School District of River Falls

Personnel Committee Meeting

November 16, 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 Meeting)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**

4. **ANALYSIS OF 2025-26 STUDENT:STAFF RATIO COMPARABLES** **2**
Description: A review of student-to-staff ratios of regionally comparable groups was conducted to aid in the development of the 2027-28 budget and staffing plan.
Recommended Action: None, informational only.

5. **PRELIMINARY STAFF PLANNING** **3**
Description: Staff planning for the 2027-28 school year will be discussed.
Recommended Action: None, informational only.

6. **MEYER MIDDLE SCHOOL PRINCIPAL HIRING TIMELINE** **4**
Description: Dr. Mark Chapin has announced his retirement at the end of the school year. We will provide an overview of the plans we will follow to select his replacement.
Recommended Action: None, informational only.

7. **APPROVE NEOLA POLICY 3130 - ASSIGNMENT AND TRANSFER AND NEOLA POLICY 8410 - CRISIS INTERVENTION** **7**
Description: Administration will provide policy updates for approval.
Recommended Action: Approve initial readings of Neola Policy 3130 - Assignment and Transfer and Neola Policy 8410 - Crisis Intervention as presented.

8. **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.

9. **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, December 14, 2026, 7:00 p.m. *(or immediately following Finance & Facilities)*
The meeting will be held in the District Office Conference Room, 852 E. Division Street.

10. **ADJOURN**

2025-2026 Public Ratio of Students to FTE Staff:

(DPI Public Ratio of Students to FTE Staff Report (2025-26)

RATIO OF STUDENTS TO AMDINISTRATORS	
School District	**Ratio of students to 1 administrator**
Prescott	150.79
Spring Valley	158.64
Baldwin	183.44
Saint Croix Central	186.43
Ellsworth	190.37
Pulaski	190.5
Monona Grove	192.47
West DePere	204.97
Menomonie	217.69
River Falls	236.99
New Richmond	250.21
Hudson	250.6

RATIO OF STUDENTS TO ALL SUPPORT STAFF	
School District	**Rato of students to 1 support staff member**
Ellsworth	17.57
Prescott	17.9
Spring Valley	17.9
Hudson	19.34
Saint Croix Central	19.52
Baldwin	19.99
River Falls	20.28
Pulaski	21.31
New Richmond	21.69
Monona Grove	21.72
Menomonie	24.77
West DePere	31.21

RATIO OF STUDENTS TO LICENSED STAFF	
School District	**Ratio of students to 1 licensed staff member**
Monona Grove	11.38
Ellsworth	11.46
Pulaski	11.65
Prescott	11.78
Spring Valley	11.78
Saint Croix Central	12.49
Hudson	12.62
River Falls	12.8
Menomonie	12.9
New Richmond	12.97
Baldwin	13.26
West DePere	13.44

RATIO OF STUDENTS TO ALL STAFF	
School District	**Ratio of students to 1 staff member**
Ellsworth	6.69
Prescott	6.78
Spring Valley	6.8
Monona Grove	7.19
Pulaski	7.24
Saint Croix Central	7.32
Hudson	7.41
River Falls	7.6
Baldwin	7.64
New Richmond	7.86
Menomonie	8.16
West DePere	8.98

***NOTE: THIS RATIO INCLUDES CLASSROOM TEACHERS, SPECIAL EDUCATION, COUNSELORS, STUDENT SERVICES, AND TEACHING SPECIALISTS**

2027-28 Staff Planning Timeline

1. December 1, 2026 - email
    a. Notify the admin team that budget discussions will begin at the December 8th administrative meeting.

2. December 8, 2026 - Administrative Meeting
    a. Initial discussion budget realities for 2027-28 (Lynette)
    b. Staff planning discussion norms
    c. Reduction considerations developed by the Cabinet
    d. Discussion

3. December 14, 2026 - Personnel Committee - closed session
    a. Staff planning discussion (adds/reductions)
    b. Staff planning discussion norms

4. December 18, 2026 - Administrative Meeting
    a. Staff planning discussion (adds/reductions)

5. January 5, 2027 - Administrative Meeting
    a. Finalize discussion of budget realities
    b. Staff planning discussion (adds/reductions)

6. January 11, 2027 - Personnel Committee - closed session
    a. Discussion of budget realities
    b. Staff planning discussion (adds/reductions)

7. February 2, 2027 - Administrative Meeting
    a. Finalize Staff Planning Phase I additions
    b. Finalize Staff Reduction Plan

8. February 8, 2027 - Personnel Committee - closed session
    a. Seek approval from the Personnel Committee of Staff Planning Phase I additions: 2027-28
    b. Seek approval from the Personnel Committee of the Staff Reduction Plan: 2027-28

9. February 15, 2027 - Regular School Board Meeting
    a. Seek approval from the Board of Staff Planning Phase I additions: 2027-28
    b. Seek approval from the Board of the Staff Reduction Plan: 2027-28 - closed session

MMS Principal Search Timeline: 2027

1. **Provide an overview of the search timeline to the Personnel Committee (11/16/26 Personnel Committee Meeting)**
    - Provide an overview of the recruitment timeline.

2. **Provide an overview of the search timeline to MMS staff (December: MMS Faculty meeting)**
    - Provide an overview of the recruitment timeline.
    - Invite all to participate through **anonymous survey** (December: MMS Faculty Meeting)
    - Summarize stakeholder feedback into **MMS Principal Screening Rubric**

3. **Nate will meet with key stakeholders the week of January 4th to discuss the MS Principal Job Description and desired Characteristics, and Experiences.**
    - Stakeholders will include:
        i. MMS Office (Buck, Jess, Annah, Ellie.)
            1. Day, Date, Time
        ii. MMS Student Support Team (Sam, Gary, Tammy, Jordan, Summer)
            1. Day, Date, Time
        iii. Team/Department Leaders
            1. Day, Date, Time

    - Guiding Questions
        i. In your role, what are the most important responsibilities identified on the MS Principal Job Description?
        ii. What characteristics and/or prior experiences should be prioritized during the search?
        iii. What else?

