School District of River Falls

Personnel Committee meeting

September 21, 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), Lindsey Curtis, and Thong Moua.
A quorum of the School 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. **STAFFING UPDATE** **2**
Description: The committee will discuss the recruitment, selection, and hiring timeline updates.
Recommended Action: None, informational only.

5. **STAFF ORIENTATION REPORT** **3**
Description: The committee will discuss the orientation process for new staff and review their feedback on the Orientation Day experience.
Recommended Action: None, informational only.

6. **MENTOR REPORT** **11**
Description: The committee will discuss core mentor assignments for the 2026-27 school year.
Recommended Action: None, informational only.

7. **EXIT INTERVIEW REPORT** **18**
Description: The committee will discuss the exit interview process and review exit interview data.
Recommended Action: None, informational only.

8. **SCHOOL COUNSELOR JOB DESCRIPTION** **20**
Description: Director of Human Resources and Leadership Development, Nate Schurman, will present an updated School Counselor job description.
Recommended Action: Approve the updated School Counselor job description.

9. **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.

10. **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, October 19, 2026, 6:00 p.m.
The meeting will be held in the District Office Conference Room, 852 E. Division Street.

11. **ADJOURN**

2026-27 SUPPORT STAFF HIRES: 9-17-26						
	LOCATION	**POSITION**	**REPLACES**	**HOURS**	**REASON**	**NEW EMPLOYEE**
1	BUS	ASST TRANSP DIRECTOR	SWENSON, KAREN	8	RESIGNATION	ANDERSON, TERRI
2	GW	MATH PARA	KUSS, KRISTIN	6	RESIGNATION	SCHUMAN, HEATHER
3	GW	SPED PARA	MONTY, ADDISON	7.5	RESIGNATION	ONSAGER, SKYLAR
4	GW	BUDGET PARA	ANDERSON, TERRI	7.75	TRANSFER	WEDEBRAND, ASHLEY
5	GW	GEN ED PARA	WEDEBRAND, ASHLEY	6.75	TRANSFER	BAILEY, SARAH
6	GW	SPED PARA	AAMODT, KATHLEEN	7.5	RESIGNATION	HEIDTKE, TYLER
7	GW	GEN ED PARA	HAGBERG, TRISTA	3.5	RESIGNATION	TREADAWAY, MISTIN
8	GW	SPED PARA	BAILEY, SARAH	7.5	TRANSFER	PRATT, MEGAN
9	GW	SPED PARA	NEW	7.5	STUDENT NEED	BROWN, FAITH
10	GW	SPED PARA	KENDZIERSKI, JENNY	7.5	TRANSFER	GRADY, HALEY
11	GW	SPED PARA	RUHLAND, ALI	7.5	TRANSFER	WILLIAMS, QUINN
12	HS	SCHOOL SECRETARY	HOLEC, BETHANY	8	RESIGNATION	LINN, MEGAN
13	HS	ACTIVITIES SECRETARY	LINN, MEGAN	7.5	TRANSFER	LINDAMAN, JO
14	HS	SCHOOL SECRETARY	KAUFOLD, ROBYN	8	RESIGNATION	HAUSCHILDT, CORTNEY
15	HS	SPED PARA	STOJAN, AMANDA	7.5	RESIGNATION	WATNE, JACK
16	HS	SPED PARA	LAVOLD, PARKER	7.5	TERMINATION	FLOR, HANNA
17	HS	SPED PARA	NEW	7.5	STUDENT NEED	PAULSON, NASH
18	HS	HEALTH AIDE	SISCO, SHARI	7.5	TERMINATION	BOHNER, MEAGAN
19	HS	SPED PARA	LINDAMAN, JOANNE	7.5	TRANSFER	
20	HS	SPED PARA	MARION, KAYLIE	7.5	RESIGNATION	MICHALEK, SARA
21	MONT	GEN ED PARA	SCHLOTTKE, KLAUDIA	4.75	RESIGNATION	MAILLETTE, KIERRA
22	MONT	GEN ED PARA	HANSEN, CINDY	6.5	RESIGNATION	PAULUS, CRIUS
23	MS	SPED PARA	GULLICKSON, TARYN	7.5	RESIGNATION	PRATT, ROSEZANNA
24	MS	SPED PARA	NEUHAUS, HALLIE	7.5	TRANSFER	MUELLER, AGNES
25	MS	SPED PARA	MCDONALD, CHELSEA	7.5	RESIGNATION	STRONG, KINZIE
26	MS	SPED PARA	LIETHA, PAULA	7.5	RESIGNATION	HAGBERG, TRISTA
27	MS	LIBRARY PARA	ROLLING, BRANDIE	7.5	RESIGNATION	BRUFLAT, ALISON
28	MS	SPED PARA	MINDER, ALLI	7.5	RESIGNATION	BARK, ERIC
29	MS	SPED PARA	VERGES, RACHEL	7.5	RESIGNATION	KLECKER, JON
30	MS	LUNCH PARA	GOTTFREDSEN, CHRIS	2.5	RESIGNATION	RYLICKI, SHERRIE
31	RB	SPED PARA	NEW	7.5	STUDENT NEED	DRAVIS, LUCIA
32	RB	SPED PARA	NEW	7.5	STUDENT NEED	HERRMANN, JAYDEN
33	RB	SPED PARA	GRAVES, DERICK	7.5	RESIGNATION	JONES, THOMAS
34	RB	SPED PARA	RAND, MITCH	7.5	RESIGNATION	ROSS, PATRICK
35	RB	SPED PARA	RIGHTMAN, HEIDI	7.5	RESIGNATION	HALL, MICHELL
36	WS	SPED PARA	KLISZCZ, BARB	7.5	RETIREMENT	DEBRIYN, CANDICE
37	WS	SPED PARA	BYRAM, CHANTELLE	7.5	RESIGNATION	KENDZIERSKI, JENNY
38	WS	SPED PARA	NEW	7.5	STUDENT NEED	WRIGHT, JENNIE
39	WS	SPED PARA	NEW	7.5	STUDENT NEED	SISKO, RYAN,
40	WS	SPED PARA	NEW	7.5	STUDENT NEED	SODERBERG, MICHELLE
41	WS	TITLE READING SECRETARY	FULLER, ALICIA	7.5	RESIGNATION	MEDINA, KENZIE
42	WS	HEALTH AIDE	MEDINA, KENZIE	7.5	TRANSFER	CASSWELL, TIFFANY
43	WS	SPED PARA	CASSWELL, TIFFANY	7.5	TRANSFER	ANDLER, KELLEN
44	HS	SPED PARA	LANE, HEATHER	7.5	RESIGNATION	

