

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

October 14, 2024 - 6:00 PM

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 - 6:00 PM**

**2. MANNER OF PUBLIC NOTIFICATION OF MEETING**

**3. HEARING OF VISITORS OR DELEGATIONS**

**4. CLASS SIZE ANALYSIS**

**3**

**Description:** Preliminary class sizes will be compared to class size guidelines.

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

**5. ANALYSIS OF CERTIFIED/SUPPORT STAFF EMPLOYEE RETAINMENT**

**10**

**Description:** Retention rates of different employee groups will be shared and analyzed.

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

**6. CORE MENTOR COMPENSATION PLAN**

**19**

**Description:** A compensation plan for the new Core Mentor Program, to be put in place for the 2025-26 school year will be shared.

**Recommended Action:** Approve Core Mento Compensation Plan.

**7. APPROVE 2025-26 SCHOOL YEAR CALENDAR**

**20**

**Description:** The calendar committee is recommending the 2025-26 school calendar. The school calendar will include the school year start/end dates, in-service days, and vacation days.

**Recommended Action:** Approve the 2025-26 school year calendar.

**8. 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.**

**9. CONVENE TO CLOSED SESSION**

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

**11. 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.

**12. 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 11, 2024, 7:00 p.m. *(or immediately following Finance & Facilities)*

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

13. ADJOURN

**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**

<b>LEVEL</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>	<b>LOOK TO ADD PARA</b>	<b>LOOK TO ADD</b>
			<b>OR PART TIME FTE</b>	<b>CLASS/TCHR</b>
			<b>PER G.L RATIO</b>	<b>PER G.L RATIO</b>
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**

<b>CLASS TYPE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
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

**SCHOOL DISTRICT OF RIVER FALLS**  
**River Falls, Wisconsin 54022**

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**HIGH SCHOOL**

<b>CLASS TYPE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>L.A. Social, Math, Health, Science, Computer</b>	20	30
<b>LAB (Science, TE, Ag, Art, FACE)</b>	20	28
<i>Facility, safety, and station dependent</i>		
<b>Lg. Group music (vocal/instrumental)</b>	30	100+
<b>Vocal &amp; Instrumental Individual/Sm. Group Music Lessons</b>	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>		
<b>*Virtual/E-School Instructor (9-12)</b>	24	30
<b>**Virtual/E-School Local Education Guide</b>	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.

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**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**  
**River Falls, Wisconsin 54022**

