

**School District of River Falls
Personnel Committee**

January 12, 2026 - 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. **REVIEW SUBSTITUTE FILL RATE**

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Description: Mid-year review of staff absences and of district-wide substitute fill rate.

Recommended Action: None, informational only.

5. **HIGH SCHOOL ASSISTANT PRINCIPAL VACANCY**

3

Description: Assistant Principal Lisa Goihl has announced her retirement at the end of the school year. Therefore, we will be hiring a replacement.

Recommended Action: None, informational only.

6. **STAFFING UPDATE**

13

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

Recommended Action: None, informational only.

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, AND PURSUANT TO WIS. STAT. SEC. 19.85(1)(E), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF DELIBERATING OR NEGOTIATING THE PURCHASING OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION, TO DISCUSS 2025-26 BARGAINING GOALS AND POTENTIAL NON-RENEWALS. 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 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, February 9, 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**

School District of River Falls
Job Description
HIGH SCHOOL ASSISTANT PRINCIPAL-INSTRUCTIONAL LEADERSHIP

MINIMUM QUALIFICATIONS:

A valid license for Principal by the State of Wisconsin Department of Public Instruction (DPI).

The High School Assistant Principal-Instructional Leadership will have:

- Prior experience as an educational leader.
- Strong human relations, collaboration, and interpersonal skills.
- An ability to establish rapport and credibility with diverse constituents.
- The capacity to handle stressful situations, meet deadlines, and maintain confidentiality.

REPORTS TO:

River Falls High School Principal

SUPERVISES:

River Falls High School (RFHS) certified and support staff as assigned by the River Falls High School Principal.

PERFORMANCE RESPONSIBILITIES

1. Work collaboratively with the Assistant Principal-Student Services to proactively manage student attendance, discipline, and behavior. Specific responsibilities include, but are not limited to:
 - a. Developing meaningful relationships with students.
 - b. Enforcing local and state attendance and truancy statutes.
 - c. Communicating school behavioral expectations to students and families.
 - d. Implementing and managing daily student discipline and behavioral supports.
 - e. Supporting building staff in best practices related to student behaviors and classroom management.

2. **Work collaboratively with the High School Administrative team to lead all school operations.**
 - a. Ensure equitable access to achievement for all students.
 - b. Promote a positive school culture.
 - c. Support co-curricular programming through periodic attendance and proactive communication with the Activities Director.
 - d. Shape and support the school climate by fostering a shared understanding of the school's values, beliefs, goals, and standards for interactions that are inclusive and representative of the different perspectives.
 - e. Use effective communication strategies to provide direction and develop understanding and motivation around school goals and improvement efforts.
 - f. Oversee all safety and emergency planning and procedures.
 - g. Create an environment conducive to student academic, social, and emotional success.
 - h. Create a positive work environment for educators and staff.
 - i. Organize and coordinate the work of all secretarial help in the school office.
 - j. Promote understanding, implementation, and compliance with policies, procedures, laws, and regulations to meet the needs of students and staff.
 - k. Work with the Superintendent to carry out School Board policies pertaining to the operation of the schools.
 - l. Determine, with the faculty, school policies and procedures; implements, evaluates and periodically reviews school policies and practices.

3. **Performance Evaluation and Feedback to assigned staff.**

- a. Strive to accurately assess professional practice, provide high quality feedback and other coaching support.
- b. Foster a cycle of continuous improvement as a cooperative process involving classroom teachers.
- c. Engage in calibration activities to improve evaluation accuracy.

4. Professional learning community leadership to assigned staff.

- a. Support faculty understanding of the purpose and goal of RFHS professional learning communities.
- b. Monitor protocols that support a collaborative culture that is focused on student learning.

5. Professional Learning Leadership- The HS Assistant Principal-Instructional Leadership will be responsible for collaborating with teachers, support staff, and administrators to create coherent, aligned professional development opportunities for educators at RFHS. This will include, but is not be limited to: professional development planning, onboarding of new staff, and the implementation of the district's curriculum review cycle.

