

**School District of River Falls
Personnel Committee**

March 9, 2026 - at 7:00 PM or immediately following the 6:00 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 - 7:00 PM (or immediately after Finance & Facilities Committee)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**

4. **INSURANCE UPDATE**

3

Description: A brief update on the status of the 2026-27 insurance plan will be provided.

Recommended Action: Approve the 2026-27 insurance plan.

5. **STAFFING UPDATE**

5

Description: The administrative team will share a 2026-27 staffing update.

Recommended Action: None, informational only.

6. **APPROVE NEW AND UPDATED JOB DESCRIPTIONS**

6

Description: There are several job descriptions that will be recommended for approval. Some job specifications are new and others are updated from existing job descriptions.

Recommended Action:

1. Approve the Transportation Program Assistant Job Description.
2. Approve the Activities Paraprofessional Job Description.
3. Approve the Activities Secretary Job Description.
4. Approve the Middle School Attendance Secretary Job Description.
5. Approve the Middle School Secretary Job Description.

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 THE PRELIMINARY AND FINAL NOTICE OF NONRENEWAL OF CERTIFIED STAFF. ROLL CALL REQUIRED.**

8. **CONVENE TO CLOSED SESSION PURSUANT TO THE ABOVE**

9. **RECONVENE INTO OPEN SESSION FOR POTENTIAL ACTION RELATED TO CLOSED SESSION BUSINESS**

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 School 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, April 13, 2026, 8:00 p.m. *(or immediately following Finance & Facilities)*
The meeting will be held at the District Office Conference Room, 852 E. Division Street.

12. ADJOURN



INSURANCE RFP UPDATE

The Insurance Study Committee (ISC) is prepared to make the following insurance recommendations for the 2026-27 School Year.

- Recommendation #1: Approve HealthPartners to serve as the district's health insurance provider for the 2026-27 school year.

HEALTH INSURANCE RFP

The District completed a request for proposals (RFP) for the 2026-28 school year. The goal was to maintain the current plan design if possible, to explore a self-funded insurance plan, and to consider plan design changes that would result in costs at or below a 10% increase. The following carriers were approached by our broker to submit proposals:

- Medica→ Declined to quote
- Alina Health Aetna→ Declined to quote
- Anthem BlueCross→ Declined to quote
- United Healthcare → Fully-Insured quote, declined to quote Self-Funded
- HealthPartners (HP)→ Fully Insured quote, and Self-Funded quote

HEALTH INSURANCE PROPOSALS

Proposals were as follows:

- United Health Care
 - Fully- Insured quote = 69% increase
- HealthPartners
 - Fully-Insured quote = 32.9% increase
 - Self-Funded quote = 24.5% increase

HEALTH INSURANCE PLAN DESIGN OPTIONS CONSIDERED

- Increase max out of pocket
- Increase deductible
- Increase premium contribution
- Decrease HSA contribution
- Network changes
- Deductible adjustments
- Various combinations of the above.

ISC HEALTH INSURANCE RECOMMENDATION

*Plan: Self-Funded

Deductibles: \$2000/\$4000 or \$4000/\$8000

*Max out of Pocket (MOP): \$4000/\$8000 or \$8,000/\$16,000

Open Access Premium: 87.5% District

Achieve Premium: 93.08% District

HSA Contribution: \$900/\$1,800 or \$2,200/\$4,767

Increase District Cost: \$609,592/8.9%

*Add Kavira - provides free virtual and in-home care for acute and mild/moderate chronic care.

*denotes changes to the current plan.

These following factors contributed to this recommendation:

- This plan fits within our district budget for 2026-27.
- Maintain the same network and deductible options.
- Monthly increases for 1.0 FTE Teachers, Secretaries, Custodians, Administrators - \$13.46/\$30.63
- Monthly increases for 0.756 FTE Paraprofessional - \$36.43/\$82.91
- Consumer use procedures will remain consistent with current practices.

The attached table shows a comparison between our current Fully Funded HP plan to our proposed Self-Funded HP plan. ([LINK](#)).

DENTAL INSURANCE

We are currently in our second year of Self-Funded dental insurance. We are currently running just over budget. Gallagher suggests a 4% increase.

VOLUNTARY INSURANCE

We currently offer four different types of elective insurance that is paid for entirely by the employee.

