

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

August 11, 2025 - at 8:00 PM or immediately following the 7:00 PM Finance & Facilities meeting  
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 - 8:00 PM (or immediately after Finance & Facilities Committee)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**

4. **STAFFING UPDATE**

2

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

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

5. **DIRECTOR OF HR AND LEADERSHIP 2025-26 GOALS**

4

**Description:** Director of Human Resources and Leadership Development, Nate Schurman, will share his goals for the 2025-26 school year.

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

6. **GENERAL EDUCATION PARAPROFESSIONAL JOB DESCRIPTION**

10

**Description:** Director of Human Resources and Leadership Development, Nate Schurman, will present an updated General Education Paraprofessional job description.

**Recommended Action:** Approve the updated General Education Paraprofessional job description as presented.

7. **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.

8. **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, September 15, 2025, 8:00 p.m. *(or immediately following Finance & Facilities)*

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

9. **ADJOURN**

**2025-26 CERTIFIED STAFF HIRES**

	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	YOE	NOTES
1	HS	SCIENCE	12	3/28	Merkatoris, A	Resignation	RAND, AMANDA	5	
2	HS	SPANISH	4	3/27	Muenich, C	Retirement	TURNER, SARA	16	
3	HS	SPED	4	3/27	Anderson-Smolinski, M	Resignation	MURRAY, KATE	3	<i>Unfilled 2024-25</i>
4	HS	SOCIAL STUDIES	44	5/5	Villeneuve, A.	Resignation	GRAMACHE, GREG	23	
5	HS	SOCIAL STUDIES	44	5/5	Segerstrom, P	Resignation	HAYES, SOPHIA	0	
6	HS	ART	8	5/2	Sorenson, A	Resignation	WELTZIEN, BRIAN	5	
7	HS	BAND/MUSIC (.5FTE)	14	5/15	Plum, A	Transfer	DREIFORT, JAKE	1	<i>Plum to MMS Band (Mike Fuller)</i>
8	HS	French (.55 FTE)	3	6/5 and 6/11	Sabelko, M	Resignation	VIRTUAL		
9	DISTRICT	OT	3	4/4	NA	New Position	HENDRICKS LEUNING, LANA	30	
10	DISTRICT	SP/L (.5FTE)	2	4/28	NA	New Position			
11	MMS	SPED Cross Cat.	4	3/27	NA	New Position	VESSEY, JOSIE	0	
12	MMS	SOCIAL STUDIES	20	4/4	Carlson, J	Resignation	VOGEL, SOPHIA	0	
13	MMS	MUSIC*	28	4/9	Fuller, Mk	Retirement	PLUM, ALEX	5	
14	MMS	SPED CROSS CAT ID EMPH	4	5/16	Hauschild, D	Resignation	NUTTING, KARI	16	
15	MMS	LITERACY	7	5/21	Yang, C	Resignation	ZIBROWSKI, VIENNA	0	
16	MMS	LIBRARY/MEDIA	8	6/24	Johnson, B	Resignation	STUBBENDICK, MAIJA	21	
17	WS	5TH GRADE	26	4/10	Lindquist, N	Retirement	DEBRIYN, CANDICE	10	
18	WS	TITLE I READING*	7	4/3	Owens, K	Retirement	LAROUÉ, HELEN	16	
19	WS	1ST GRADE	34	5/7	LaRue, H	Transfer	RAUCH, TESSA	5	<i>LaRoue to Title I (Kari Owens)</i>
20	RB	SPED CROSS CAT ID EMPH	9	4/1	NA	New Position	HANSON, SYDNEY	3	
21	RB	1ST GRADE	36	4/21	Kornmann, C	Retirement	WALTH, CHRISTINE	9	<i>Bubble continues from K</i>
22	RB	SPED, CROSS CAT, EBD EMPH	4	4/8	Kennealy, M	Resignation	REICHE, BECCA	3	
23	GW	SPED ID	7	4/1	Wronski, D	Resignation	MAYVILLE, ASIA	0	
24	GW	MUSIC	11	4/14	Jantscher, B	Retirement	ROBUCK, NATALIE	0	
25	GW	SPEECH/LANGUAGE	8	4/18	Lindevig, K	Retirement	GILBIN, SAM	1	
26	GW	3RD GRADE	23	5/30	Mentor, C	Resignation	SCHULTE, ALEXA	2	<i>Bubble continues from 2nd grade</i>