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

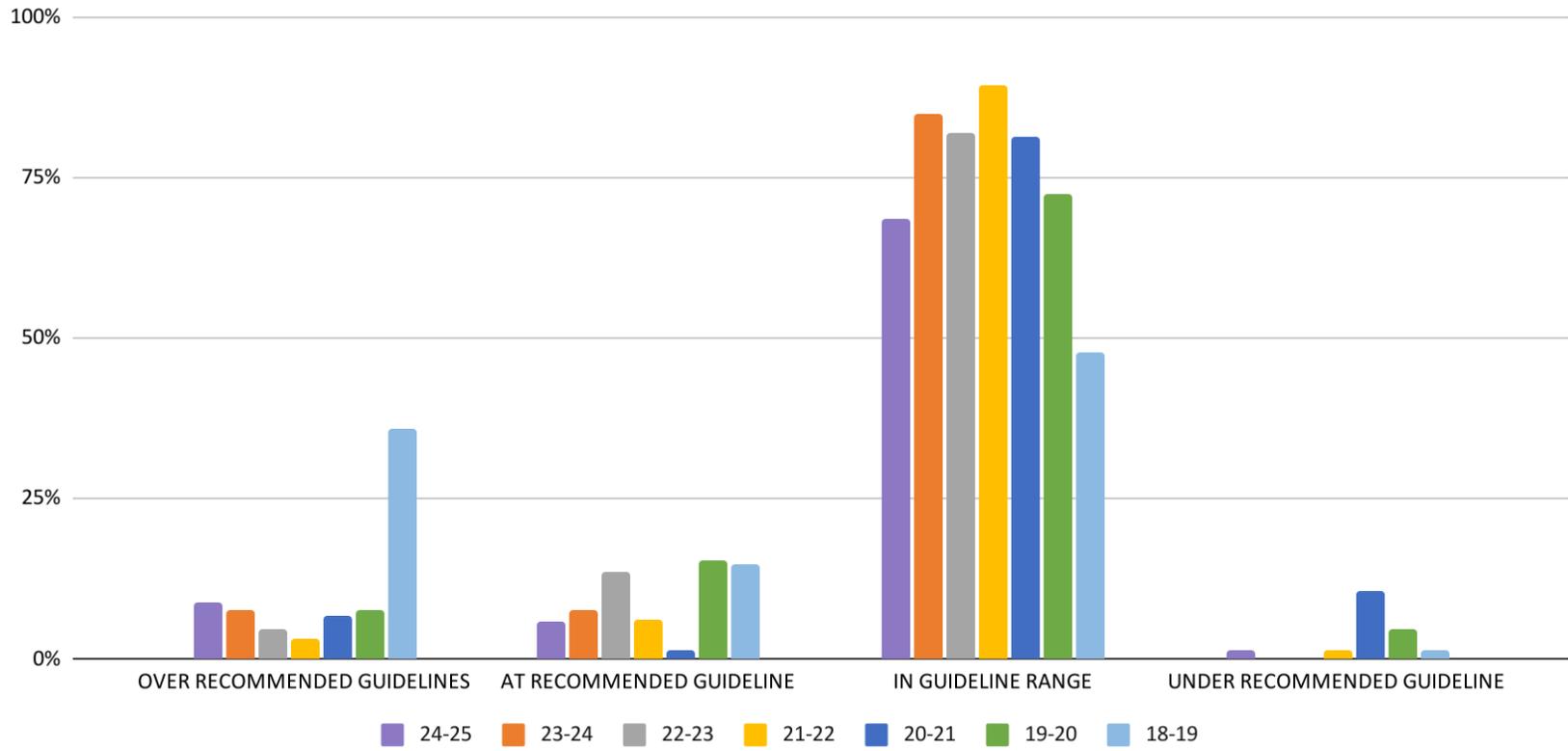
**TEACHER PREP TIME**

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)

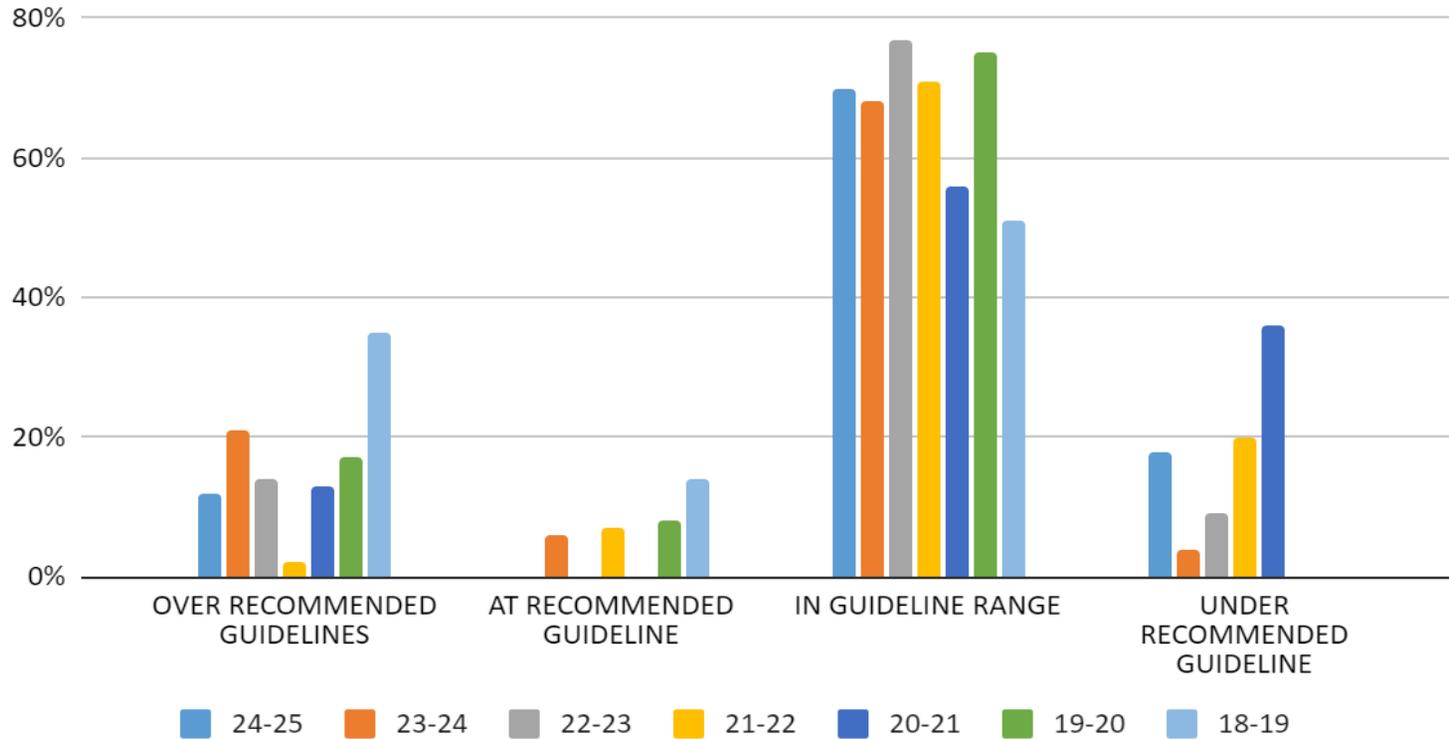
ELEMENTARY CLASS SIZE ANALYSIS  
10-14-24