- Vision Coverage - EyeMed.
 - No change to benefit.
 - Under rate guarantee until 6/30/28
- Supplemental Health Coverage (Accident, Critical Illness, Hospital Indemnity) - The Standard
 - No change to benefit.
 - Under rate guarantee until 6/30/28

2026-27 CERTIFIED STAFF HIRES: 3-9-26

	LOCATION	POSITION	DATE POSTED	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	YOE	NOTES
1	HS	Asistant Principal	1/13/26	30	2/24/26 and 3/3/26	Lisa Goihl	Retirement			
2	RFPME	Counselor (.8)	2/24/26			Karen Swanson	Retirement			
3	RB/RFPME	SPED (.5 CC)/SPED (.5 CC)	2/24/26			New				
4	DISTRICT	Sp/L	2/24/26			New				
5	District	Physical Therapist (.4)	2/24/26			New				
6	MMS	CC Special Education (ID)	2/26/26			Kari Nutting	Resignation			
7	RFPME	CH Teacher	2/26/26			Stephanie Thompson	Resignation			
8	RFPME	CC Special Education	2/26/26			Betsy Manning	Resignation			
9	WS	3rd Grade Teacher	2/27/26			Lori Rosenow	Retirement			
10	HS	CC Special Education	3/2/26			Gail Washburn	Resignation			
11	GW	Instructional Coach	3/2/26			Tanya Larsen	Retirement			
12										
13										
14										
15	RB	SPED (.5 ECSE)	HOLD			New				

**School District of River Falls
Job Description
TRANSPORTATION PROGRAM ASSISTANT**

MINIMUM QUALIFICATIONS:

1. Have strong organizational, interpersonal, and communication skills.
2. Be proficient in the use of technology.
3. Have strong organizational, interpersonal, collaboration, and communication skills.
4. Be able to work independently, take initiative, solve problems, and manage diverse personalities.
5. Maintain strict confidentiality.
6. Demonstrate a high attention to detail.
7. Hold a high school diploma; 2-year associate degree and/or post-secondary credits preferred.
8. Acquire a CDL license with School Bus and Passenger endorsements within six months of employment, and drive as needed.

POSITION SUMMARY:

To assist with providing a transportation system that moves all children in the most efficient and safe manner possible. Also to help provide a system that ensures that all state and federal laws are complied with. The nature of the work requires someone who can provide superior clerical and organizational skills, maintain a good working relationship with all District employees, and promote good relations with department members.

REPORTS TO:

Transportation Supervisor

PERFORMANCE RESPONSIBILITIES:

1. Assist with establishing bus routes and assigning drivers.
2. Support the Transportation Department throughout the day and during afternoon routes.
3. Assist with the development and implementation of a system for dealing with emergencies en route.
4. Consult with building principals to establish appropriate discipline on the buses.
5. Provide information and resources to drivers to support the safe transportation of students to and from school.
6. Maintain personnel records as required by the district and law.
7. Answer and problem solve a high volume of calls regarding student transportation needs from parents, students, and school staff.
8. Assist drivers with entering time off/work time and using district software such as Skyward.
9. Perform office work, such as but not limited to: Recording all students and routes in the computer system, maintain accurate records for monthly statements, state reports, extracurricular trips, purchase orders, cross-town runs, random drug testing, absentees, etc.
10. Drive a school bus when needed.
11. Be available on occasional evenings and weekends to assist drivers with transportation issues.
12. Help to keep the premises neat and clean for the public.
13. Other duties as assigned.

Revised 3/9/26

**School District of River Falls
Job Description
ACTIVITIES PARAPROFESSIONAL**

MINIMUM QUALIFICATIONS:

1. Have strong organizational, interpersonal, and communication skills.
2. Be proficient in the use of technology.
3. Have strong organizational, interpersonal, collaboration, and communication skills.
4. Be able to work independently, take initiative, solve problems, and manage diverse personalities.
5. Maintain strict confidentiality.
6. Hold a high school diploma; A 2-year associate degree and/or post-secondary credits preferred.
7. Experience working in an educational setting is preferred.

POSITION SUMMARY:

Provide operational support to the activity and athletic programs, ensuring efficient operations that align with WIAA and District requirements. This position serves as a resource for students and staff providing assistance in a variety of duties that support the overall success of the District's programs.

REPORTS TO:

Activities Director and the High School Principal.