6. Innovative and personalized student programming

- a. Research and share flexible student programming to maximize personalized learning options.
- b. Coordinate an alternative credit program that provides meaningful personalized learning options for students during the academic year and summer.
- c. Collaborate with the Director of Academic Services to ensure the alternative credit program is appropriately staffed and scheduled.

7. Personal and Professional Growth

- a. Model professionalism by exhibiting ethical and respectful behavior that is displayed in the interactions with students, staff, parents and the community.
- b. Use feedback to improve personal performance and student achievement.
- c. Participate in school district and state workshops and conferences which deal with topics of self-improvement.
- d. Pursue programs of post-certification and university coursework which will enhance instructional leadership skills and administrative expertise, and contribute to improved performance.
- e. Remain current on important issues in education through comprehensive professional reading.
- f. Demonstrate a positive demeanor and set an example for professional behavior in others.
- g. Contribute to the profession by participating in and occasionally leading activities that promote school leadership and organizational effectiveness.
- h. Set clear and realistic action steps that adhere to identified goals and engage in decision-making that prioritizes time for teaching and learning.

8. Responsible for all of the above duties and any other assignments delegated to him/her by the River Falls High School Principal or Superintendent of Schools.

REVISED: 1-15-24

School District of River Falls
Job Description
HIGH SCHOOL ASSISTANT PRINCIPAL-STUDENT SERVICES

MINIMUM QUALIFICATIONS:

A valid license for Principal by the State of Wisconsin Department of Public Instruction (DPI).

The High School Assistant Principal-Student Services will have:

- Prior experience as an educational leader.
- Strong human relations, collaboration, and interpersonal skills.
- An ability to establish rapport and credibility with diverse constituents.
- The capacity to handle stressful situations, meet deadlines, and maintain confidentiality.

REPORTS TO:

River Falls High School Principal

SUPERVISES:

River Falls High School (RFHS) certified and support staff as assigned by the River Falls High School Principal.

PERFORMANCE RESPONSIBILITIES

- 1. Work collaboratively with the Assistant Principal-Instructional Leadership to proactively manage student attendance, discipline, and behavior. Specific responsibilities include, but are not limited to:**
 - a. Developing meaningful relationships with students.
 - b. Enforcing local and state attendance and truancy statutes.
 - c. Communicating school behavioral expectations to students and families.
 - d. Implementing and managing daily student discipline and behavioral supports.
 - e. Supporting building staff in best practices related to student behaviors and classroom management.

- 2. Work collaboratively with the High School Administrative team to lead all school operations.**
 - a. Ensure equitable access to achievement for all students.
 - b. Promote a positive school culture.
 - c. Support co-curricular programming through periodic attendance and proactive communication with the Activities Director.
 - d. Shape and support the school climate by fostering a shared understanding of the school's values, beliefs, goals, and standards for interactions that are inclusive and representative of the different perspectives.
 - e. Use effective communication strategies to provide direction and develop understanding and motivation around school goals and improvement efforts.
 - f. Oversee all safety and emergency planning and procedures.
 - g. Create an environment conducive to student academic, social, and emotional success.
 - h. Create a positive work environment for educators and staff.
 - i. Organize and coordinate the work of all secretarial help in the school office.
 - j. Promote understanding, implementation, and compliance with policies, procedures, laws, and regulations to meet the needs of students and staff.
 - k. Work with the Superintendent to carry out School Board policies pertaining to the operation of the schools.
 - l. Determine, with the faculty, school policies and procedures; implements, evaluates and periodically reviews school policies and practices.

- 3. Performance Evaluation and Feedback to assigned staff.**
 - a. Strive to accurately assess professional practice, provide high quality feedback and other coaching support.
 - b. Foster a cycle of continuous improvement as a cooperative process involving classroom teachers.
 - c. Engage in calibration activities to improve evaluation accuracy.

- 4. Professional learning community leadership to assigned staff.**
 - a. Support faculty understanding of the purpose and goal of RFHS professional learning communities.
 - b. Monitor protocols that support a collaborative culture that is focused on student learning.

