

**School District of River Falls
Personnel Committee**

April 13, 2026 - at 7:00 PM or immediately following the 6:00 PM Educational Program 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 Educational Program Committee)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**

4. **DISTRICT SCORECARD UPDATE: RIVER FALLS WORKS** **3**
Description: Administration will review practices taken to achieve goals connected with the River Falls Works portion of the District Scorecard.
Recommended Action: None, informational only.

5. **BUS DRIVER MENTOR PROGRAM** **11**
Description: The administrative team will share a draft of the new Bus Driver Mentor Program.
Recommended Action: Approve Bus Driver Mentor Handbook.

6. **STAFFING UPDATE** **17**
Description: The administrative team will share a 2026-27 staffing update.
Recommended Action: None, informational only.

7. **APPROVE SENDING LETTERS OF INTENT TO CERTIFIED AND SUPPORT STAFF** **18**
Description: Under the terms of Wisconsin Statute 118.22, on or before May 15 of the school year during which a teacher holds a contract, the School Board by which the teacher is employed shall give the teacher written notice of renewal for the ensuing school year.
Recommended Action: Approve sending letters of intent to staff.

8. **CONSIDERATION OF ADJOURNING TO CLOSED SESSION 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, SPECIFICALLY TO STRATEGIZE ABOUT UPCOMING COLLECTIVE BARGAINING WITH WEAC REGION 1 - RIVER FALLS TEACHERS AND WEAC REGION 1 - BUS DRIVERS; AND WISCONSIN STAT. SEC. 19.85(1)(C) FOR THE PURPOSE OF CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION, OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY; AND/OR WISCONSIN STAT. SEC. 19.85(1)(F) FOR THE PURPOSE OF CONSIDERING FINANCIAL, MEDICAL, SOCIAL, OR PERSONAL HISTORIES OR DISCIPLINARY DATA OF SPECIFIC PERSONS WHICH, IF DISCUSSED IN PUBLIC, WOULD BE LIKELY TO HAVE A SUBSTANTIAL ADVERSE EFFECT UPON THE REPUTATION OF ANY PERSON REFERRED TO IN SUCH HISTORIES OR DATA, SPECIFICALLY TO DISCUSS AND TAKE ACTION REGARDING A RESIGNATION AND/OR A SEPARATION AGREEMENT. ROLL CALL REQUIRED.**
9. **CONVENE TO CLOSED SESSION PURSUANT TO THE ABOVE**

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

11. **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.

12. 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, May 11, 2026, 7:00 p.m. *(or immediately following Finance & Facilities)*

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

13. ADJOURN

Director of Human Resources and Leadership Report

April 13, 2026



WHAT IS THE DISTRICT SCORECARD?

The School District of River Falls' District Scorecard serves as a tool to track the progress towards goals set by the 2022-27 Strategic Plan. The benchmarks reflect our high expectations for academic growth, student engagement, and employee satisfaction. Our intent is to meet or exceed these targets, but if we fall short, we are committed to identifying new lead measures that will drive change. This pursuit is ongoing and continuous.

OUR MISSION

Inspire all students through challenging, meaningful, and engaging learning experiences, in a safe and collaborative environment.

OUR VISION

In partnership with families and the community, the School District of River Falls is an innovative PK-12 grade educational leader committed to the academic, social, emotional, and physical well-being of every student.

OUR VALUES

- STUDENTS FIRST
- PEOPLE MATTER
- EQUITY
- RESPECT
- INTEGRITY
- EXCELLENCE
- INNOVATION
- COMMUNICATION

CRITICAL PERFORMANCE INDICATORS

Critical Performance Indicators measure what matters most to our district. Our commitment to excellence in learning, working, and community connections is reflected in our rigorous benchmarks.

SCHOOL BOARD MONITORING CALENDAR

	JUL	AUG/SEP	SEP	OCT	OCT	NOV	DEC
TOPIC	School Board	Personnel, Ed Pro, Finance & Facilities	School Board	School Board	Personnel	School Board	Ed Pro
MTG	Strategic Plan Scorecard Draft, Supt Entry Plan	2024-25 Committee Goals	Final Strategic Plan Scorecard & Monitoring Calendar	Elem WIG Report, Supt 90-Day Report	Staff Retention Report	MS/HS, SPED WIG Report	State Assessment Report
	JAN	FEB	FEB	MAR	APR	JUN	JUN
TOPIC	Finance & Facilities	Personnel	School Board	School Board	Personnel	School Board	Planning Retreat
MTG	Budget Forecast & Facility Planning	Salary Comparability Report	Elem WIG Report, Supt 180-Day Report	MS/HS, SPED WIG Report	2025-26 Staffing Plan	Final WIG Reports	Updated Strategic Plan Scorecard Draft, Stakeholder Feedback & Data Analysis

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 comparable Teacher Salary Ranking (Table 2) from 4th to 2nd by 2027
 - b. ***Improve 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



River Falls
WORKS



- Supportive collaborative teaching culture focused on student learning and high quality teaching practices.
- Mentoring and coach support for all staff.
- Regionally competitive salary and benefits package.
- Dedicated to a strong district and building culture and climate.



