

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

Monday, March 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

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** 3

**Description:** The committee will discuss the recruitment, selection, and hiring timeline updates.

**Recommended Action:** None, informational only.

5. **DISCUSS 2024-25 HEALTH AND DENTAL INSURANCE CARRIERS** 4

**Description:** This month, multiple carriers submitted fully insured and self-insured health/dental proposals for 2024-25. The Insurance Study Committee met to review the pros/cons of each bid and may be ready to recommend a provider for the 2024-25 school year.

**Recommended Action:** Potentially approve the health/dental insurance provider for the 2024-25 school year.

6. **2025-26 SCHOOL CALENDAR FEEDBACK** 6

**Description:** Over the next month, the Calendar Committee and administrative team will be reviewing the 2025-26 school calendar. Prior to offering a formal recommendation, the committee is seeking input from the Personnel Committee.

**Recommended Action:** None, informational only.

7. **REVIEW POLICY 535.1 PROFESSIONAL STAFF TIME SCHEDULES AND 535.3 JOB SHARING** 7

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

**Recommended Action:** Approve updates to Policy 535.1 and 535.3.

8. **REVIEW REVISIONS TO RIVER FALLS 4 CHILDREN (RF4C) COORDINATOR JOB DESCRIPTION**

**Description:** The administrative team will share recommended revisions to the RF4C Coordinator job description.

**Recommended Action:** Approve the revised RF4C Coordinator Job Description.

9. **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 THE PRELIMINARY NONRENEWAL OF CERTIFIED STAFF AND TO DISCUSS 2024-25 CONTRACT NEGOTIATIONS. ROLL CALL VOTE REQUIRED.**

10. **CONVENE TO CLOSED SESSION**

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

12. **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.

13. **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, April 8, 2024, 7:00 p.m. (*or immediately following Finance & Facilities*)

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

14. **ADJOURN**

CERTIFIED STAFF HIRES								
	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
1	RFPME	UPPER EL. TEACHER		Closes on 3/14	BUROW, M	RESIGNATION (1/12/24)		Filled as LTS through end of 23-24.
2	RFHS	ASSISTANT PRINCIPAL		Closes on 2/26	GRAETZ, T	RESIGNATION (9/30/24)		Filled as LTS through end of 23-24.
3	CO	DIRECTOR OF HUMAN RESOURCES AND LEADERSHIP DEVELOPMENT		Closes on 4/5	BELL, D	TRANSFER (SUPERINTENDENT, BENSON RETIREMENT)		
4	RFPME	INT. COACH		NPY	ROETZER, C	RESIGNATION		
5	RFHS	SPAN/EL		NPY	ENGEL, C	RETIREMENT		
6	GW	5TH GRADE		Closes on 3/24	JACOBSON, K	RESIGNATION		
7	RCA	COORDINATOR		NPY	SILVER, C	RETIREMENT		
8	GW	SPED		Closes on 3/11	OLSON, A	RESIGNATION		
9	RFHS	COUNSELOR		NPY	SUTTON	RESIGNATION (3/8/24)		Filled as LTS through end of 23-24.
10	RB	K		Closes on 3/24	THOMFORDE	RESIGNATION		
11	RFPME	SPED		Closes on 3/21	CHAPMAN	RESIGNATION		
12	RB	K		Closes on 3/24	SOMMERFELDT	RETIREMENT		
13	RB	4TH GRADE		Closes on 3/31	FRIEDE	RETIREMENT		
14	MMS	7TH GRADE MATH		Closes on 3/24	WITT	RETIREMENT		
15	MMS	7TH GRADE MATH		Closes on 3/24	SUTTON, R	RESIGNATION		
16	MMS	HEALTH		Closes on 3/24	LOCKIE	RETIREMENT		

RETENTION ANALYSIS: REASON					
YEAR	RETIREMENT	RESIGNATION	TOTAL	RESIGNATION	R/R
2018	12	15	27	6.20%	11.16%
2019	10	12	22	4.90%	8.98%
2020	8.32	13	21.32	5.10%	8.37%
2021	7.5	16.5	24	6.47%	9.42%
2022	8	22	30	8.46%	11.47%
2023	7.5	19	26.5	7.06%	9.85%
2024	7.0	9.0	16.0		
2018-23 AVERAGE	8.6	15.2	25.1	6.37%	9.87%

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



### INSURANCE RFP UPDATE

The Insurance Study Committee is prepared to make the following insurance recommendations for the 2024-25 School Year.

- Recommendation #1: Approve HealthPartners to serve as the district’s health insurance provider for the 2024-25 school year.
- Recommendation #2: Approve HealthPartners to serve as the district’s dental insurance provider for the 2024-25 school year.

### HEALTH INSURANCE RFP

The District completed a request for proposals (RFP) for the 2024-25 school year. The goal was to maintain the current plan design (deductible, coverage, network). In addition, the district expressed an interest in aligning its deductible period to the plan year. The following carriers submitted proposals:

- Medica→ Fully insured/self insured
- Anthem BlueCross→ Fully insured
- United Healthcare → Fully insured
- HealthPartners → Fully insured

### HEALTH INSURANCE PROPOSALS

Two proposals were identified as the most competitive.