- 5. Program Support for Renaissance Charter Academy:** The HS Assistant Principal-Student Services will collaborate with the Renaissance Charter Academy Coordinator so that the students and staff at Renaissance Charter Academy have consistent access to districtwide resources, program support will include, but is not be limited to; in-service planning, coordination of support services for students, staff planning, and program awareness.

- 6. Lead the High School Student Services Team (School Counselors, College and Career Readiness Coordinator, School Psychologist, Police Liaison Officer, and related support staff)**
 - a. Collaborate with staff to set annual measurable goals that align to district and building priorities.
 - b. Responsible for the implementation of student services programs. Programs include, but are not limited to:
 - i. Multi-tiered systems of support (MTSS)
 - ii. College and Career Readiness and Academic Career Planning;
 - iii. Student Mental Health.
 - c. Plan in-service trainings that support the achievement of student services program goals.
 - d. Advocate for the needs of the students services team.

- 7. Personal and Professional Growth**
 - a. Model professionalism by exhibiting ethical and respectful behavior that is displayed in the interactions with students, staff, parents and the community.
 - b. Use feedback to improve personal performance and student achievement.
 - c. Participate in school district and state workshops and conferences which deal with topics of self-improvement.
 - d. Pursue programs of post-certification and university coursework which will enhance instructional leadership skills and administrative expertise, and contribute to improved performance.
 - e. Remain current on important issues in education through comprehensive professional reading.
 - f. Demonstrate a positive demeanor and set an example for professional behavior in others.
 - g. Contribute to the profession by participating in and occasionally leading activities that promote school leadership and organizational effectiveness.
 - h. Set clear and realistic action steps that adhere to identified goals and engage in decision-making that prioritizes time for teaching and learning.

- 8. Responsible for all of the above duties and any other assignments delegated to him/her by the River Falls High School Principal or Superintendent of Schools.**

REVISED: 1-15-24



HIGH SCHOOL ASSISTANT PRINCIPAL SEARCH ANNOUNCEMENT

River Falls School District is seeking a positive and collaborative student advocate to serve as an Assistant Principal at River Falls High School. Serving over 1050 students in grades 9-12, River Falls High School is a high performing, comprehensive high school that has been recognized for its commitment to academic excellence and personalized learning options.

The Assistant Principal will work collaboratively to foster a positive school climate, engage all stakeholders with effective communication, and manage safety and emergency planning. The essential responsibilities of the position include:

- Developing trusting relationships with students, families, and staff;
- Maintaining a safe and secure school environment;
- Leading the implementation of a multi-tiered system of support for students.

The ideal candidate will:

- Establish rapport and credibility with all backgrounds of students;
- Advocate for the equitable treatment of all students and staff;
- Have teaching and leadership experience at the high school level;
- Be a strong communicator, utilize data, and be team oriented.

The top candidate will be offered a competitive salary and a strong benefits package which includes medical and dental insurance co-paid by the school district and employee, life insurance, long-term disability insurance, and a tax-sheltered annuity. The position begins on July 1, 2026.

RIVER FALLS SCHOOL DISTRICT PROFILE

The School District of River Falls serves 3500 students in grades PK-12. The greater community of 15,000 residents is also home to a UW system college, technical college, and serves as a suburb to the Minneapolis-St. Paul metro area. To learn more about our school and community visit: <https://riverfalls.cms4schools.net/departments/employment-with-sdrf.cfm>

The School District of River Falls embraces diversity and equal opportunity. We are committed to inclusive hiring practices that support our goal of a workforce that represents a variety of backgrounds, perspectives, and skills. Specifically, we do not discriminate on the basis of age, sex, race, religion, national origin, color, gender identity, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

In alignment to our values and Title IX legislation, we do not discriminate on the basis of sex. Any inquiries about the application of Title IX may be referred to either or both the Assistant Secretary for Civil Rights of the Department of Education or the Director of Human Resources, 852 E. Division Street, River Falls, WI 54022, (715) 425-1800, nate.schurman@rfsd.k12.wi.us

If, because of a disability, you require the assistance of auxiliary aides or services in conjunction with the application process, or to request employment-related accommodations, please contact: jennifer.karras@rfsd.k12.wi.us or 715-425-1800 ext. 1101.