	CRITICAL PERFORMANCE INDICATOR	2024	2025	2026	*2027
1	The percentage of employees who returned the following year.	84%	88%		90%
2	Employees will agree or strongly agree with questions related to job satisfaction as measured by the Staff Feedback Survey.^	70.9%	76.9%	81.7%	80%
3	Employee salary ranking will be 2nd or better when compared to eight regionally & demographically comparable school districts.*	4TH	3RD		2ND
4	Employees will agree or strongly agree that in-service training/professional development days are organized and well planned as measured by the Staff Feedback Survey.	68.4%	69.3%	75.5%	85%
5	Capital referendum projects will be completed aligned to plan, within budget, on schedule, and with consistent, transparent communication to stakeholders.		AP	YES	100%
6	Authentic collaboration will occur on scheduled collaboration dates within all K-12 buildings.		AP		85%



* **Target:** Targets reflect the belief that all students can learn and grow academically at high levels. They are intentionally set to challenge and stretch the programs that can influence the identified critical performance indicator. It is important to recognize that certain factors affecting the achievement of these targets are beyond the district's sphere of influence and may impact their attainment.

^ Job Satisfaction Staff Feedback Questions:

1. *I would recommend this District to others seeking employment. (95.7%)*
2. *Our District effectively onboards new employees. (84%)*
3. *Inservice training/professional development days are organized and well planned. (78.8%)*
4. *When compared to other school districts in the region, I am satisfied with my pay. (68.4%)*

* **Comparable Districts:** Hudson, Menomonie, New Richmond, Prescott, St. Croix Central, Baldwin-Woodville, and Ellsworth

@ **AP:** Adequate Progress



Employee Retention, Job Satisfaction

- Principal Leadership Check-In Meetings
 - Monthly meetings
 - Building Visits - recognized by Teacher Union
 - Leadership Development support
 - Strategy
 - Celebrations/Reflections
 - WIG
 - Decision Making
 - Staff Interactions/Staff Planning
 - School Culture



Employee Retention, Job Satisfaction

- New Staff Orientation
 - New Teacher Orientation
 - New Paraprofessional Orientation
 - Bus Driver Welcome Back
 - Substitute Training



Employee Retention, Job Satisfaction

- Mid-year new staff check in meetings
 - Staff reflection and discussion
 - What's going well?
 - What can go better?
 - How can “we” provide you more support?
 - Likelihood of returning



Employee Retention, Job Satisfaction

- Mentorship
 - Enhanced “core” mentorship program
 - Teachers and Paras
 - Increased direction, partnership, and accountability for support staff mentoring
 - Development of Bus Driver mentorship program.



Employee Retention, Job Satisfaction

- Employee Feedback
 - End of year staff survey
 - Staff perception of job satisfaction

	2024	2025	*2026
I would recommend this District to others seeking employment.	90.4%	93.8%	95.7%
Our District effectively onboards new employees.	74.3%	83.1%	84%
Inservice training/professional development days are organized and well planned	68.4%	69.3%	78.8%
When compared to other school districts in the region, I am satisfied with my pay	50.5%	61.4%	68.4%
	70.9%	76.9%	81.7%



Employee Retention, Job Satisfaction

- Employee Feedback
 - Listening Sessions
 - Negotiations/Meet and Confer
 - Exit Interviews



Employee Retention, Job Satisfaction

- Employee Feedback
 - Insurance Study Committee
 - Calendar Committee
 - Teacher Union Meetings
 - Bus Driver Union Meetings
 - CSE Steering Committee
 - Wellness Committee



Employee Retention, Job Satisfaction

- Pay increases and Employee Handbook adjustments
 - Analysis of comparables
 - Certified and non-certified staff
 - Regional comparables
 - Internal comparables



Communication and Engagement

- Monthly Human Resources Update
 - Health Insurance
 - Wellness Opportunities
 - Tax documentation
 - Staffing plans
 - Inclement weather communication



BUS DRIVER MENTOR HANDBOOK



SCHOOL DISTRICT OF
River Falls

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BUS DRIVER MENTOR HANDBOOK

MENTOR PROGRAM OVERVIEW

Purpose

The purpose of the Bus Driver Mentor Program is to assist drivers in making a smooth transition into the School District of River Falls. Drivers are often the first and last RFSD employees to interact with our students. They play a critical role in ensuring student safety and comfort. The mentor program represents a commitment to providing an opportunity for bus drivers to understand their duties and responsibilities, to ensure safety for students, and to build important trusting relationships with passengers and parents.

All bus drivers will be assigned a mentor when they are hired. The mentor will be an experienced driver who has a proven track record of safe driving and positive relationships with colleagues and students. The mentor will be selected by the Transportation Director.