- Medica’s fully insured proposal with no change to the deductible year: 7.9% premium increase over current, with no rate cap in year 2.
- HealthPartners’ fully insured proposal that aligns the deductible year and plan year: 4.0% premium increase over-current, with a rate cap of 12% in year 2.
  - This proposal requires a switch to HP Dental (more information below)
  - This proposal includes a 6-month deductible credit for qualifying deductible expenses between 1/1/24-6/30/24.
  - Due to IRS regulations, deductibles have to be increased to:
    - Base Plan:
      - \$2400-Single (\$400 deductible increase)
      - \$4800-Family (\$800 deductible increase)
    - Alt. Plan: \$4800/\$9450
      - \$4800-Single (\$800 deductible increase)
      - \$9450-Family (\$1450 deductible increase)
  - HP also offered one additional plan option for employees.
    - The Achieve network has fewer in-network options, but has a lower premium.
    - Employees who select this plan will pay a lower premium contribution percentage.

### ISC HEALTH INSURANCE RECOMMENDATION

These factors contributed to the ISC making this recommendation:

- Overall premium savings for the district and employees. The HP plan is \$237,889 less annually when compared to Medica's offer for the same plan.
- The alignment of deductible and plan year is a positive for employees. HP will offer a credit for deductible expenses incurred between 1/1/24-6/30/24. This means employees will effectively have an 18-month deductible accumulation period from 1/1/24-6/30/25. The deductible limits went up slightly, but this should be net positive for employees.
- Generally high level of satisfaction with HP. The 'Empower' Network is the same as the district had in 2021-22 and will offer minimal disruption from the current Medica Network.
- The 'smaller' Achieve network may be a favorable option for employees who primarily use HP sponsored providers or for employees looking for a less expensive premium option.
- This decision means the employees lose access to My Health Rewards Invest Program. This has been a popular way for employees to add to their HSA. However, the overall cost to stay with Medica would have resulted in decreases to the district's contribution to Health insurance.

The attached table shows a comparison between the current plan design with Medica (outlined in column 2 and 3), to HP's comparable 'Empower' network (column 4 and 5), and the Achieve network (outlined in column 5 and 6) ([LINK](#)).

### **DENTAL INSURANCE RFP**

The District completed a request for proposals (RFP) for the 2024-25 school year. The goal was to maintain the current plan design (deductible, coverage, network). The following carriers submitted proposals:

- Delta→ Fully insured/self insured
- Health Partners→ Fully insured/self insured

### **DENTAL INSURANCE PROPOSALS**

Due to HP's incentive to 'bundle' health and dental, the best options to consider were HP's fully insured/self-insured proposals. Of these two options, the self-insured was the most cost effective option. The move to self-insured will mean a premium increase of 5.15%. Switching dental providers will mean employees will get a new annual maximum starting on 7/1/24.

### **VOLUNTARY VISION**

Based on employee feedback, the district will be offering voluntary vision insurance. This is an elective insurance that is paid by the employee. Vision insurance can be used to off-set the costs associated with vision exams, eyeglasses and contact lenses. This option would be available to all benefit eligible employees (i.e. 0.5 FTE or greater). No action is required because this benefit is 100% employee paid ([LINK](#)).

School District of River Falls  
**2025-26 SCHOOL CALENDAR**

**August 2025**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25♦	26♦	27♦	28♦	29

*19-20 – New Teacher Orientation  
25-28 – Teacher In-service*

**September 2025**      **21**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

*1 – No School (Labor Day)  
2 – First Student Day*

**October 2025**      **22**

M	T	W	TH	F
		1	2	3
6♦	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

*6 – No School (Teacher In-service)  
(HS Virtual Day)*

**November 2025**      **16**

M	T	W	TH	F
3Q	4♦	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25T	26	27	28

*4 – No School (Teacher In-service, Election)  
26-28 – No School (Thanksgiving Break)*

**December 2025**      **16**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

*23-31 – No School (Winter Break)*

**January 2026**      **19**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19*	20	21	22	23Q
26♦*	27	28	29	30

*1, 19 – No School (Vacation)  
26 – No School (Teacher In-service)*

**February 2026**      **19**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16♦*	17	18	19	20
23	24	25	26	27

*16 – No School (Teacher In-service)  
(HS Virtual Day)*

**March 2026**      **17**

M	T	W	TH	F
2	3	4	5	6T
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

*16-20 – No School (Spring Break)*

**April 2026**      **21**

M	T	W	TH	F
		1	2	3Q
6♦*	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

*6 – No School (Teacher In-service)*

**May 2026**      **19**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15♦*
18	19	20	21	22
25	26	27	28	29

*15 – No School (Teacher In-service)  
25 – No School (Memorial Day)*

**June 2026**      **5**

M	T	W	TH	F
1	2	3	4	5
8♦*	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

*5 – Last Day of School  
8 – Teacher In-service*

**Quarters (Secondary):**

- 1: 9/2/25-11/3/25 (44 days)
- 2: 11/5/25-1/23/26 (46 days)
- 3: 1/27/26-4/3/26 (43 days)
- 4: 4/7/26-6/5/26 (42 days)