**2025-26 SUPPORT STAFF HIRES**

	<b>LOCATION</b>	<b>POSITION</b>	<b>REPLACES</b>	<b>POSTED</b>	<b>HOURS</b>	<b>REASON</b>	<b>NEW EMPLOYEE</b>
1	GW	SP ED PARA	BERKERIDGE, THERESA	NA	7.5	RESIGNATION	KENDZIERSKI, JENNY
2	GW	HEALTH AIDE FLOAT	HOERL, BRITTANY	6/30/25	7.5	RESIGNATION	
3	GW	SP ED PARA, CROSS CAT	JOHNSON, MISHON	7/10/25	7.5	RESIGNATION	
4	GW	GEN ED PARA	NELSON, KATHI	7/22/25	6.75	RETIREMENT	
5	HS	SP ED PARA, ID	JONES, COURTNEY	7/15/25	7.5	RESIGNATION	
6	MONT/RB	SP ED PARA	NEW	7/16/25	7.5	NEW	
7	MONT	SP ED PARA	LOGA, MEGAN	NA	7.5	RESIGNATION	RADKE, REBECCA
8	MONT	SP ED PARA	RUNDLE, DOYLE	NA	6.75	RESIGNATION	RIEWESTAHL, THERESA
9	MONT	GEN ED PARA	NEW	7/16/25	3	NEW	
10	MS	CUSTODIAN, 2ND SHIFT	COPPENBARGER, CURT	4/28/25	8	RETIREMENT	FLANAGAN, EVAN
11	MS	SP ED PARA, ID	EATON, KRIS	5/21/25	7.5	RETIREMENT	SEVERSON, BRETT
12	MS	<del>SP ED PARA</del>	HEEBINK, JOANNE	<b>ON HOLD</b>	2	RESIGNATION	<b>ENROLLMENT REDUCTION</b>
13	MS	SP ED PARA	KENDZIERSKI, JENNIFER	5/21/25	7.5	TRANSFER	NEUHAUS, HALLIE
14	RB	SP ED PARA	DONYES, CHRISTOPHER	6/11/25	7.5	RESIGNATION	RIGHTMAN, HEIDI
15	RB	MATH PARA	PONGRATZ, MAKENZIE	6/11/25	6.5	RESIGNATION	VANGEN, NICOLE
16	RB	SP ED PARA	DORADO, RACHEL	6/11/25	7.5	RESIGNATION	KONOLD, LORI
17	RB	SP ED PARA	NEW	6/11/25	7.5	NEW	SCOTT, SERINA
19	WS	<del>GEN ED PARA</del>	MUNNS, BONNIE	<b>ON HOLD</b>	6.75	RESIGNATION	<b>ENROLLMENT REDUCTION</b>
20	WS	BILINGUAL PARA	MENDEZ, MICHELLE	6/6/25	7.25	RESIGNATION	
21	WS	SP ED PARA, CROSS CAT	SOS, SANDRA	7/16/25	7.5	RETIREMENT	
22	WS	<del>SP ED PARA</del>	NELDBERG, BRITTANY	<b>ON HOLD</b>	4.5	RESIGNATION	<b>ENROLLMENT REDUCTION</b>
23	WS	CUSTODIAN, 2ND SHIFT	FLANAGAN, EVAN		8	TRANSFER	BEHNKE, KEITH
24	DO	CUSTODIAN, 2ND SHIFT	FROST, DYLAN		2	RESIGNATION	PLUMER, PATRICK

## 2025-26 PERSONNEL COMMITTEE GOALS AND CALENDAR

### **Goal 3: Attract, Retain, and Develop High Quality Staff**

#### ***3.1: Enhance mentoring and coaching support for new certified teaching staff***

- 100% of new teachers indicate that new teacher orientation was successful  Report to Personnel by September, 2025
- Institute a new paraprofessional orientation day and provide orientation support for staff hired after the start of the school year  Report to Personnel by September, 2025
- 100% participation rate mid-year check-in with new teachers  Report to Personnel February, 2026
- Provide fall and spring educator community and curriculum professional development for new teachers  Report to Personnel May, 2026
- Conduct fall and spring core mentor check in meetings  Report to Personnel June, 2026

