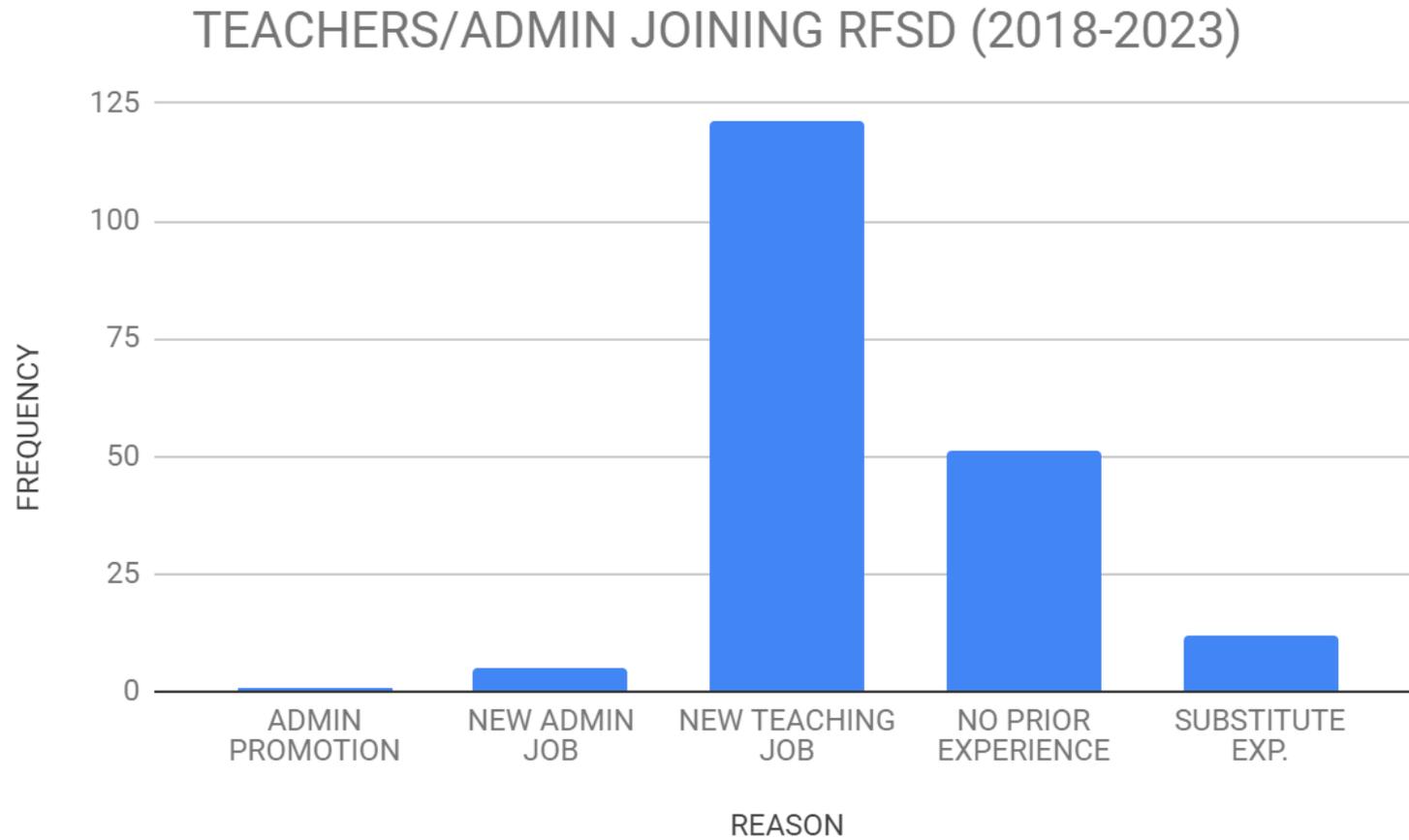
### RESIGNATION+RETIREMENT RATE (2018-2023)



#### **Conclusions**

- At 15%, SPED teaching positions have the highest turnover rate over the past 5 years.
- GW had the highest turnover rate in 2023.
- The 9.9% turnover rate at RFSD is lower than what is being reported statewide ([15.8%](#)).