PERFORMANCE RESPONSIBILITIES:

1. Create and update rosters and programs.
2. Collect and file end of season reports for the WIAA.
3. Manage and organize money boxes for activities and clubs as needed.
4. Schedule event workers for all home sports.
5. Send weekly reminders to event workers.
6. Enter worker pay in the designated payroll system.
7. Run worker payment vouchers for special pay for district office accountants.
8. Assist with student questions as needed.
9. Assist in the collection of eligibility paperwork and fees for activities and athletics.
10. Assist team managers throughout the seasons.
11. Organize fan travel as needed (permissions, chaperones, medical).
12. Make deposits for all clubs and activities.
13. Reconcile all gate fees/season passes (cash/electronic).
14. Collect fees from other schools for all home invitationals, such as Winter Wonderland and Northern Badger.
15. Create electronic ticketing for all home contests.
16. Create certificates for letters, and awards such as, but not limited to, National Honors Society, Presidential, Academic All Conference, Senior Awards Night.
17. Enter all academic and athletic achievements in the designated platform.
18. Handle phone calls regarding sport or activities related questions.
19. Fill in for activities secretary as needed.
20. Assist in the main office as needed.
21. Produce signage and other promotional materials as needed.
22. Other duties as assigned.

Revised 3/9/26

**School District of River Falls
Job Description
ACTIVITIES SECRETARY**

MINIMUM QUALIFICATIONS:

1. Have strong organizational, interpersonal, and communication skills.
2. Be proficient in the use of technology.
3. Have strong organizational, interpersonal, collaboration, and communication skills.
4. Be able to work independently, take initiative, solve problems, and manage diverse personalities.
5. Maintain strict confidentiality.
6. Hold a high school diploma; A 2-year associate degree and/or post-secondary credits preferred.
7. Experience working in an educational setting is preferred.

POSITION SUMMARY:

Ensure clear and accurate communication regarding student registration procedures and eligibility requirements. Under the direction of the Activities Director, the Activities Secretary supports and communicates with coaches to address program needs and help ensure activities operate efficiently and effectively.

REPORTS TO:

Activities Director and the High School Principal.

PERFORMANCE RESPONSIBILITIES:

1. Update eligibility lists for each sport/activity.
2. Create emergency bus lists for each sport/activity.
3. Manage transportation for all away events.
4. Communicate early release times in Infinite Campus.
5. Order supplies for individual sports, activities, and the athletic trainer.
6. Arrange hotel accommodations for sports and activities..
7. Issue and track keys for coaches and advisors.
8. Enter practice schedules into calendar (not including sporting events).
9. Assist coaches/advisors in clerical and organizational capacities.
10. Create employment recommendations for all coaches/advisors.
11. Track coach and advisor pay and longevity for payroll - 3 payment periods per year, enter into payroll spreadsheet for accounting.
12. Process all personnel paperwork for new coaches and/or duty worker employees,
13. Collect W9 forms for officials and vendors as needed.
14. Manage rSchool (Arbiter) eligibility paperwork and fees for athletics/activities for MS and HS and enter into Infinite Campus.
15. Monitor student eligibility following WIAA guidelines.
16. File all physical and code information following WIAA guidelines.
17. Schedule and track Impact testing with the trainer for athletes.
18. Assist parents and students with questions.
19. Collect and deposit student activity and rental fees.
20. Manage and process purchase orders for all athletics and activities.
21. Manage credit card transactions; rectify and input into Skyward monthly; collect all receipts/back up info and send to CO
22. Schedule all buildings in the district and enter into RSchool for community events and activities.
23. Handle phone calls regarding all facility scheduling, rentals, availability, athletic events, sports questions.
24. Create and manage contracts for facility use for rentals, make arrangements for outside groups needs for facility use, collect rental fees. (Arbiter)
25. Program all doors as needed for events district wide (PDK system).
26. Perform all other duties as assigned.

School District of River Falls
Job Description
MIDDLE SCHOOL ATTENDANCE SECRETARY

MINIMUM QUALIFICATIONS:

1. Have a strong willingness and ability to relate effectively, collaboratively, and cordially.
2. Be proficient in the use of technology.
3. Have strong organizational, interpersonal, and communication skills.
4. Demonstrate the ability to work independently, take initiative, and solve problems.
5. Maintain confidentiality.
6. Hold a high school diploma; A 2-year associate degree and/or post-secondary credits preferred.
7. Experience working in an educational setting is preferred.

POSITION SUMMARY:

Be the primary point of contact for student attendance, and is responsible for tracking student attendance daily. Provide clear communication to stakeholders, maintain confidentiality, and contribute to a friendly, service-oriented office environment. The position requires the ability to perform multiple duties simultaneously—such as answering phones, checking students in and out, and monitoring security—with a high level of accuracy and care for the main entrance.