New Teacher Orientation Agenda
School District of River Falls
River Falls High School Library Media Center
August 17 and 18, 2026

Monday, August 17, 2026 –Day 1

7:30 - 8:30 — **Breakfast and School Board Meet and Greet**
River Falls High School Commons Area
**Introductions will begin at 7:45*
**New staff photos*

8:30 - 8:45 — **Welcome – District and Building Administrators**
David Bell, Superintendent

8:45-9:00 — **District Mission, Vision, Strategic Plan, and Priorities**
David Bell, Superintendent

9:00-10:15 — **RFSD Academic Services Overview**
Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services
Instructional Coaches, Administrators

10:15-10:45 — **Character Education**
Mark Chapin, Meyer Middle School Principal

10:45-11:00 — **Pat Knox Snack Break**

11:00-11:40 — **Council for Student Experience**
Nate Schurman and Tess Kania Co-Chairs of EID Committee

11:40-12:00 — **Technology Introduction and Support**
Overview of the following:

- Introductions and Roles of Tech Team
- Verify Access
  - Check list (self paced)
- Review Tech Support Resources
- Curriculum Access
  - Classlink vs Web Access
    - General
    - By level (Elementary/Secondary/SPED)
- Share RFSD Approved Apps and Approval Process
- RFSD Best Practices

Brian Dado, Mike Murphy, Chris Geiser, Anna Pearson, Ron Francis

12:00 - 1:00 — **Mentor Lunch**
River Falls High School Commons Area
Mentors invited for lunch

1:15-3:30 — **New Teacher and Mentor Building Orientation and Independent Time**
Teachers and Mentors will report to specific buildings.
**Tech support will be available on site during this time.*

New Teacher Orientation Agenda
School District of River Falls
River Falls High School Library Media Center
August 17 and 18, 2026

Tuesday, August 18, 2026 –Day 2

7:30 - 9:00 — **Breakfast**
Sponsored by local businesses & the River Falls Chamber of Commerce
Junior's Restaurant and Tap House

9:30-10:00 — **Curriculum Resources Access and Review Cycle Overview**
Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services

10:00-12:00 — **Curriculum Overview**
K-5 Core Breakout→ EL Instructional Coaches
Montessori Breakout → Montessori Support Specialist
K-5 Specials Breakout→ Content-specific Teachers
K-12 Special Education Breakout→ Mark Inouye
6-8 Breakout→ Content-specific Teacher and Instructional Coach
9-12 Breakout → Content-specific Teachers

12:00 - 1:00 — **Lunch**
River Falls High School Commons Area
Sponsored by the River Falls Teachers' Education Association

1:00-1:30 — **Educator Effectiveness Overview**
Nate Schurman, Director of Human Resources

1:30-2:00 — **Educator Effectiveness→ Self-Review**
Nate Schurman, Director of Human Resources

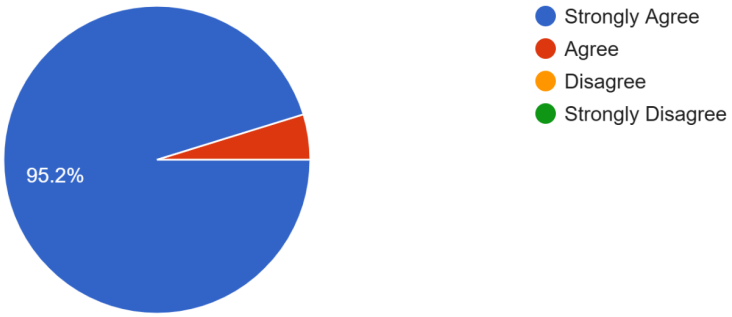
2:00-2:30 — **Student Services Update**
Seclusion and Restraint, MLSS, Special Education, Mandatory Reporting, and Student Records/Confidentiality
Mark Inouye, Director of Student Services