Elementary Class Size Analysis



MIDDLE SCHOOL CLASS SIZE ANALYSIS  
10-14-24

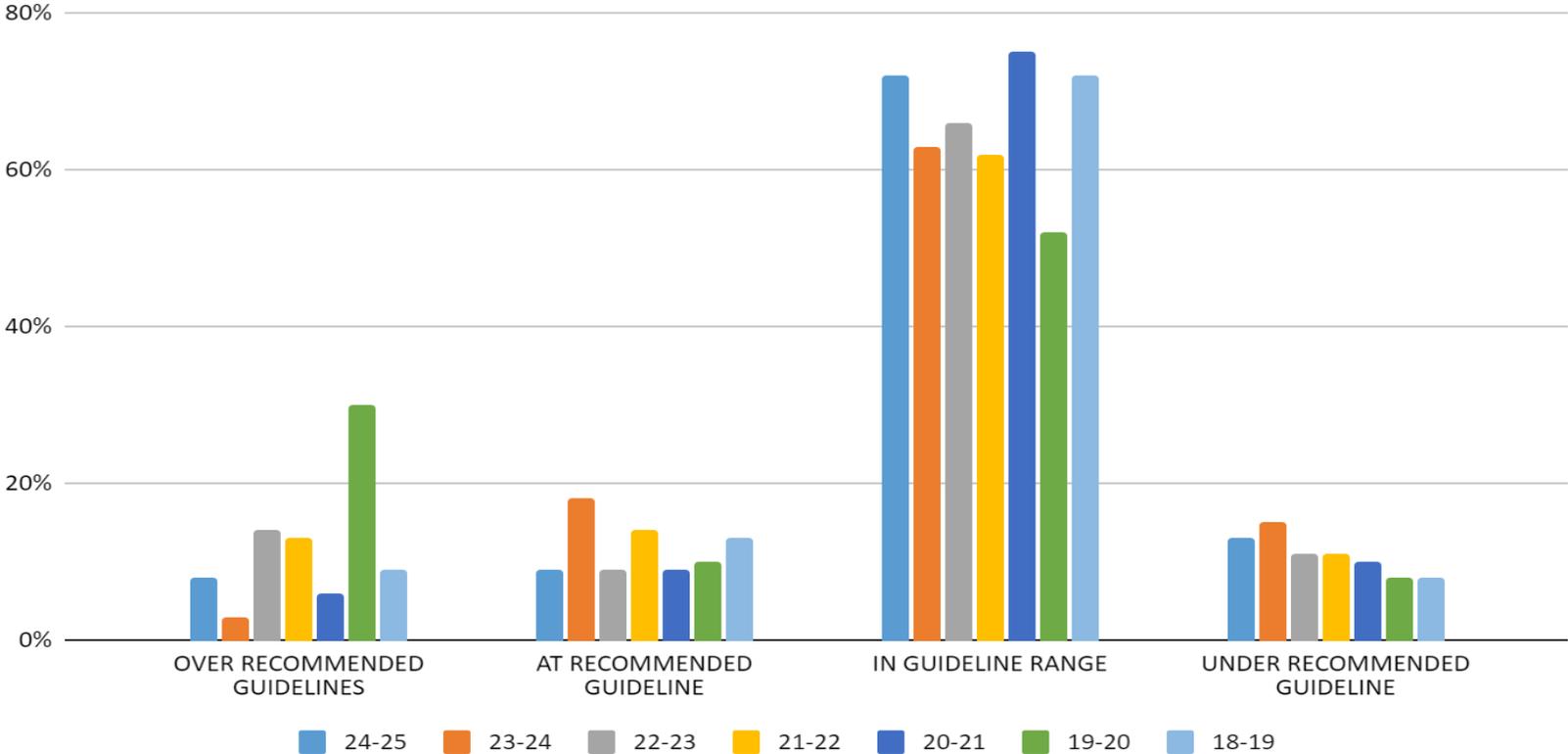
MS CLASS SIZE ANALYSIS



	TOTAL SECTIONS	SECTIONS OVER GUIDELINES	% OVER
MS	357	58	16%

HIGH SCHOOL CLASS SIZE ANALYSIS  
10-14-2024

HS CLASS SIZE ANALYSIS



	TOTAL SECTIONS	SECTIONS OVER GUIDELINES	% OVER
HS	455	55	12%



**STAFF RETENTION ANALYSIS (2018-2024)**  
**CERTIFIED STAFF**

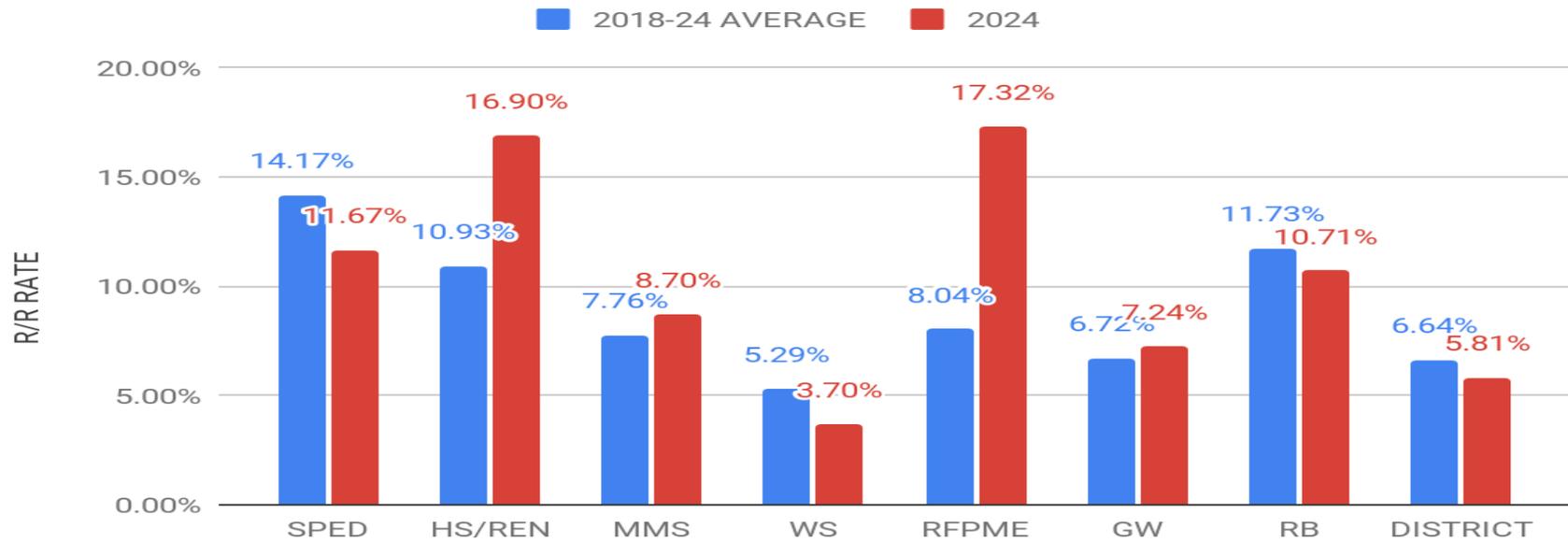
RETENTION ANALYSIS: REASON					TOTAL		TEACHERS		ADMIN	
YEAR	RETIREMENT	RESIGNATION	NEW	TOTAL	RESIGNATION	R/R	RESIGNATION	R/R	RESIGNATION	R/R
2018	12	15	5	32	6.20%	11.16%	6.11%	10.92%	7.69%	15.38%
2019	10	12	9.5	31.5	4.90%	8.98%	5.17%	9.05%	0.00%	7.69%
2020	8.32	13	14.48	35.8	5.10%	8.37%	5.42%	8.89%	0.00%	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%
2024	8.0	22.0	2	32.0	8.11%	11.05%	7.80%	10.53%	13.33%	20.00%
<b>AVERAGE</b>	8.8	17.1	5.9	31.8	6.61%	10.04%	6.72%	10.07%	4.91%	10.92%
<i>*FTE ADJUSTMENTS ARE NOT NOTED, **CUTS/LAYOFFS ARE NOT NOTED ***LTS ARE NOT NOTED</i>										

**Conclusions**

- Resignations were 4.9 above the 7-year average. Increase of 3 over last year
- Percent of resignations and retirements in 2024 were greater than the 7 year average
- Retirements have been generally stable over the past 6 years.