#### ***3.2 Implement mentoring program for paraprofessionals***

- 100% of new paras will be assigned a mentor  Report to Personnel by September, 2025
- Meet with each paraprofessional mentor and mentee to address implementation  Report to Personnel by February, 2026
- 100% of new paras will indicate the mentor supported their onboarding to the district  Report to Personnel by February, 2026
- Develop a bus driver mentor program  Report to Personnel by July, 2026

#### ***3.4 Monitor and maintain regionally competitive salary and benefits for all staff***

- Analyze certified/support staff employee retainment  Report to Personnel by October, 2025
- Update and monitor certified staffing ratio and ensure alignment to School Board policy  Report to Personnel by November, 2025
- Conduct insurance benefit analysis of regional school districts  Report to Personnel by January, 2026
- Update compensation analysis for each employee group  Report to Personnel by March, 2026
- Lead insurance study committee through insurance bidding and program adjustments  Report to Personnel by April, 2026

#### ***3.6 Maintain and improve proactive communication systems allowing employee feedback.***

- Facilitate listening sessions for all buildings and departments. Invite School Board representative to each listening session  Report to Personnel by May 2026
- Maintain monthly HR updates  Report to Personnel by May, 2026
- Coordinate bus driver union listening sessions each quarter.  Report to Personnel July, 2026

### **Goal 4: Provide Life Readiness Skills**

#### ***4.4 Research and determine health and wellness priorities for students and staff***

- Create a district wellness plan for 2025-26  Report to Personnel by November, 2025
- Deliver insurance consumer videos as part of the monthly HR Update  Report to Personnel by May, 2026

## **CALENDAR**

### **August**

- Personnel Committee Goals
- Final certified staffing update

### **September**

- Exit Interview Report
- Non-certified staffing report
- New Teacher and Para Orientation Report

### **October**

- Analysis of Certified/Support Staff Employee Retention Report

### **November**

- Update and monitor certified staffing ratio and ensure alignment to School Board policy
- Initial budget forecast and staffing priorities
- Wellness committee goals update

### **December**

- Initial negotiations and staffing goals
- Mentor report

### **January**

- Compensation analysis report for each employee group
- Insurance benefit analysis

### **February**

- Health and dental insurance report and renewal forecast.
- Preliminary Staffing and Recruitment Plan for positions that fall within the preliminary budget forecast.
- Paraprofessional mentoring report.
- New teacher mid-year check in report
- Review requests to continue job share arrangements.

### **March**

- Executive session for preliminary nonrenewal of certified staff (motion required in executive session to accept recommendations of administration for nonrenewal of certified staff and send written notices of preliminary nonrenewal; must be approved by full Board (open meeting law); recipient may request hearing with Board within five days of receipt of notice.
- Negotiations Planning
- Final Staffing Plan
- Set negotiation dates with teacher and bus driver groups

### **April**

- Approve health and dental insurance plan
- Letters of intent to certified staff no later than May 15.
- Executive session for private hearing requested by certified staff who received a preliminary notice of nonrenewal.
- Executive session for final nonrenewal of certified staff (motion required to accept recommendation of the administration for nonrenewal of certified staff and to send written notices of final nonrenewal no sooner than 15 days after receipt of preliminary notice); must be approved by full Board (open meeting law).

**May**

- Finalize contract with teacher and bus driver groups
- Finalize wage offers for support staff and administration
- Insurance consumer video report
- HR Update report
- Employee listening sessions report

**June**

- Teacher mentoring report
- Wellness committee report
- Employee Handbook recommendations

**July**

- Substitute Employee Handbook
- Employee Handbook Appendices (include RCA)
- Bus driver union meeting report
- Approve Bus Driver Mentor program



**Director of Human Resources and Leadership Development: Wildly Important Goal (WIG)**

Improve staff member job satisfaction, as measured on the Job Satisfaction: Staff Feedback Survey Composite (Table 1) from 70.9% to 80% by 2027.

**Lead measures:**

1. Improve employee pay for certified staff and paras (influences retention too)
  - a. \*Improve regionally comparable Certified Staff Salary Ranking (Table 2) from 4th to 2nd by 2027
  - b. \*Improve regionally comparable Support Staff Salary Ranking (Table 3) from 3rd to 2nd by 2027
2. Improve new staff experience through the development of core mentors at each building.
  - a. Hold fall and spring Core Mentor check-in meetings
  - b. Establish fall and spring New Teacher Culture and Curriculum professional development
3. Support focused instructional leadership of building principals
  - a. Hold regular WIG/Whirlwind focused check-in meetings
  - b. Review and analyze school stakeholder surveys
  - c. Develop and execute culture goals
  - d. Analyze and review exit interview data

\*Removed demographically similar comps: Monona Grove, Pulaski, West DePere. Comps include: Hudson, New Richmond, Menomonie, Baldwin Woodville, Prescott, Ellsworth.