**Trimesters (Elementary):**

- 1: 9/2/25-11/25/25 (59 days)
- 2: 12/1/25-3/6/26 (59 days)
- 3: 3/9/26-6/5/26 (57 days)

First Student Day: September 2, 2025  
 No School Days:   
 Graduation Day: TBD  
 Last Student Day: June 5, 2026  
 Possible Make-Up Days: \*

Student Days	175
Parent Teacher Conference Days	2
Work/In-service Days ♦	11
<b>Total Days</b>	<b>188</b>



## POLICY 535.1 PROFESSIONAL STAFF TIME SCHEDULES (formerly GCJ)

Teachers ~~personnel~~ **will** shall be available during the assigned work day a ~~minimum of 15 minutes~~ both prior to the beginning of the actual student day and after dismissal for the purpose of meeting with students for individual help, planning and preparation, assisting with administrative duties, and discipline and order in the halls and the individual classrooms or teaching stations.

Building principals are authorized to adjust an individual teacher's work day (setting the before and after time to equal eight hours) on a daily basis based on good and sufficient reasons.

Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats. Although professionals' work is not limited to any specified number of hours or days per week, the typical hours of work for full-time employees in positions authorized as "40 hours per week" are considered to be eight hours per day Monday through Friday including a duty-free 30-minute lunch period.

Teachers are required to attend all mandatory administratively-called staff meetings. Administratively-called meetings may begin 30 minutes before the normal workday begins or extend 30 minutes later than the end of the normal workday. The annual number of staff meetings shall be established by the District. The administration will attempt to provide reasonable notice of such meetings. Teachers who are required to attend administratively-called meetings will receive no additional remuneration above their regularly paid salaries for attending such meetings.

For the purposes of this policy, the definition of teacher includes classroom teacher, counselor, school psychologist, Library Media Specialist, and Speech/Language Pathologist.

LEGAL REFERENCE: Fair Labor Standards Act, Wisconsin Municipal Employee Relations Act, Wis. Stats 111.70(1)(L)

CROSS REFERENCE: ~~WCEA River Falls Agreement~~ **Employee Handbook**

DATE OF ADOPTION: March 19, 1973

REVISED: September 19, 1983, October 20, 1986, September 16, 1991, March 16, 1992, January 20, 1997, December 17, 2007, **March 11, 2024**



## **POLICY 535.3 JOB SHARING (formerly GCIA)**

The School District of River Falls provides the opportunity for employees to propose job sharing arrangements. Proposals for job sharing positions shall be considered on the basis of the value to and impact on students. The district recognizes that proposals can be one method to retain staff members who, for personal or family reasons, have a desire to share job responsibilities.

### **New Job Sharing Arrangement**

1. New job share arrangements will not be considered if there is only one employee interested.
2. Two employees wishing to apply for a new job sharing arrangement will initiate their request to do so with the principal/supervisor of all impacted schools/departments. All initial job share requests must be submitted by March 15.
3. A request for a new job sharing arrangement will include the position to be shared, the rationale for the job-share proposal, the division of responsibilities, and the estimated length of the job share arrangement.
4. The principal/supervisor of the impacted school/department will be responsible for forwarding the recommendation to the superintendent.
5. The approval of a job share arrangement is at the sole discretion of the superintendent or designee. Approval shall be at the discretion of the School Board on a yearly basis.

### **Continuing Job Sharing Arrangement**

1. Job sharing arrangements will be approved on a one-year basis. The principal/supervisor is responsible for evaluating the effectiveness of the arrangement and recommending if the job sharing arrangement should be extended. The Principal will program administrator shall exercise complete responsibility for the management of the job-sharing arrangement program.
2. The principal/supervisor recommendation should be shared with the impacted employees and the superintendent by January 15.
3. If one of the employees involved in the job sharing arrangement resigns, then the District will attempt to find a qualified replacement to preserve the arrangement. However, if a qualified replacement can not be found, then the job sharing arrangement will end and the entire percentage of the job-share position shall revert back to the remaining employee in the job share arrangement.

LEGAL REFERENCE: Fair Labor Standards Act, Wisconsin Municipal Employee Relations Act, Wis. Stats 111.70(1)(L)

CROSS REFERENCE: Policy 543, Recruitment and Hiring of Support Staff, Administrative Procedure 535.3, Guidelines for Job Sharing Administrative Procedure GCC, Recruitment of Staff

DATE OF ADOPTION: March 19, 1973

REVISED: September 19, 1983, October 20, 1986, September 16, 1991, March 16, 1992, January 20, 1997, December 17, 2007, **March 11, 2024**