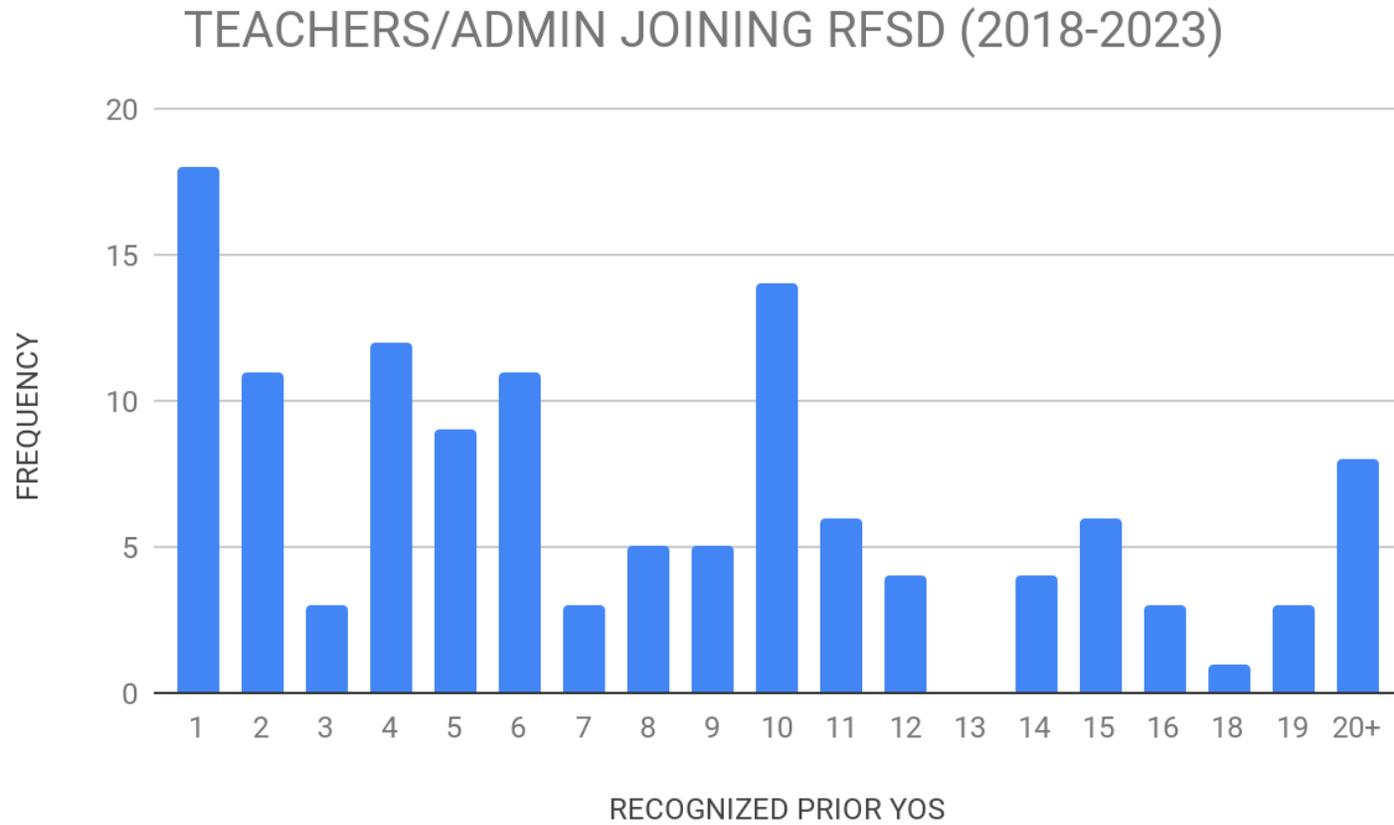
## STAFF RETENTION ANALYSIS (2018-2023)



### Conclusions

- RFSD attracts experienced teachers (121 new hires have had at least one year of experience).
- Given the decrease in teachers entering the profession this has helped the district fill vacancies.

