

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

Monday, October 9, 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. **INSURANCE CONSULTATION RECOMMENDATION** 2
Description: The administrative team will recommend an insurance consultant for the 2024-25 school year.
Recommended Action: Approve Insurance Consultant recommendation.
5. **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 revisions to the High School Secretary Job Description.
6. **PRELIMINARY CERTIFIED STAFF RATIOS** 3
Description: Preliminary staffing ratios will be compared to class size guidelines.
Recommended Action: No action, information only.
7. **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 A STAFF RESIGNATION. ROLL CALL VOTE REQUIRED.**
8. **CONVENE TO CLOSED SESSION**
9. **RECONVENE INTO OPEN SESSION AND AFFIRM ACTION TAKEN IN CLOSED SESSION IF NECESSARY**
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, November 13, 2023, 7:00 p.m. (or immediately following Finance & Facilities)
The meeting will be held at the District Office, 852 E. Division Street.
12. **ADJOURN**



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.

Interviews were conducted on September 20 and 21. David Bell (Director of Human Resources), Lynette Coy (Director of Finance and Facilities), Amanda Huppert (Benefits Coordinator), and Jamie Benson (District Administrator) participated in the interview process.

RECOMMENDATION

The team identified Gallagher as the firm that best aligns to our goals and objectives.

NEXT STEPS

Transition

Over the next two weeks, we will work to finalize the transition process moving from our current consultant to Gallagher. This includes ensuring that all insurance providers are provided notice of the change and a business agreement is in place. This will be completed by 11/1/23.

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.

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

343.2

CLASS SIZE

Scheduling parameters shall be set at a student enrollment for all classes as enumerated in guidelines approved by the 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 Board of Education.

CROSS REF.: Attached Guidelines

APPROVED: September 16, 1991

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

DISTRICT CLASS SIZE GUIDELINES

ELEMENTARY

LEVEL	MINIMUM	MAXIMUM	LOOK TO ADD PARA	LOOK TO ADD
			OR PART TIME FTE	CLASS/TCHR
			PER G.L RATIO	PER G.L RATIO
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 sections will be added without Board approval.

MIDDLE SCHOOL

CLASS TYPE	MINIMUM	MAXIMUM
CORE (L.A., Social, Science, Math, Health, PE)	24	30
Exploratory (Art, TE, Music, Foreign Lang., FACE, Computer)	17	27
Lg. Group music (vocal/instrumental)	30	90
Instrumental Individual/Sm. Group Music Lessons (15 min. each)	1	10
Foreign Language (7-8)	18	30
Virtual/E-School (6-8)	24	30

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HIGH SCHOOL

CLASS TYPE	MINIMUM	MAXIMUM
L.A. Social, Math, Health, Science, Computer	20	30
LAB (Science, TE, Ag, Art, FACE)	20	28
<i>Facility, safety, and station dependent</i>		
Lg. Group music (vocal/instrumental)	30	100+
Vocal & Instrumental Individual/Sm. Group Music Lessons	1	10
<i>(15 min. each)</i>		
Phy. Ed (general)	25	35
Swimming/Lifeguarding	20	30
Foreign Language	18	30
Advanced (with Board permission)	15	30
<i>(singleton, safety) examples: engineering physics, AP calculus, adv. power mechanics, and foreign languages levels 3+</i>		
*Virtual/E-School Instructor (9-12)	24	30
**Virtual/E-School Local Education Guide	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.

Any class that goes below the approved minimum must have Board of Education approval to be offered.