2:30 — **New Teacher Orientation Survey**

2026 New Teacher Orientation Survey Results

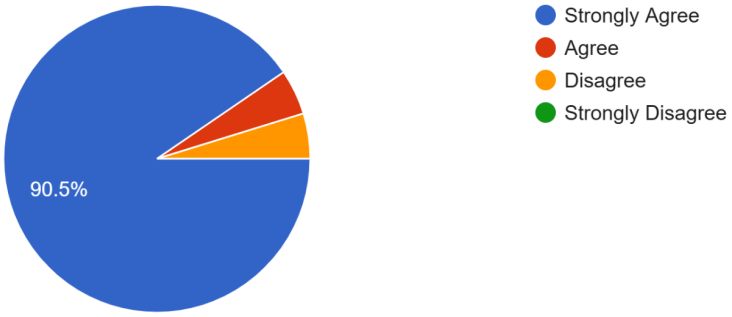
The district made me feel welcomed at New Teacher Orientation.

21 responses



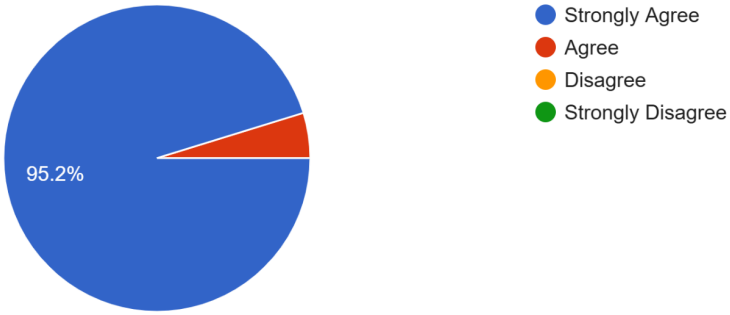
New Teacher Orientation was organized and professionally delivered.

21 responses



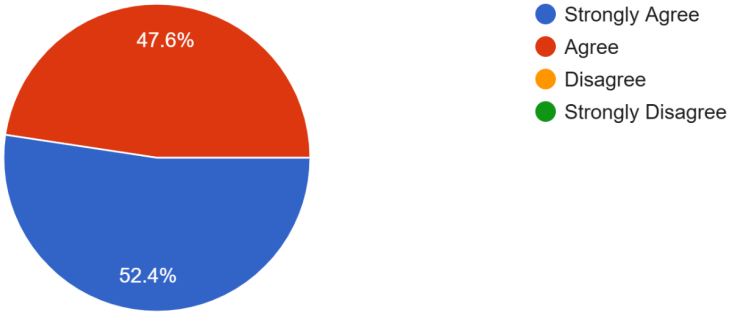
New Teacher Orientation helped me understand the beliefs of the School District of River Falls.

21 responses



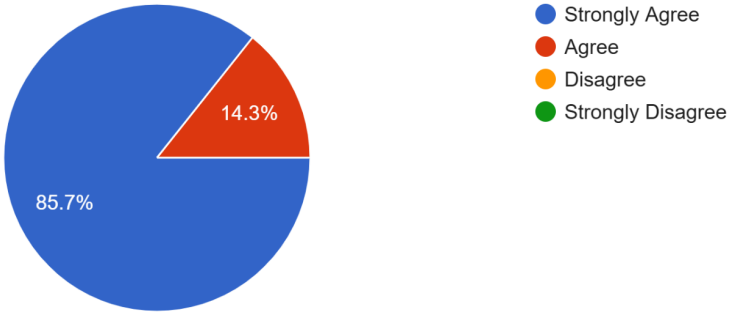
New Teacher Orientation had a good mix of information sharing and teacher work time.

21 responses



Overall, New Teacher Orientation was a success.

21 responses



What suggestions do you have that would improve New Teacher Orientation?

- I don't have any suggestions. During the orientation I was blown away at how welcoming everyone was during both days.
- Thank you for your time, I look forward to being a part of the River Falls School District
- I honestly loved it! I felt extremely loved and supported by the community of River Falls. Having the opportunity to meet so many people was really valuable to me. I appreciate the work and effort that goes into this event to seamlessly welcome everyone to the district:) Thanks!
- Thank you for having us! It was a nice couple of days and I enjoyed getting to know everyone.
- It was a wonderful two days. I really think there was a nice balance of "heavy" and "light" topics that were presented in a very accessible way. I don't think I have any specific suggestions for improvement. Thank you!
- Overall I thought it was well done and great way to warmly welcome new employees. Some small areas of feedback would be to possibly have a district wide tour to be able to see all elements of the district and feel comfortable stopping into different buildings. Also, having work time both afternoons would be beneficial for feeling more prepared going into the following week.
- Possible mentor with a PLC member
- At the Junior's breakfast with staff please have a prize for the team that won the dice game! Seriously, I'm so excited to be here in RF!
- Improvements are tough to find. I really appreciated the variety of approaches that were given to us in the information. It was nice to have paper hand outs of the materials presented. Maybe with the presentations we could have printouts of the presentations with the note taking format so we can work alongside the presentations.
- Nothing at this time
- Maybe a few more movement breaks on day 2. Thank you for everything!
- There was a push for community involvement and connections, but I feel that they were not made. Having more time to talk with community stakeholders would be helpful.
- None - thorough and well paced!
- It covered a wide variety of information that will assist in the beginning of the year going smoothly! Thank you for everything!
- I can't think of anything. I felt valued and appreciated as an educator during this orientation.