## STAFF RETENTION ANALYSIS (2018-2023)

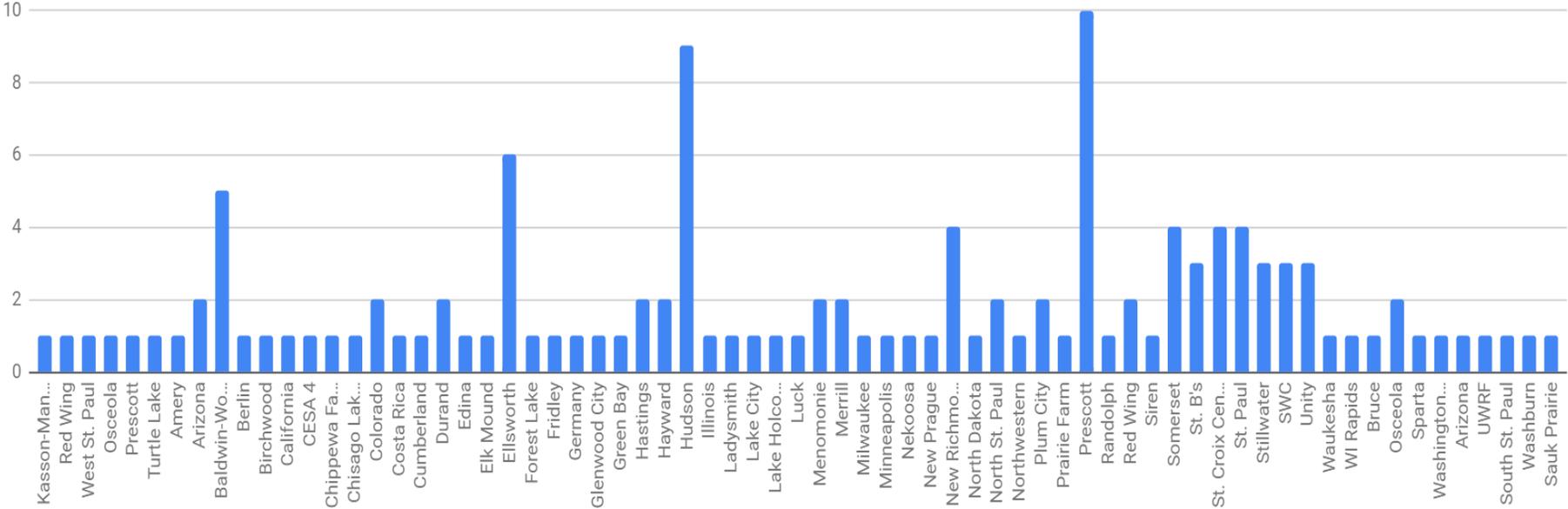


### Conclusions

- The majority of teachers join us with 10 years of experience or less.

# STAFF RETENTION ANALYSIS (2018-2023)

TEACHERS/ADMIN JOINING RFSD OLD DISTRICT (2018-2023)