## STAFF RETENTION ANALYSIS (2018-2024) CERTIFIED STAFF

### RESIGNATION+RETIREMENT RATE BY BUILDING/JOB (2018-2024)



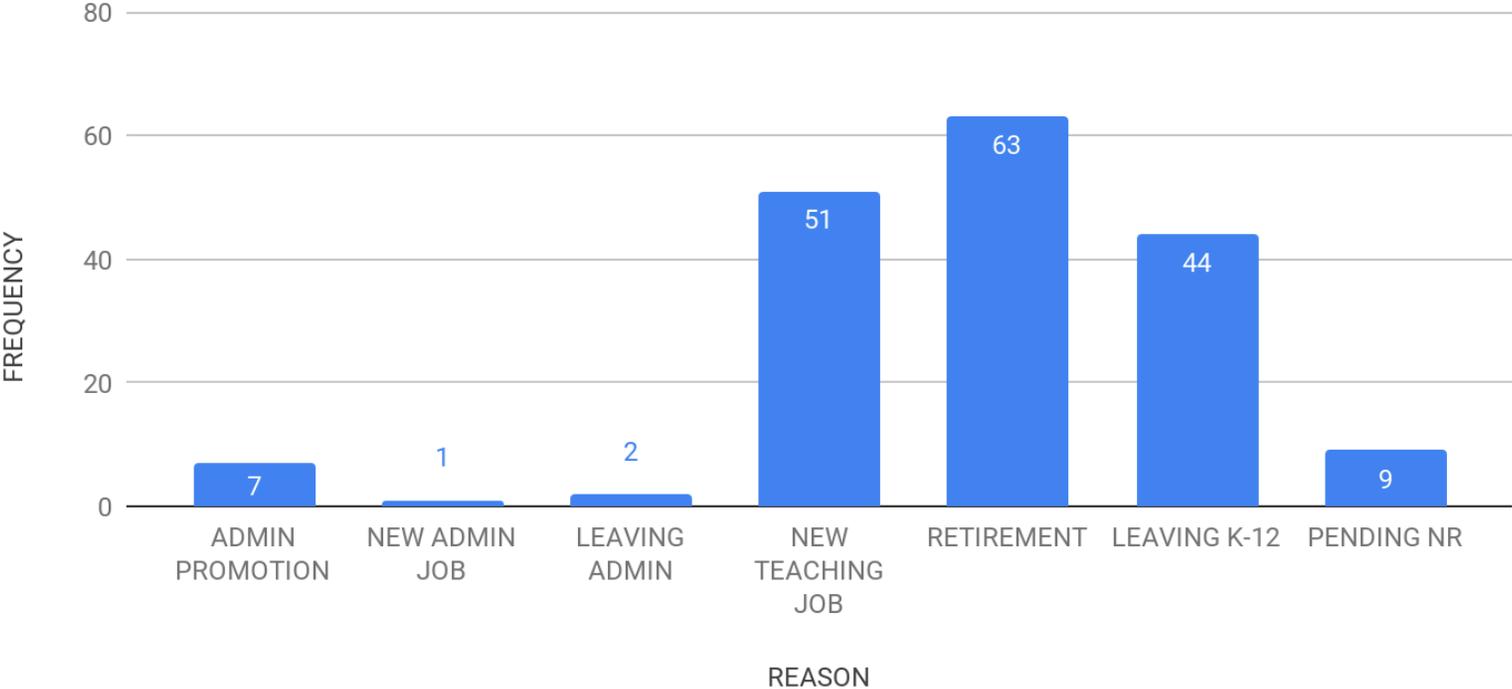
	SPED	HS/REN	MMS	WS	RFPME	GW	RB	DISTRICT
<b>Current Staff Level</b>	<b>42.85</b>	<b>70.99</b>	<b>46</b>	<b>27</b>	<b>11.55</b>	<b>27.63</b>	<b>28</b>	<b>17.2</b>

#### Conclusions

- At 14.2%, SPED teaching positions have the highest turnover rate over the past 7 years.
- HS/RCA had 11/1 resignations/retirements in 2024. This is the highest in the last 4 years.
- RFPME had the highest turnover rate in 2024 (n=2).
- The 11.1% turnover rate at RFSB is lower than what is being reported statewide (15.8%).