New Paraprofessional Orientation Agenda
School District of River Falls
River Falls High School Library Media Center
August 20, 2026

Thursday, August 20, 2026

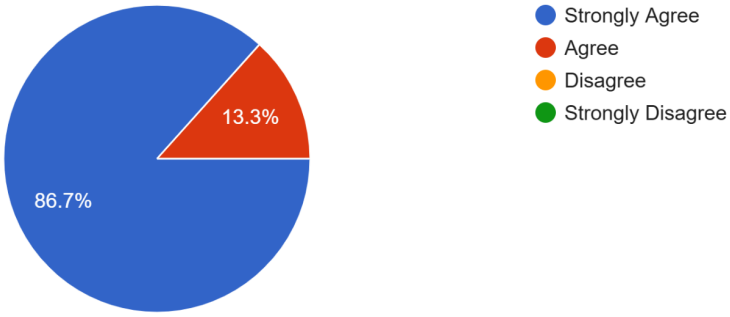
8:00 - 8:30	**Breakfast and School Board Meet and Greet** *River Falls High School Commons Area* **Introductions will begin at 8:15* **New staff photos*
8:30 - 9:00	**Welcome – District and Building Administrators** *David Bell, Superintendent*
9:00-9:30	**Getting to Know the Employee Handbook** *Nate Schurman, Director of Human Resources and Leadership Development*
9:30-10:00	**School Safety Overview** *Zac Campbell, RFSD Safety Coordinator* *Adam Amaro RFSD School Liaison Officer*
10:00-10:30	**Pat Knox Snack Break** Networking/T-shirts
10:30-11:00	**Character Education** *Mark Chapin, Meyer Middle School Principal*
11:00-12:00	**Managing Student Behavior (Detail)** *Principals* *Para Mentors*
12:00-12:30	**Mentor Lunch**
12:30 - 4:00	**Building Orientation and Daily Task Review** *Para Mentors*

- *New Para Orientation Feedback Survey*

2026 New Para Orientation Survey Results

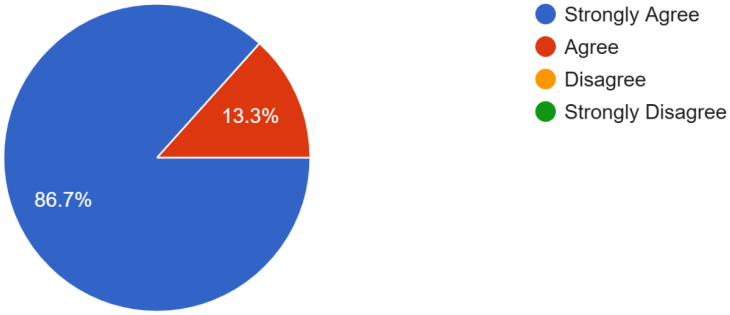
The district made me feel welcomed at New Para Orientation.

15 responses



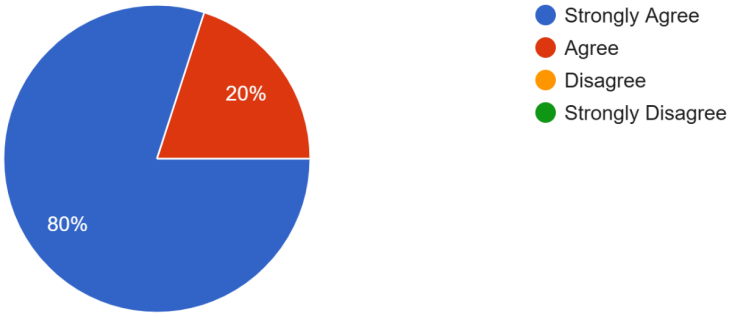
New Para Orientation was organized and professionally delivered.

15 responses



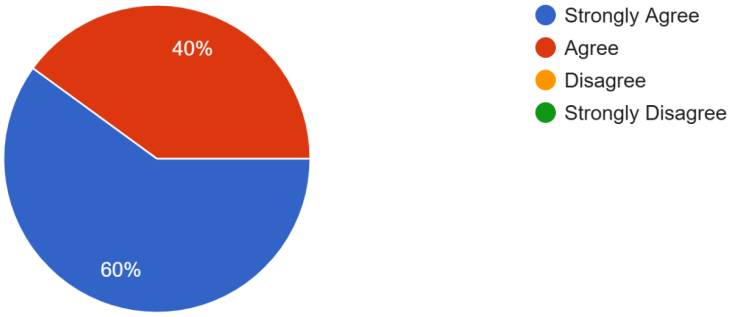
New Para Orientation helped me understand the beliefs of the School District of River Falls.