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School District of River Falls

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	1.0	1.0
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

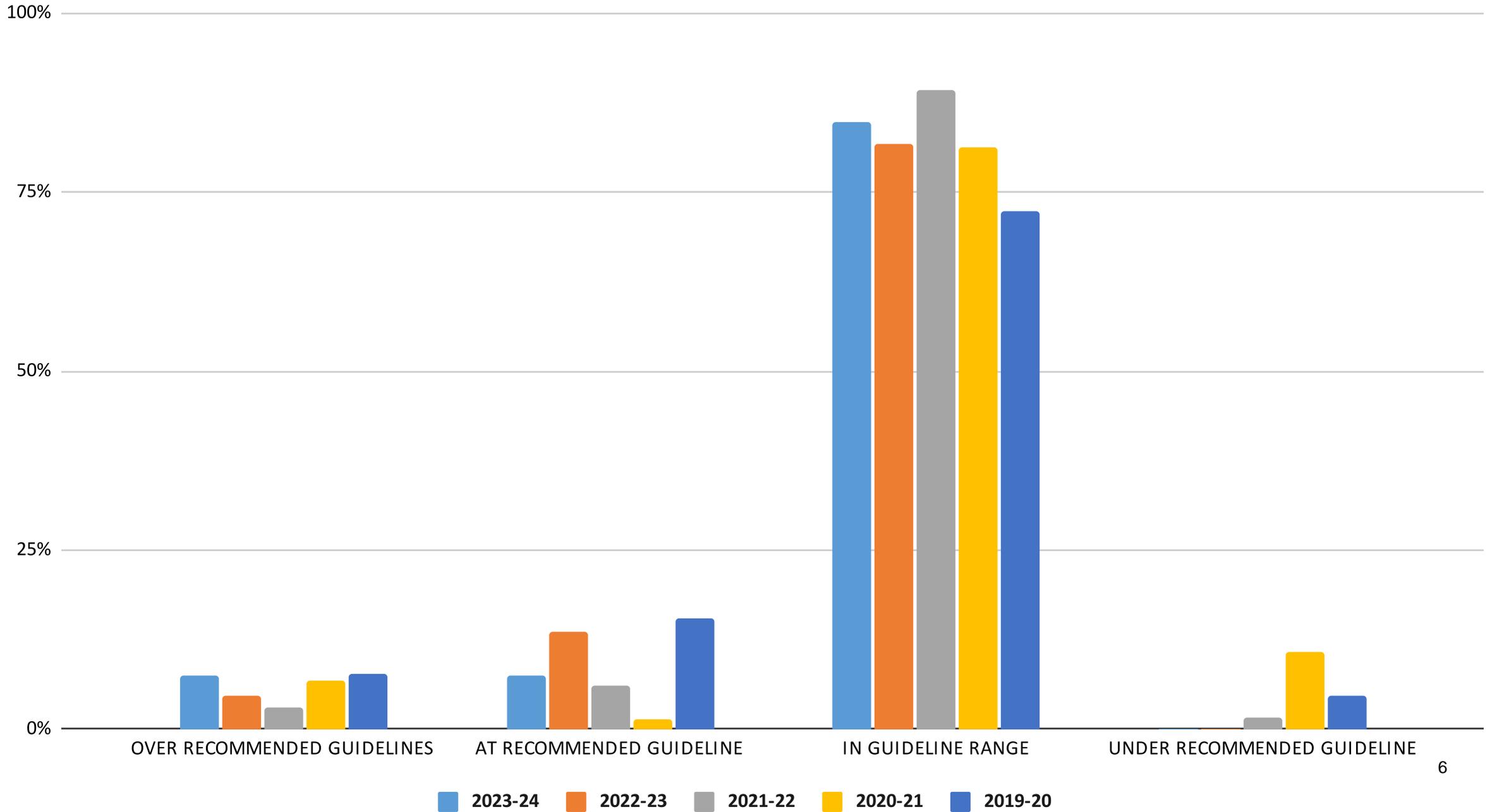
This chart reflects the minimum number of students needed to increase staff to the next level