REPORTS TO:

Middle School Principal and Assistant Middle School Principal

PERFORMANCE RESPONSIBILITIES:

1. Provide organizational assistance and administrative support to the Middle School Principal and Assistant Principal.
2. Maintain a professional and friendly office environment to ensure the main entrance is welcoming.
3. Communicate confidential student and attendance information in an appropriate manner.
4. Answer phones, transfer calls, and consistently monitor voicemails and emails throughout the day.
5. Conduct announcements over the PA system as needed.
6. Use various software applications to prepare data, manage facility calendars, and assist with sports registrations.
7. Suggest means for improving office systems, particularly for complex scheduling and attendance calendars.
8. Oversee student and visitor check-in and check-out processes throughout the day.
9. Ensure appropriate background checks for all visitors and manage door security via the door scheduler.
10. Complete daily attendance for students, marking tardies, absences, and parent requests.
11. Change attendance codes in Infinite Campus to accurately reflect student status, navigating complex grade-specific calendars.
12. Enter classroom attendance for substitute teachers or when schedules do not align in the system.
13. Issue passes to students for leaving early, arriving late, or being tardy.
14. Monitor security cameras and use walkie-talkie communications to alert administration to safety concerns.
15. Ensure all safety communications devices and walkie-talkies are charged and functional.
16. Track students for parent drop-offs, pick-ups, or when a parent needs them for any reason.
17. Update the facilities and athletics calendars, including assisting with sports registrations and Arbiter.
18. Handle office equipment maintenance, including changing toners, collection units, and calling for repairs.
19. Coordinate with the bus garage regarding student transportation and communications.
20. Assist parents with login information and help students use office technology (e.g., making phone calls).
21. Verify monetary deposits and record purchase orders or reimbursements to appropriate accounts.
22. Check in supplies as they arrive and handle freight problems or shortages.
23. Perform all other duties as assigned.

School District of River Falls
Job Description
MIDDLE SCHOOL SECRETARY

MINIMUM QUALIFICATIONS:

1. Have a strong willingness and ability to relate effectively, collaboratively, and cordially with others.
2. Be proficient in the use of technology.
3. Have strong organizational, interpersonal, and communication skills.
4. Demonstrate the ability to work independently, take initiative, and solve problems.
5. Maintain confidentiality.
6. Hold a High School diploma; a 2-year associate degree and/or post-secondary credits is preferred.
7. Experience working in an educational setting is preferred.

POSITION SUMMARY:

Serve as the central hub of building operations, providing essential support to students, staff, and administration. This role requires a high level of organization, financial precision, and a proactive approach to school logistics. You will be responsible for managing complex budgets, overseeing payroll and substitute systems, and ensuring the smooth execution of daily schedules and special events. As a primary point of contact for the school, this position demands excellent communication skills and the ability to multitask in a fast-paced educational environment.

REPORTS TO:

Middle School Principal and Assistant Middle School Principal

PERFORMANCE RESPONSIBILITIES:

1. Answer incoming calls, take detailed messages, and direct inquiries to appropriate departments.
2. Create and distribute the monthly school newsletter to keep families and staff informed.
3. Coordinate the use of building facilities and manage the Meyer Middle School master calendar.
4. Assist in the security of the building by programming doors based on daily requests and schedules.
5. Organize and assist with key school events, such as Veterans Day programs, parent-teacher conferences, and Back to School Night.
6. Coordinate transportation by setting up busing for field trips and arranging teacher travel as needed.
7. Continuously update and monitor distinct accounts, including the athletic and principal budgets, to ensure all spending remains within fiscal limits.
8. Create purchase orders (POs), process orders, and ensure timely payment of invoices.
9. Communicate with vendors to secure updated W-9s and track the status of deliveries.
10. Check in all items ordered and maintain an accurate inventory via Excel.
11. Accurately count cash and checks for all accounts and create detailed spreadsheets to ensure deposits are applied to the correct account numbers.
12. Record and enter Chromebook fees into Infinite Campus.
13. Approve time-off requests and verify timecards for paraprofessionals, ensuring strict adherence to the Employee Handbook.
14. Create Employee Recommendations per handbook guidelines and set up/adjust new paraprofessional schedules in Skyward.
15. Manage the substitute system, including scheduling subs, assigning curriculum days, and reconciling absences at the end of each week.
16. Update the annual block schedule on spreadsheets and coordinate professional printing/ordering.
17. Execute the annual "rollover" of the MMS calendar systems to prepare for the new school year.
18. Perform all other duties as assigned.