15 responses



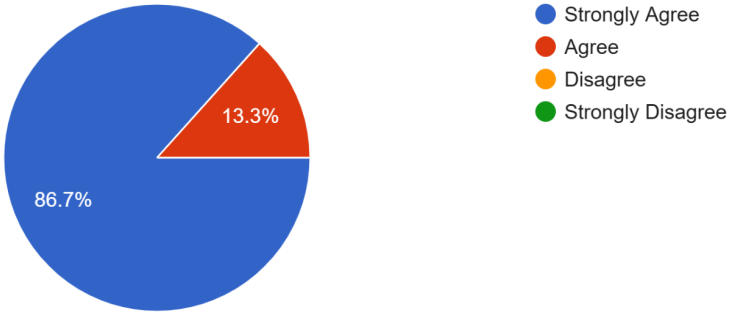
New Para Orientation provided me with information that will help me be successful in new position.

15 responses



Overall, New Para Orientation was a success.

15 responses



What suggestions do you have that would improve New Para Orientation?

- It might save time if paras can access their district technology and get logged in to the necessary accounts with our mentors' help.
- More in depth regarding benefits
- N/a
- I thought it was great overall! We did have a lot of extra time towards the end of the day though. It wasn't a bad thing by any means because it was nice to talk and chat with our new co-workers but there was a lot of extra time!
- Maybe an overall walk through with Technology
- Perhaps put school on a nametag, so people can easily identify where people will be at
- It was great!

Fall Mentor Meeting

August 17, 2026

11:30

Heather Boleman's Classroom

Objectives

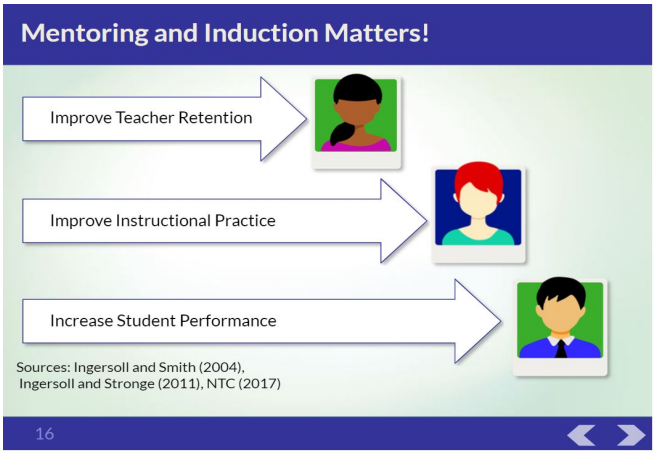
- Objectives of the Core Mentor Program
- Overview of the Core Mentor Program 2026-27
- Mentor reflections from last year

Core Mentor Program Objectives

- Recognize that people are our most valuable resource.
- Support the transition of new to River Falls' teachers into the RFSD.
- Influence the growth and development of new to River Falls' teachers.
- Develop/Sustain positive building and district culture through the support of new teachers.
- Apply the district Core Mentor Program consistently.

Core Mentor Program 2026-27

Key Takeaways form CESA 11 Training



Core Mentor Program 2026-27

- 29 Core Mentors
  - 15 with one Mentee
  - 2 with two Mentees
  - 12 without a Mentee
- Mentor Incentives
  - Mentor Pay
  - Mentor Personal Day Exchange

Core Mentor Program 2026-27

- Multifaceted support for new teachers
  - Mentor
  - Coach
  - Principal
  - Grade Level Team/PLC

Core Mentor Program 2026-27

- Mentor Responsibilities
  - Organize and facilitate meetings.
  - Facilitate the new teacher's introduction to the teaching profession.
  - Be a consultant, role model, sponsor, facilitator, not an evaluator.
  - Provide honest and trustworthy support to the new teacher through listening, sharing, and encouragement.
  - Offers suggestions to maintain a work/life balance.
  - Facilitate application of knowledge and skills.
  - Convey advanced knowledge and skills.
  - Support a smooth and timely transition into the school culture.
  - Provide specific feedback, encouragement, and continued opportunities for reflection and growth.
  - Support the Educator Effectiveness process. (NEW AND IMPROVED EE FORMS VIDEO)
  - Model professionalism by allowing the mentee to observe you and/or your colleagues while teaching.
  - Provide information about school discipline policy and procedures.
  - Help new teachers balance immediate concerns with long-term development.