**STAFF RETENTION ANALYSIS (2018-2024)**  
**CERTIFIED STAFF**

**TEACHERS/ADMIN EXITING RFSD (2018-24)**



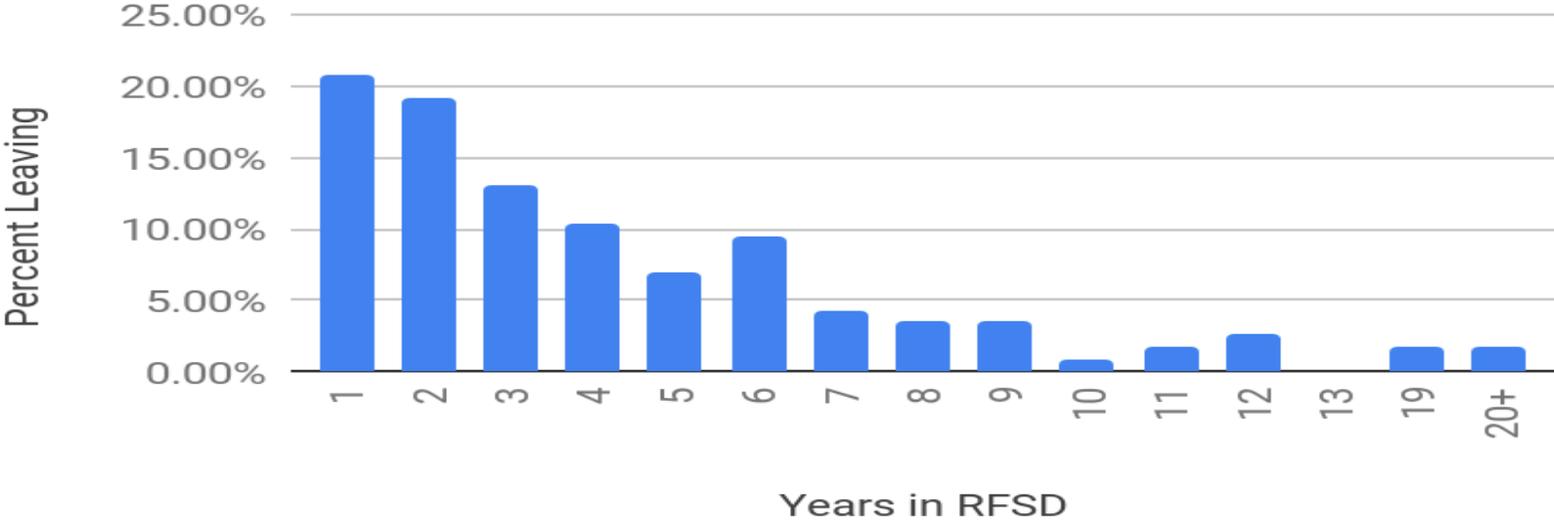
**Conclusions**

- Retirement is the most common reason for teachers exiting RFSD, but leaving K-12 is increasing at a much higher rate (10 in 2023).
- Leaving K-12 over the past 7 years
  - 2018: 4                      2022: 9                      New Teaching Jobs - 2024: 10
  - 2019: 6                      2023: 10                     Promoted to Administrative Positions - 2024: 4
  - 2020: 5                      2024: 4
  - 2021: 6

**STAFF RETENTION ANALYSIS (2018-2024)**  
**CERTIFIED STAFF**

Conclusion

**Percent of Certified Staff Leaving by YOE**



**Conclusions**

- Over 50% of staff who leave RFSD do so in their first 3 years
  - This suggests a need to enhance our mentorship and support for “new to the district” teachers.