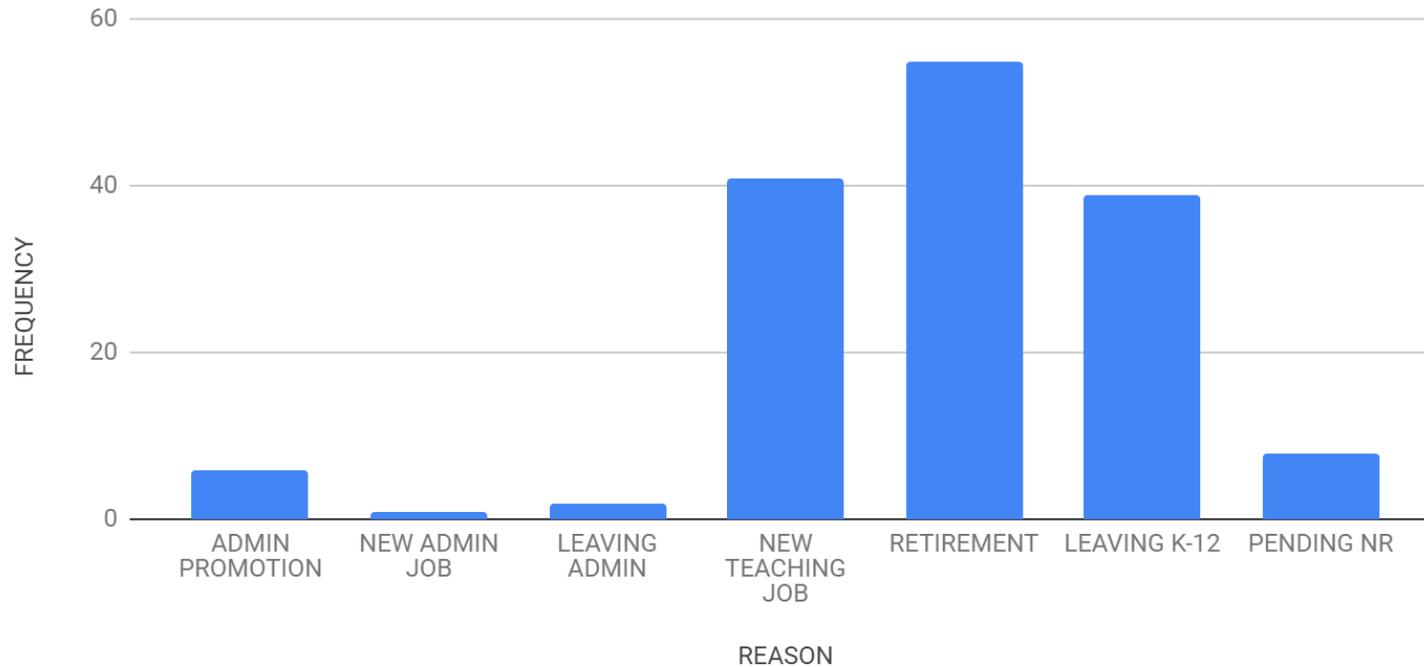
TEACHERS/ADMIN EXITING RFSD OLD DISTRICT (2018-2023)

**Conclusions**

- District within 40 minutes are the most frequent (Prescott-10, Hudson-8, Ellsworth-6, BW-5)