**Table 1: Job Satisfaction: staff feedback survey \*composite**

Staff Survey Question	2023-24	2024-25	2025-26	2026-27
I would recommend this District to others seeking employment	90.4	93.8		
Our District effectively onboards new employees.	74.3	83.1		
Inservice training/professional development days are organized and well planned	68.4	69.3		
When compared to other school districts in the region, I am satisfied with my pay	50.5	61.4		
Average	70.9	76.9		

**\*Table 2: Comparable Certified Staff Salary Rankings**

Comparable Certified Staff Salary Rankings	
2024-2025	2025-2026
1. Hudson	1. Hudson
2. St. Croix Central	2. St. Croix Central
3. New Richmond	3. New Richmond?
4. River Falls	4. River Falls
5. Baldwin Woodville	5. Menomonie
6. Menomonie	6. Prescott
7. Prescott	7. Ellsworth
8. Ellsworth	8. Baldwin Woodville

<b>MEDIAN</b>	\$48,186	\$73,523	\$51,251	\$86,255	\$260,468
<b>RFSD VARIANCE</b>	0.59%	5.09%	1.09%	3.16%	2.32%

\*Removed demographically similar comps: Monona Grove, Pulaski, West DePere

**\*Table 3: Comparable Support Staff Salary Rankings**

Comparable Support Staff Salary Rankings	
2024-2025	2025-2026
1. St. Croix Central	1. Hudson
2. New Richmond	2. New Richmond?
3. River Falls	3. River Falls
4. Hudson	4. Ellsworth
5. Menomonie	5. Menomonie
6. Baldwin-Woodville	6. St. Croix Central
7. Ellsworth	7. Baldwin-Woodville
8. Prescott	8. Prescott

<b>MEDIAN</b>	\$18.67	\$18.70	\$19.99	\$20.90	\$19.83
<b>RFSD VARIANCE</b>	1.93%	7.30%	5.23%	-2.70%	1.41%

\*Removed demographically similar comps: Monona Grove, Pulaski, West DePere

**School District of River Falls**  
**Job Description**  
**GENERAL EDUCATION PARAPROFESSIONAL**

**MINIMUM QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Able to work effectively and respectfully with students, staff, and families from diverse backgrounds.
3. Strong interpersonal, communication, and organizational skills.
4. Basic technology proficiency (e.g., email, word processing, learning platforms).

**POSITION SUMMARY**

To support classroom teachers and students by assisting with instruction, classroom management, and student supervision. This role plays a key part in helping to create a safe, supportive, and engaging learning environment for all students across K–12 grade levels.

**REPORTS TO:**

Building Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Assist teachers in delivering instructional activities and supporting individual and small-group learning.
2. Follow written and verbal directions.
3. Uphold the values of the school district.
4. Provide classroom support in reinforcing behavior expectations, procedures, and routines.
5. Supervise students in various settings including classrooms, hallways, lunchrooms, playgrounds, and during arrival/dismissal.
6. Assist students in developing positive social interactions and problem-solving skills.
7. Prepare instructional materials and organize learning resources under teacher direction.
8. Support students with accommodations or modifications as outlined in educational plans.
9. Monitor student engagement and provide feedback to the teacher regarding progress and needs.
10. Maintain confidentiality and demonstrate professionalism at all times.
11. Assist with clerical tasks such as photocopying, data entry, and recordkeeping as needed.
12. Participate in training, professional development, and staff meetings as required.
13. Develop and maintain positive relationships and self control with all stakeholders.
14. Assist in supporting and managing positive student behavior:
  - a. Apply behavior management strategies impartially and consistently.
  - b. Establish and maintain positive relationships with students.
  - c. Promote student self-esteem.
  - d. Effectively manage problem resolution.
  - e. Redirect inappropriate behavior through approved techniques.
15. Meet deadlines and produce work in a timely fashion that meets quality standards.
16. Effectively and independently manage work time.
17. Perform all other duties as assigned.

Revised: 2/20/06, XX/XX/XX