POSTING TIMELINE

Active Date: 1/13/26

Close Date: 2/13/26

APPLICATION PROCESS

1. Applications will only be accepted online through the Wisconsin Education Career Access Network ([WECAN](#))
2. A complete application will include:
 - a. WECAN application
 - b. District Assistant Principal Question Set
 - i. **How did you become aware of this position? Why are you interested in this position?**
 - ii. **Describe a time in which you successfully led an initiative that positively contributed to student success.**
 - iii. **What are the essential components for leading the learning of the educators in your building?**
 - iv. **Explain the strategies you use when responding to a parent who is angry with a decision that a teacher made.**
 - v. **What are the essential components to an effective teacher evaluation system?**
 - vi. **What will you do to ensure that all students have equitable access to learning opportunities?**
 - c. Cover letter addressed to David Bell, Superintendent.
 - d. Resume
 - e. Two or more letters of reference preferably dated within the last two years
 - f. Transcripts
3. The anticipated start date is July 1, 2026.



HS Assistant Principal Search Timeline



January, 2026 Update



Meeting Objectives

- Review the announcement and position description.
- Provide an overview for the RFHS AP search timeline.
- Understand how you can offer candidate profile feedback and participate in the job search process.



Job Announcement and Description



SCHOOL DISTRICT OF
River Falls

www.rfsd.k12.wi.us

Administrative Office
852 East Division Street, River Falls WI 54022

PHONE: (715) 425-1800

FAX: (715) 425-1804

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- Have teaching and leadership experience at the high school level;
- Be a strong communicator, utilize data, and be team oriented.

The top candidate will be offered a competitive salary and a strong benefits package which includes medical and dental insurance co-paid by the school district and employee, life insurance, long-term disability insurance, and a tax-sheltered annuity. The position begins on July 1, 2026.



Principal Search Timeline (Target Dates)



- Week of (1/5/26) key stakeholders to discuss job description/HS admin. Configuration
- Job announcement posted (1/13/26)
- Overview of search timeline to HS staff (1/19/26)
- Anonymous Survey to HS staff (1/19/26)
- Identify candidate screening and interview teams (1/23/26)
- Finalize and share candidate profile (1/23/26)
- Posting closes (2/13/26)



Principal Search Timeline (Target Dates)

- Candidate screening team identifies candidates for 1st round interviews (2/16/26)
 - Initial reference checks completed prior to offering 1st round interview.
- Complete 1st Interview (2/23/26)
 - Narrow candidate pool to 1-3 finalists.
 - Complete 2nd round of reference checks.
- 2nd final interview (3/3/26)
 - Smaller interview team
 - Offer of employment/contract negotiations
- Introduce candidate to RFHS (week of 3/9/26)

5



Candidate Profile Feedback

- What are the personal qualities you seek in the Assistant Principal?
- In your opinion, what are the three main areas that the Assistant Principal should concentrate the majority of her/his time?
- What areas of professional knowledge/expertise should the Assistant Principal have?
- What other skills or background do you hope for in the Assistant Principal?

6



Opportunities to Participate

- ◉ Candidate profile feedback
- ◉ Candidate screening team
 - 5-10 Teachers, administrators, and support staff
- ◉ Interview teams (x2)
 - 8-10 Teachers, administrators, school board members, and support staff (different from screening team)
 - 1-2 Teachers and/or support staff to provide building tours
- ◉ Email Nate Schurman if you are interested.
 - We will seek balanced representation (Position, Subject, Experience, etc.)

2026-27 CERTIFIED STAFF HIRES

	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	YOE	NOTES
1	HS	Asistant Principal		2/23	Lisa Gohl	Retirement			
2	RFPME	Counselor			Karen Swanson	Retirement			
3	WS	3rd Grade Teacher			Lori Rosenow	Retirement			
4	MMS	CC Special Education (ID)			Kari Nutting	Resignation			
5	GW	.5 BLBC			New				
6	RB	SPED (.5 CC/.5 EC)			New				
7	RFPME	SPED (.5 CC)			New				
8	DISTRICT	Sp/L (.6)			New				