Core Mentor Program 2026-27

Pre-Inservice

- Attend new teacher orientation
- Complete Vector Training
- Check in regarding room prep
- Troubleshoot Phone/Computer Set-Up (printer, voicemail setup, Infinite Campus, class lists)



Core Mentor Program 2026-27

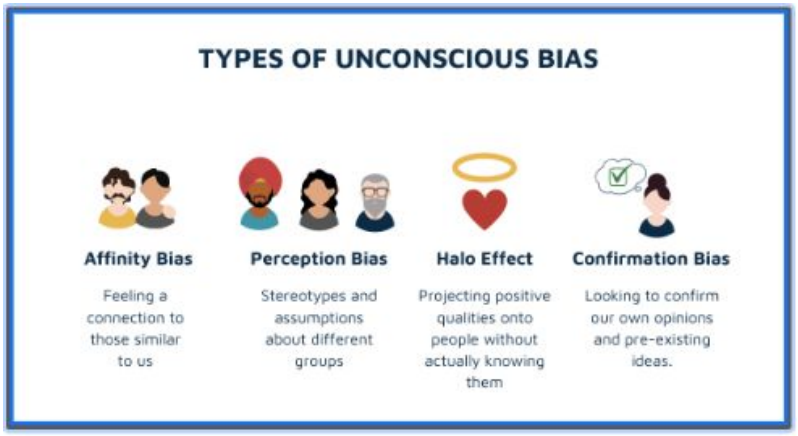
Inservice Week

- Meet with new teacher daily (first week lesson plans, back-to-school night plans, review behavior management plan)
- Email signature line
- Review IEPs/504s
- Complete IEPs at a Glance (SPED, if applicable)
- Introductions to administration, support staff, secretaries, etc.
- Orient/reorient new teacher to school (tour of school)
- Review school policies and procedures (emergency response protocols, staff handbook)
- Discuss working with paraprofessionals (if appropriate)
- Assist in securing materials and supplies, using copiers and phone, administrative software, etc.
- Assist with scheduling as needed
- Discuss communication (e.g., parents, teachers, paraprofessionals, administration)
- Review back to school night procedures (schedules, locker combinations, field trip forms, contact information, Chromebook handout, Schoology/Infinite Campus login information, classroom supply procedures, general procedures - medication, transportation, lunch money, etc.)
- Check-in regarding first week plans (e.g., lesson plans, daily objectives, behavior management, materials for instruction, setting up Learning Management System (LMS))
- Discuss any concerns of new teacher

Core Mentor Program 2026-27

Key Takeaways form CESA 11 Training

- Unconscious Bias



Core Mentor Program 2026-27

Key Takeaways form CESA 11 Training

Trust Builders

Research shows that the following traits help to build trust:

- Confidentiality
- Respect
- Transparency
- Engagement
- Competency

Source: Danielson, C (2016), Byrk, A.S. & Schneider, B (2003), Knight, J. (2016), Covey,S.(2006)

30

Core Mentor Program 2026-27

Key Takeaways form CESA 11 Training

Attitudes and Teaching



Source: Phases of First-Year Teachers' Attitudes Towards Teaching (NTC,2016)