## STAFF RETENTION ANALYSIS (2018-2023)

### TEACHERS/ADMIN EXITING RFSD (2018-23)

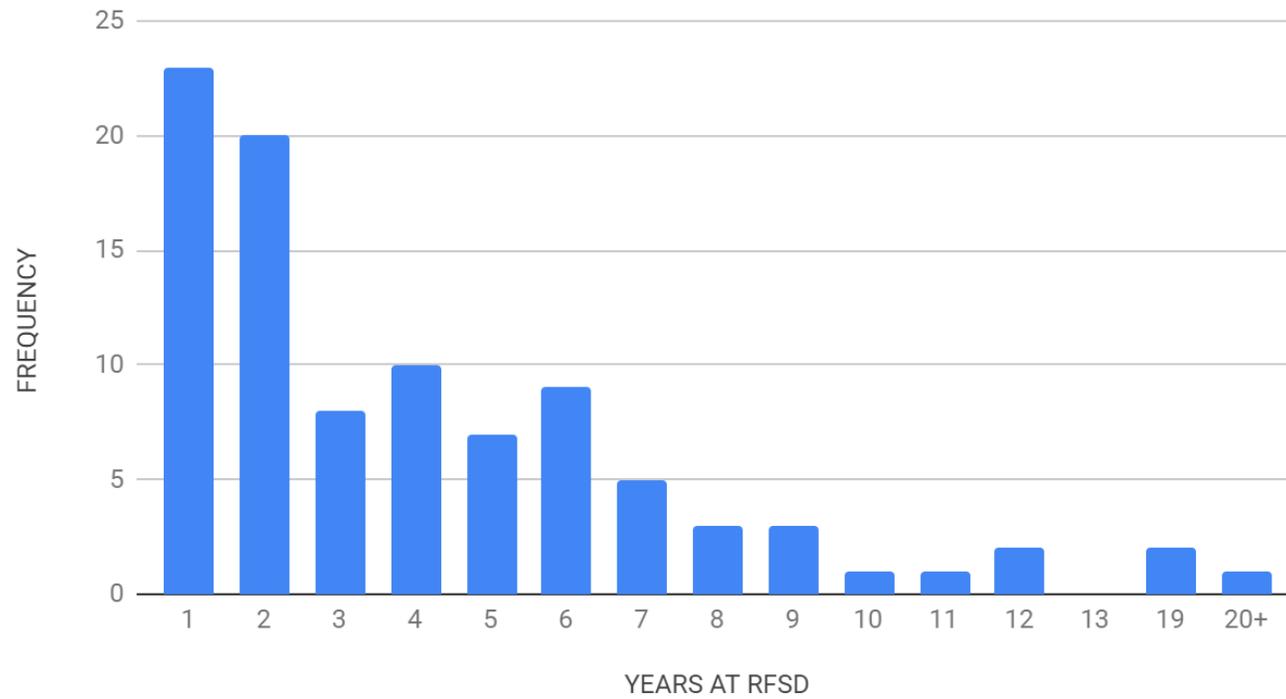


### Conclusions

- Retirement is the most common reason for teachers exiting RFSD, but leaving K-12 is increasing at a much higher rate.
  - Leaving K-12 over the past 6 years
    - 2018: 4
    - 2019: 6
    - 2020: 5
    - 2021: 6
    - 2022: 10
    - 2023: 10

## STAFF RETENTION ANALYSIS (2018-2023)

### TEACHERS/ADMIN EXITING RFSD (2018-23)



#### Conclusions

- 45% of teachers who leave the district do so in year 1 or 2

## STAFF RETENTION ANALYSIS (2018-2023)

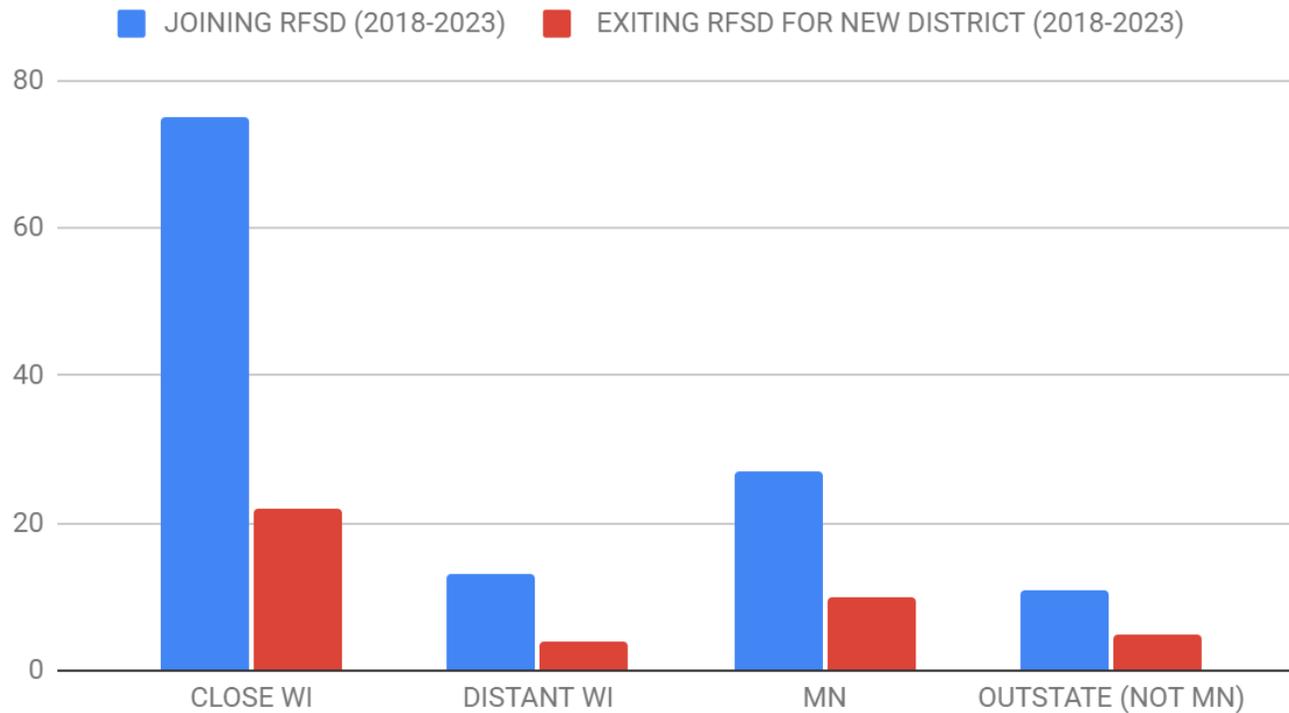
CLASS RETENTION RATE							
YEAR	INITIAL	AFTER 1	AFTER 2	AFTER 3	AFTER 4	AFTER 5	CURRENT
2018	33	29	25	23	20	19	57.58%
2019	31	27	24	22	20		64.52%
2020	32	29	26	20			62.50%
2021	30	25	19				63.33%
2022	31	30					96.77%