TEACHER PREP TIME

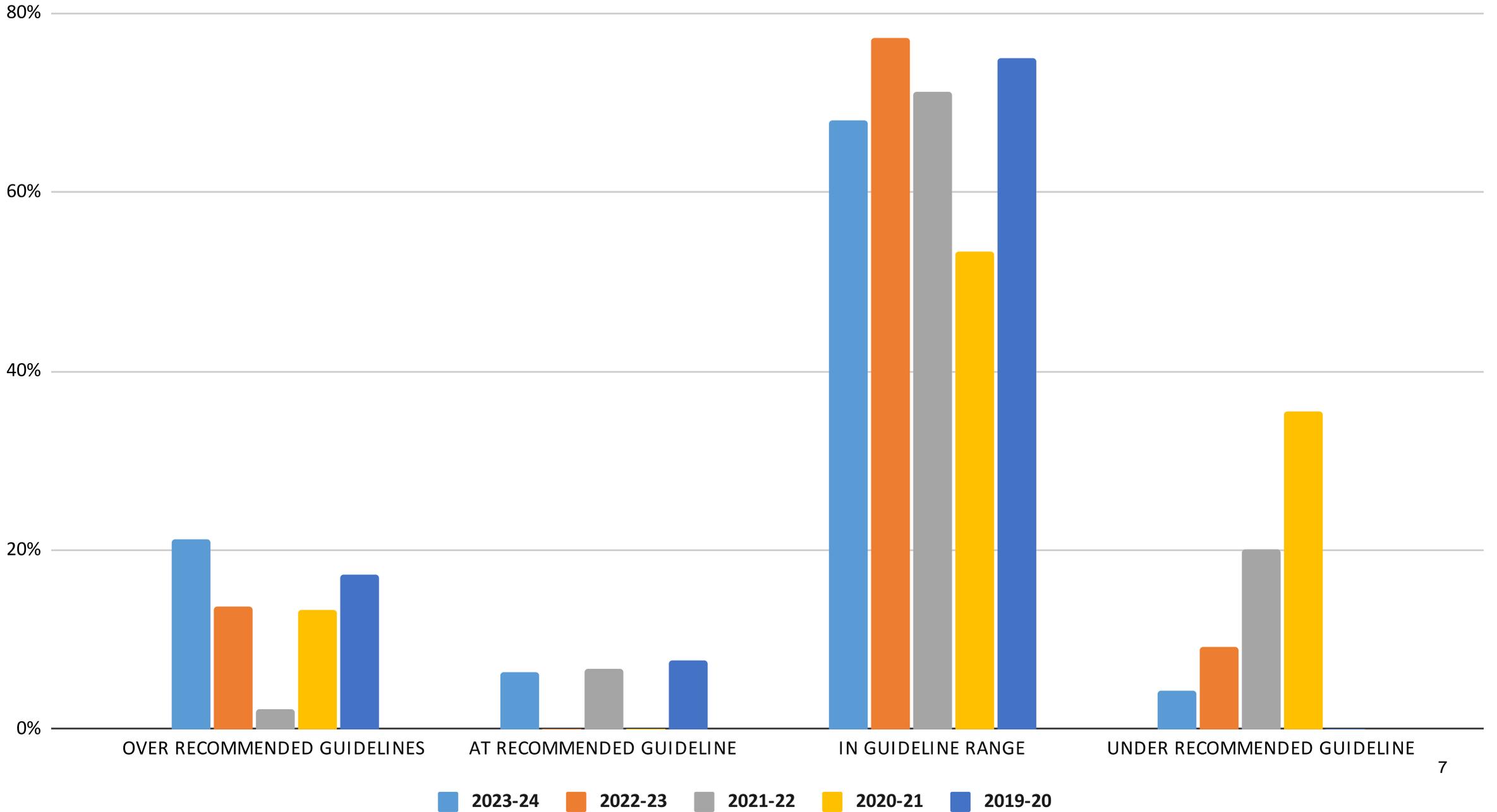
The School District of River Falls believes that teacher prep time is important and has value. It shall be the responsibility of the Building Principal to annually review teacher schedules to assure teachers are provided with an appropriate amount of prep time.

- 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 update 11/9/20 (addition of Virtual/E-School)
- Guidelines update 08/15/22 (addition of JK)

ELEMENTARY CLASS SIZE ANALYSIS



MS CLASS SIZE ANALYSIS



HS CLASS SIZE ANALYSIS