48

Core Mentor Program 2026-27

Key Takeaways form CESA 11 Training

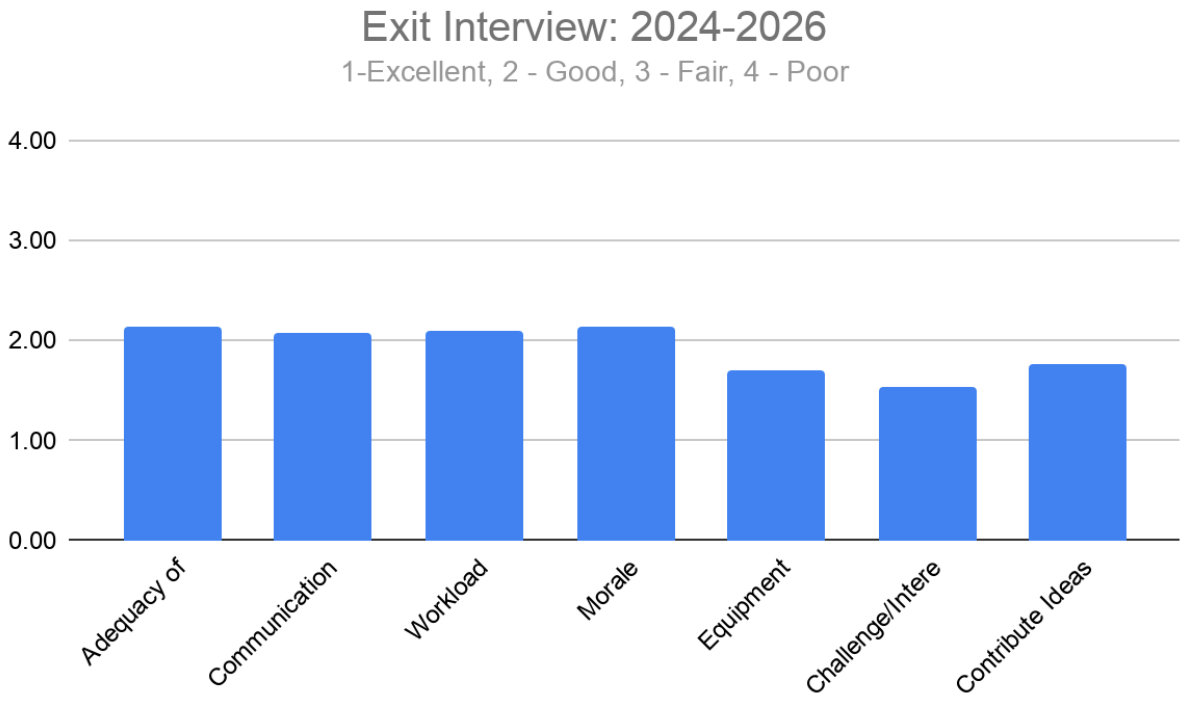


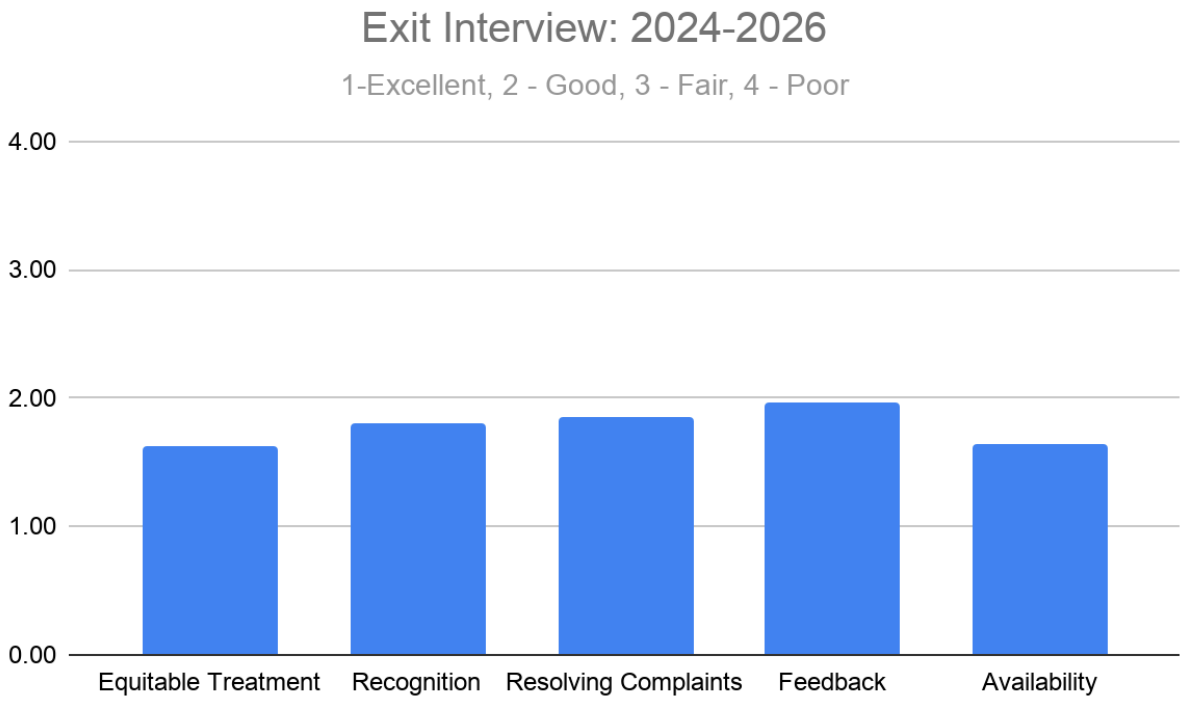
2026-27 Mentor Handbook Review

2026-27 Mentor Handbook Link

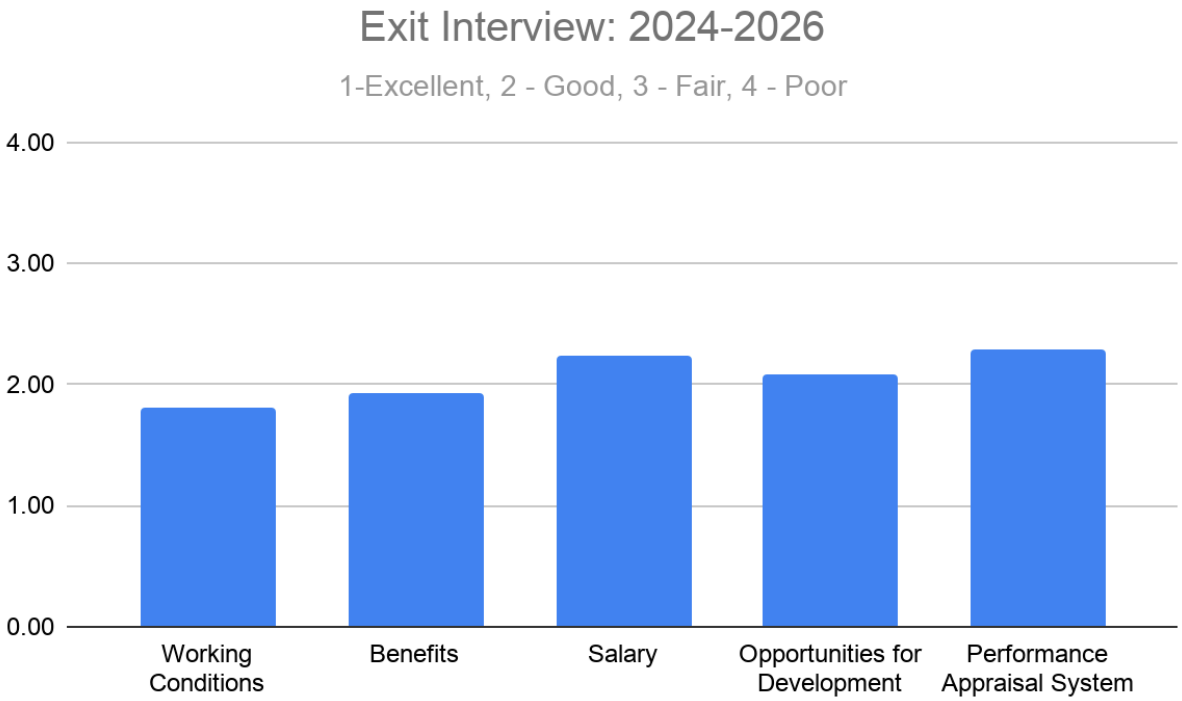
Spring 2026 Mentor Reflections

EXIT INTERVIEW SUMMARY: 2024-2026





EXIT INTERVIEW SUMMARY: 2024-2026



School District of River Falls
Job Description
SCHOOL COUNSELOR

MINIMUM QUALIFICATIONS:

1. Hold or obtain Wisconsin Department of Public Instruction School Counselor licensure.
2. Demonstrate strong leadership, organizational and interpersonal skills, with the ability to communicate and collaborate effectively with students, parents, and colleagues.
3. Maintain strict confidentiality at all times.

POSITION SUMMARY:

The School Counselor will incorporate the elements of the Wisconsin Comprehensive School Counseling Model and the American School Counselor Association National Model in order to promote student success, provide preventive services, and respond to identified student needs. The School Counselor will address academic, career, and personal/social development for all students.

REPORTS TO: Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Develop and Manage a Comprehensive School Counseling Program
    a. Maintain and execute a written plan for effective delivery of a comprehensive school counseling program based on the American School Counselor Association's (ASCA) National Model, the ASCA Mindsets and Behaviors for Student Success, and school data.
    b. Use the ASCA National Model to allocate appropriate time and resources for direct and indirect student services. These services could include: whole and small group instruction; individual student planning and guidance; crisis and responsive services; consultation and collaboration with staff and families; academic and career planning; system evaluation and support; and referrals for resources and support.
    c. Review the goals and outcomes of the comprehensive school counseling program with administration, staff, and community stakeholders on a regular basis.
    d. Partner with administration and other staff to ensure integration of School Counseling content standards and Social Emotional Learning competencies across the curriculum.
2. Deliver a Comprehensive School Counseling Program
    a. Deliver classroom and school wide programming for all students, with a focus on promoting academic success, social emotional skills, and postsecondary awareness through Academic and Career Planning (ACP).
    b. Consult and collaborate effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.
    c. Provide individual and group counseling to students with identified concerns in the areas of attendance, social emotional skills, behavior, or mental health, and regularly utilize data to evaluate effectiveness and outcomes.