### Conclusions

- All but one teacher from last year came back for 2023-24.
- Retention rate is decreasing over time as more teachers choose to pursue careers outside of K-12.

## STAFF RETENTION ANALYSIS (2018-2023)

### EXPERIENCED TEACHER-ADMIN MIGRATION (2018-23)

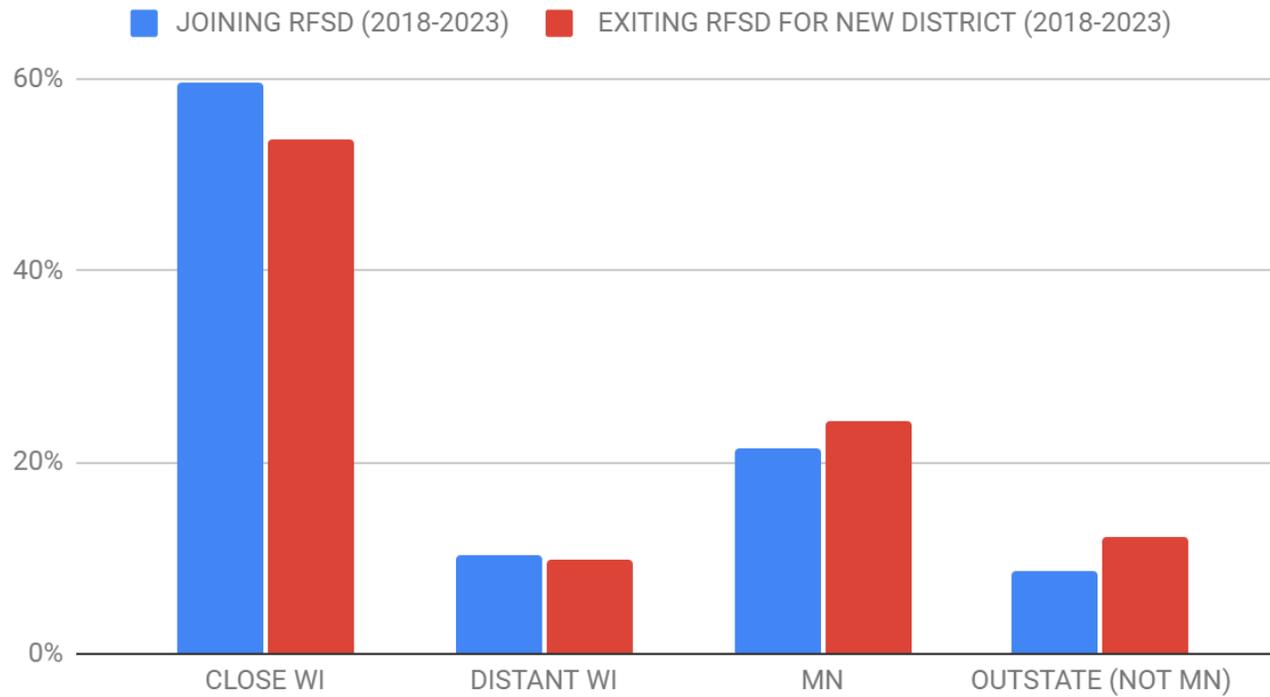


#### **Conclusions**

- We attract and lose the most admin/teachers to the Wisconsin school districts within 2 hours of River Falls.
- Due to retirements and teachers leaving K-12, we have to attract more experienced teachers than we lose.