**STAFF RETENTION ANALYSIS (2018-2024)**  
**CERTIFIED STAFF**

CLASS RETENTION RATE									
YEAR	INITIAL	AFTER 1	AFTER 2	AFTER 3	AFTER 4	AFTER 5	AFTER 6	AFTER 7 YEARS	CURRENT
2018	33	29	25	23	20	19	18		54.55%
2019	31	27	24	22	20	19			61.29%
2020	32	29	26	20	17				53.13%
2021	30	25	19	14					46.67%
2022	31	30	29						93.55%
2023	30	29							96.67%
2024	32								

**Conclusions**

- Class of 2022 and 2023 have higher retention in their first 2-3 years than previous classes
- 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 (2018-2024)**  
**SUPPORT STAFF**

TOTAL STAFFING: Position								
YEAR	SPED/HA	GEN	Cust./BG/Main	Supervisor	Secretary/PA	AA/Acct./Tech	Driver	TOTAL STAFF
2018-19	58	43	26	7	22	11	25	192
2019-20	63	47	31	7	20	11	28	207
2020-21	55	43	33	7	22	11	30	201
2021-22	70	36	31	7	23	10	25	202
2022-23	69	42	30	7	23	10	23	204
2023-24	71	41	32	7	22	10	22	205
2024-25	75	44	31	7	26	10	25	218
<b>Average</b>	65.86	42.29	30.57	7.00	22.57	10.43	25.43	204.14

**STAFF RETENTION ANALYSIS (2018-2024)**  
**SUPPORT STAFF**

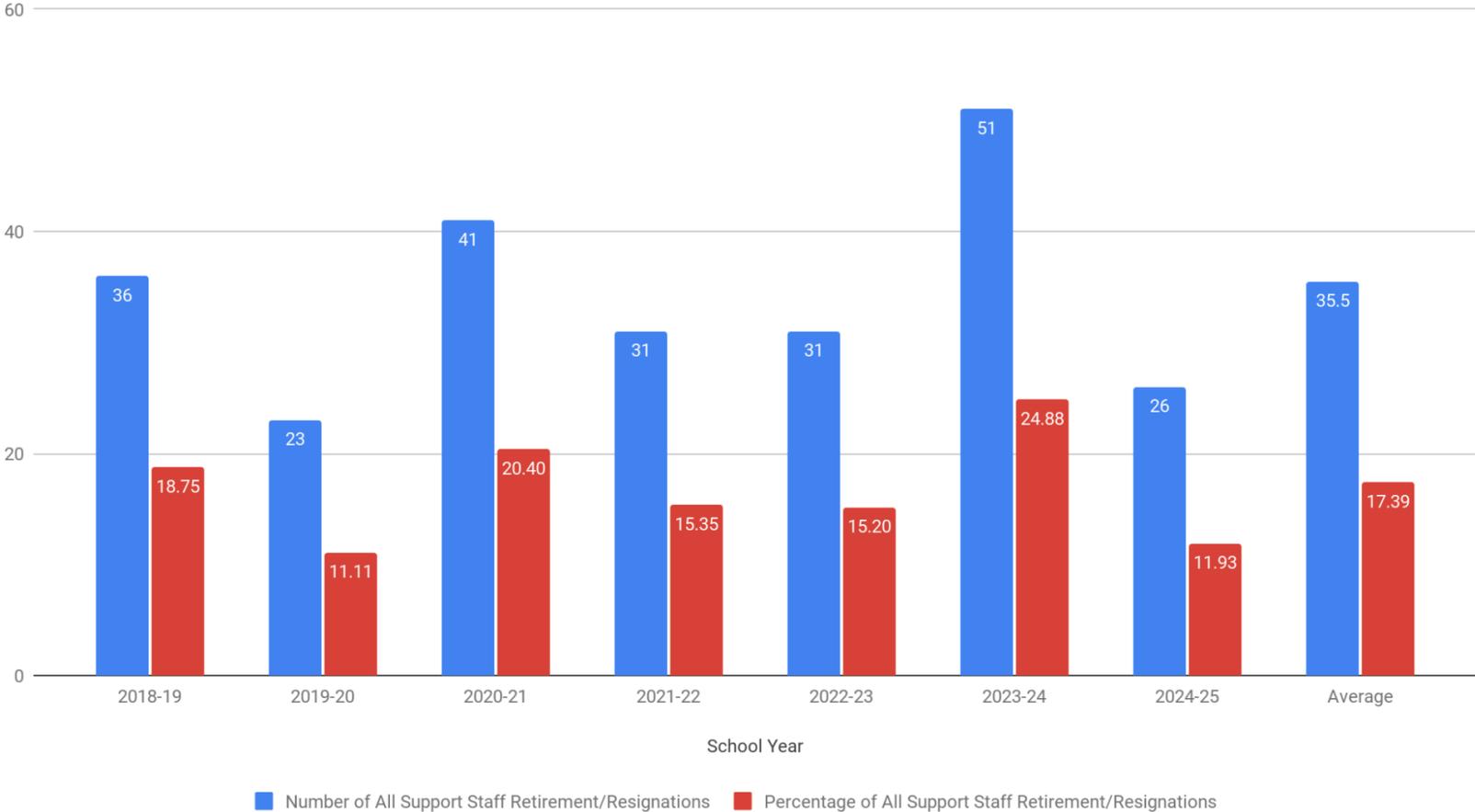
RETENTION ANALYSIS: Position (# RETIREMENT AND RESIGNATIONS)								
YEAR	SPED/HA	GEN	Cust./BG/Main	Supervisor	Secretary/PA	AA/Acct./Tech	Driver	Total
2018-19	10	11	4	2	1	2	6	36
2019-20	4	5	5	0	3	4	2	23
2020-21	14	12	3	0	3	2	7	41
2021-22	12	9	3	1	2	1	3	31
2022-23	15	5	3	0	2	0	6	31
2023-24	27	13	3	0	4	1	3	51
2024-25	7	13	5	1	0	0	0	26
<b>Average</b>	13.67	9.17	3.50	0.50	2.50	1.67	4.50	35.50