    d. Recognize and respond to student mental health needs and safety concerns through individual and small-group counseling, crisis response, consultation, collaboration, and referrals to appropriate school and community resources.
    e. Serve on building and/or district level teams to provide support and assistance to students and families navigating crisis or emergency situations.
    f. Keep building administration and support personnel informed regarding situations that may warrant their attention.

   g. Assist teachers, parents/guardians, and other stakeholders in interpreting and understanding student data, and building or system level needs.
3. Monitor Progress and Accountability
   a. Collaborate with other stakeholders, review disaggregated data (achievement, attendance, behavior) to identify systemic barriers, close opportunity gaps, and consider additions, adjustments, or enhancements to the Comprehensive School Counseling Program.
   b. Monitor student academic performance, behavior and attendance, and assist with the selection and delivery of appropriate interventions.
4. Maintain Professionalism
   a. Adhere to the laws, policies, procedures, and ethical standards of the school counseling profession.
   b. Maintain current and in-depth knowledge of research and best practices in all aspects of the school counseling model.
   c. Demonstrate professional integrity through ethical behavior.
   d. Collaborate, support, and promote the building's and the district's professional learning community.
   e. Provide inservice training and ongoing support to faculty and staff, and assist with other school counseling aspects.
   f. Handle confidential matters related to student, staff, and district records properly.
   g. Collaborate regularly with school and district administration, staff, and community members regarding the delivery of an effective school counseling program.
5. Provide Virtual Programming Leadership and Support (**If included in assigned duties**)
   a. Communicate about program structure, options, and expectations with prospective students/families
   b. Work with students and families on course selection, registration, and any needed accommodations and supports.
   c. Provide regular monitoring of student progress on their assigned courses to identify pacing & log in concerns.
   d. Lead regular virtual advisory meetings for students, covering Academic and Career Planning (ACP) along with other post secondary transition needs and opportunities.
   e. Collaborate with building/district administrators, virtual instructors, and other student services professionals to promote the success of program students.
   f. Provide effective response services to students with identified or emerging concerns and needs, including:
      i. Individual or small-group school counseling
      ii. Crisis response and support
      iii. Collaboration with families, school staff, and appropriate professionals
      iv. Referrals to community resources and supports
6. Perform all other duties as assigned.