## STAFF RETENTION ANALYSIS (2018-2023)

### EXPERIENCED TEACHER-ADMIN MIGRATION (2018-23)



#### Conclusions

- The percentage of migration in/out of the district is pretty consistent.

## STAFF RETENTION ANALYSIS (2018-2023)

### SUPPORT STAFF SUMMARY

YEAR	TOTAL SUPPORT STAFF	RB	GW	RFPME	WS	MMS	HS/REN	TRANS	DIST	
2017-18	34		3	2	2	2	8	10	2	5
2018-19	62		8	5	3	9	11	7	12	7
2019-20	44		8.5	6	3.5	4.5	4	9.5	4.5	3.5
2020-21	31		8	4	1	3	4	7	2	2
2021-22	36		4	2	3	0	8	8	5	6
2022-23	63		5	8	7	2	12	19	7	3
<b>AVERAGE</b>	<b>45.00</b>		<b>6.08</b>	<b>4.50</b>	<b>3.25</b>	<b>3.42</b>	<b>7.83</b>	<b>10.08</b>	<b>5.42</b>	<b>4.42</b>

YEAR	TOTAL SUPPORT STAFF	SPED PARA/HA	GEN PARA	MAIN	SUPERVISOR	SECRETARY	AA/ACCT/TECH	DRIVER
2017-2018	34	15		3	11	1	4	0 NA
2018-2019	62	17		16	8	2	7	5
2019-2020	44	15		15	6	0	2.5	1.5
2020-21	31	12		8	7	0	1	1
2021-22	36	16		8	0	0	5	2
2022-23	63	27		17	7	0	5	0
<b>AVERAGE</b>	<b>45.00</b>	<b>17.00</b>		<b>11.17</b>	<b>6.50</b>	<b>0.50</b>	<b>4.08</b>	<b>1.58</b>
CURRENT STAFF LEVEL	196	64		40	30	7	22	8
*Doesn't include subs, trip drivers or seasonal workers								

## STAFF RETENTION ANALYSIS (2018-2023)

### Conclusions

- The support staff groups analyzed have a turnover rate of 20-25%. This rate can be hard to track due to the high volume of transfers and position adds/cuts based on student needs.
- The highest rate of turnover is in the SPED Paraprofessional/Health Aide group. As outlined in a report to the Personnel Committee in Feb, 2023 ([LINK](#)). Exit interview data shows the following issues impacting paraprofessional retention:
  - Why are you leaving?
    - Moving to a position that offers better health insurance benefits.
    - Moving to a position that pays more.
    - Changed to a position that is less physically and/or emotionally demanding.
    - Family situation changed (i.e. having a baby/spouse's job changed/college schedule changed)
    - Moved to a different position in our district.
  - Feedback about the work environment
    - Colleagues are supportive and very willing to help.
    - Communication about the paras schedule could improve.
    - High levels of instructional expectations.
    - It is hard to really know what you are getting into until you are there.



## **INSURANCE CONSULTANT/BROKER RFP UPDATE**

### **SUMMARY**

Seven firms submitted proposals by the August 31 deadline.

1. M3
2. Brown and Brown
3. Gallagher
4. USI
5. JA Counter
6. National Insurance Services
7. Marsh and McLennan

All proposals were comprehensive and addressed all elements that were requested. Each proposal has been reviewed. We are in the process of contacting reference districts (both current and former) for each of the firms that submitted proposals.

### **NEXT STEPS**

#### *Interview*

Based on our review of the proposals and the feedback from reference checks, we anticipate that 3-5 firms will be asked to participate in an interview during the week of September 18. David Bell (Director of Human Resources), Lynette Coy (Director of Finance and Facilities), Amanda Huppert (Benefits Coordinator), and Jamie Benson (District Administrator) will participate in the interview process.

#### *Recommend Consultant/Broker*

The team will recommend a Consultant/Broker at the October Board of Education meeting. The final contract will be negotiated and available for Board approval in November.

#### *2024-25 Benefits Strategic Planning*

Planning for 2024-25 benefits will commence in late 2023. This will include planning sessions with the Insurance Study Committee.