RETENTION ANALYSIS: Position (% of RETIREMENTS AND RESIGNATIONS)							
YEAR	SPED/HA	GEN	Cust./BG/Main.	Supervisor	Secretary/PA	AA/Acct./Tech	Driver
2018-19	17.24	25.58	15.38	28.57	4.55	18.18	24.00
2019-20	6.35	10.64	16.13	0.00	15.00	36.36	7.14
2020-21	25.45	27.91	9.09	0.00	13.64	18.18	23.33
2021-22	17.14	25.00	9.68	14.29	8.70	10.00	12.00
2022-23	21.74	11.90	10.00	0.00	8.70	0.00	26.09
2023-24	38.03	31.71	9.38	0.00	18.18	10.00	13.64
2024-25	9.33	29.55	16.13	14.29	0.00	0.00	0.00
<b>Average</b>	20.75	21.68	11.45	7.14	11.08	15.98	17.70

\* Does not include 2024-25 in calculations

**STAFF RETENTION ANALYSIS (2018-2024)**  
**SUPPORT STAFF**

2018-2024 Support Staff Retirement & Resignation



## **STAFF RETENTION ANALYSIS (2018-2024)**

### **SUPPORT STAFF**

#### **Conclusions**

- The support staff groups analyzed have a turnover rate range of 11-25%. 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.
- The General Ed. Paraprofessional group also has a high rate of turnover.
- The turnover rate and feedback also suggests that our paraprofessional group might benefit from more training.

## Core Mentor Compensation Plan

Number of Mentees	Compensation
0	\$500
1	\$1000
2	\$1500

Mentors will agree to serve 3 consecutive years as a core mentor.

Mentors recruited to serve a second consecutive three-year term will receive a \$500 stipend in the first year of the 2nd three-year term.

There will be 29 Core Mentors in 2025-26.

Average cost to the district for the Core Mentor program using this Core Mentor Compensation Plan, based on a simulation of 2023-24 and 2024-25 school year data is \$28,000 (29 teachers and 27 teachers). This is an investment of around \$1000 per new teacher.

Current mentor expense for the district averages \$14000 (based on \$500/mentee mentor stipend).

Mentors will be trained through CESA mentorship training

- October 23, 2024 - District Office
- TBD, 2025 - District Office

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	31Q

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

**November 2025**      **16**

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

*3 – No School (Teacher In-service)  
27-28 – No School (Thanksgiving Break)*

**December 2025**      **15**

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		

*22-31 – No School (Winter Break)*

**January 2026**      **19**

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

*1-2 – No School (Vacation)  
19 – 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	2Q	3♦*
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

*3 – No School (Teacher In-service)*

**May 2026**      **20**

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: 9/2/25-10/31/25 (43 days)
- 2: 11/4/25-1/16/26 (41 days)
- 3: 1/20/26-4/2/26 (47 days)
- 4: 4/6/26-6/5/26 (44 days)

**Trimesters (Elementary):**

- 1: 9/2/25-11/21/25 (57 days)
- 2: 11/24/25-3/6/26 (60 days)
- 3: 3/9/26-6/5/26 (58 days)

First Student Day: September 2, 2025  
 No School Days:   
 Graduation Day: **May 31, 2026**  
 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>