4. **Set candidate screening team and provide access to applicants via WECAN (1/13/27)**
    - Share candidate profile and screening rubric
        i. Screening Team Members
            1. Nate Schurman

5. **Share job posting announcement (1/15/27)**
    - WECAN, MNASA, WI-LEADERSHIP, NASSP
    - District Website, Social Media (FB)
    - 1/15/27 through 2/12/27

6. **Provide an update on hiring process to the Personnel Committee (2/8/27 Personnel Committee Meeting)**
    - Report current number of applicants
    - Report survey and stakeholder meeting feedback
    - Share screening rubric

- Share draft of interview questions and presentation prompt
- Report and seek approval of any recommended updates/revisions to the MMS Principal Job Description

7. **Select and announce Interview Team Members (2/8/27)**
   - Interview training expectations will be presented to interview team at this time.

8. **Posting close date (2/12/27)**

9. **The candidate screening team identifies 4-7 candidates for the 1st interview by noon on 2/18/27.**
   - Each member of the screening team will individually identify their top 5 candidates to be submitted by 2/18/27 at noon.

10. **The candidate screening team finalizes candidates for the 1st interview 2/18/27 at 3:00 MMS Library**

11. **Finalize candidate interview questions, and any other 1st interview expectations (2/18/27).**

12. **First round interviews will be held 2/24/27**
    - WECAN access will be provided to interview team to selected candidates by 2/19/27
    -
        i. First Round Interview Team
            1. Nate Schurman
            2. David Bell
            3. Brian Buck
            4.
        ii. Greeter and Tour Guides

13. **Narrow candidates to 2-3 finalists (2/25/27)**

14. **Finalist interviews (3/3/27)**
    - WECAN access will be provided to Finalist interview team to selected candidates by 2/26/27
        i. Finalist Interview Team
            1. Nate Schurman
            2. David Bell
            3. MaryBeth Elliott
            4. Stacy Johnson Myers
            5. Brian Buck
            6. .
            7.

15. **Offer of employment and contract negotiations with top candidate (3/5/27-3/8/27)**

16. **Introduce new MMS Principal after contract is signed (week of 3/9/27)**

17. **Announce candidate to parents and community (week of 3/9/27)**

RIVER FALLS, SCHOOL DISTRICT OF

35.2 Update Policies - For Board Consideration/Approval

ASSIGNMENT AND TRANSFER (2)

po3130

October 6, 2026

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35.2 UPDATE POLICIES - FOR BOARD CONSIDERATION/APPROVAL

po3130

ASSIGNMENT AND TRANSFER (2)

3130 - **ASSIGNMENT AND TRANSFER**

The School Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

The Superintendent will ~~shall~~ oversee the ~~will be responsible for the proper~~ assignment and transfer of all professional personnel in accordance w it ~~ih~~ t the provisions of the Employee Handbook. All placements will prioritze the best interests of the District while adhering to any applicable contractual, legal and/or certification requirements. ~~staff members and will attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements and certification requirements. The processes used for the assignment and transfer of professional staff will be outlined in the Employee Handbook.~~

The Human Resources Department will establish an audit procedure to ensure that each instructional staff member's teaching certificate is currently in compliance with appropriate State certification criteria and has not been nullified.

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35.2 UPDATE POLICIES - FOR BOARD CONSIDERATION/APPROVAL

po8410 - 6/16

CRISIS INTERVENTION (2)

8410 - **CRISIS INTERVENTION**

The School Board is committed to maintaining a safe school environment. The School Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes the best resources and coordinated efforts of District personnel, law enforcement agencies, and families. The School Board further believes that administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are in a school, on school grounds, on a school conveyance, or at a school-sponsored activity ~~at school or a school-sponsored activity or while enroute to or from school or a school-sponsored activity~~. The School Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

The Superintendent will develop administrative guidelines as appropriate to assist in providing effective intervention for students who may show warning signs that relate to violence or other threatening behaviors.

The District will develop and the School Board will approve a school safety plan consistent with Policy 8420 - School Safety.

Persistently Dangerous Schools

The School Board recognizes that State and Federal law requires that the District annually ~~annu lly~~ report ~~annually~~ incidents that meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the Wisconsin Department of Public Instruction will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the School Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceeds the threshold number established in State policy, the Superintendent will ~~shall~~

~~( ) will discuss this at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.~~

~~( )~~ convene a meeting of the building administrator, representative(s) of the local law enforcement ~~( )~~ agency and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent will make a report to the School Board about this plan of corrective action and will recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school will have the choice option as provided in Policy 5113.02 - Intra-District Safe School Transfers Options.

~~In addition, the Superintendent shall~~

> ~~( ) discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.~~
>
> ~~( ) convene a meeting of the building administrator, representative(s) of the local law enforcement ( ) agency and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.~~

The transfer provision under PI 23 only applies if the District has another appropriate grade level public school, including a public charter. The U.S. Department of Education encourages but does not require Districts to explore other appropriate options such as an agreement with a neighboring school district to accept transfer pupils if there is not another school in the district for the transferring student, or alternative open-enrollment under 118.51, Wis. Stat s .

Victims of Violent Crime

The School Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law, the parents of the eligible student will have the choice options provided by Policy 5113.02.

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Legal

118.07(4)(a)-(d) Wis. Stat.

Title IX, Section 9532 of the No Child Left Behind Act of 2001

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