Initial Meeting

Within the first two weeks of employment, the mentor will schedule a 30 minute initial meeting with the new driver(mentee). This meeting will take place before or after the mentee's regular hours. The exact date and time will be determined mutually by the mentor and mentee. The initial meeting will be a chance to review the mentor handbook and to answer any immediate questions that the mentee has. Both the mentor and mentee will be paid for the initial meeting. The additional 30 minutes should be submitted through True Time.

Shadow Day

Within the first month of employment, the mentor and mentee will find a day for the mentor to shadow the mentee and for the mentee to shadow the mentor for one of their routes. The mentor will be responsible for coordinating the shadow day with the mentee and the Transportation Director, who will secure a substitute driver to cover mentor/mentee assignments for the day of the shadow. The purpose of the shadow is to have the mentor spend an entire route with the mentee while they are performing their essential duties. It will give the mentor/mentee the opportunity to discuss responsibilities, ask questions, give/receive feedback, and create an opportunity to strengthen the mentor/mentee relationship.

Monthly check-ins

The mentor and mentee will be expected to formally check-in with each other on a monthly basis, either before or after routes. These meetings can be short, maybe only 15 minutes, but ultimately are very valuable. The exact date and time will be determined mutually by the mentor and mentee. Both the mentor and mentee will be paid for the formal meeting. The additional 15 minutes should be submitted through True Time.

BUS DRIVER MENTOR HANDBOOK

BENEFITS OF EFFECTIVE MENTORING

Mentee

- Become oriented to job responsibilities and expectations early in the experience process.
- Become competent drivers sooner in their career.
- Adopt important professional qualities from mentor modeling.
- Feel successful and accepted.
- Receive support both personally and professionally.
- Have a mentor as a confidant, role model, and sounding board.

Mentor

- Help to improve the profession.
- Contribute to the success of others.
- Increase enthusiasm for the profession.
- Develop additional leadership skills.
- Gain satisfaction for helping less experienced drivers.

District

- Increases collaboration.
- Supports retention.
- Creates an atmosphere in which the mentee feels united with the District.
- Creates a process for professional development.
- Improves effectiveness of new drivers.

RESPONSIBILITIES AND QUALIFICATIONS

Mentor Responsibilities

- Be willing to participate in mentor-mentee meetings.
- Help answer the many questions that come up every day.
- Be a consultant, role model, sponsor, and facilitator, not an evaluator.
- Provide emotional support to the new driver through listening and sharing.
- Facilitate application of knowledge and skills.
- Convey advanced knowledge and skills.
- Assist timely acculturation to the District climate.
- Provide specific feedback, encouragement, and continued opportunities for growth.
- Model professionalism.
- Provide information about school discipline policy and procedures.

BUS DRIVER MENTOR HANDBOOK

Mentor Qualifications

- A minimum three years experience in the District is recommended (if possible).
- Trustworthy, caring, understanding, and confidential.
- Knowledge of resources and procedures in the District.
- Sensitive to the viewpoint of others.
- Nonjudgmental
- Positive attitude towards colleagues and students.
- Good communication skills (especially listening).
- Can articulate knowledge of best practice.
- Flexibility
- Sense of humor

What a Mentor Should Not Be Expected to Provide

- All the answers.
- Formal types of evaluation.
- A constant social partner.
- A solution to all discipline problems.
- A relationship, which promotes over-dependence.
- Confidential information about administrators, staff, parents, and students.

Mentee Responsibilities

- Receptive to the guidance of a more experienced driver and willingness to learn.
- Honest, forthcoming, and willing to share thoughts.
- Committed to personal growth, continuous learning, and excellence in the profession.
- Accept advice and feedback on what works and what does not work.
- Attend and participate in mentor-mentee meetings.
- Observe and learn from your mentor and colleagues.
- Advocate for personal needs by asking questions and not waiting for a mentor, administrator, or colleague to initiate all communication.
- Proactively look for resources, support, and guidance when encountering problems.

Transportation Director Responsibilities

- The Transportation Director, will provide professional support to the mentor and mentee by facilitating the work of the team in its efforts to encourage the growth of both parties.
- Specific responsibilities of the Transportation Director include:
 - Meet with both the mentor and mentee to provide support and assistance.
 - Approve the time needed for initial meetings, shadows, and check-ins.
 - Continue to monitor, review, and evaluate the mentor program.

BUS DRIVER MENTOR HANDBOOK

MENTOR TOPICS

The following checklist includes discussion topics for mentors and mentees. Director leadership will address these topics, however, mentees may need additional support to fully understand expectations and responsibilities. The list is non-exhaustive. Mentors are not expected to know all of the details for all of these topics, just a willingness to support the mentee as they find the information that they need. This checklist is for the mentee's personal record, it is not expected that the mentor/mentee document that all these topics are addressed. These topics can be covered during the initial meeting, shadow, or check-ins.

Professional Information

- Length of the day
- Clocking-in/out of True Time
- School Year and Pay Date Calendar
- Health check ups
- Drug testing
- Parking expectations
- Review Job Description and responsibilities of the specific assignment
- Procedures for requesting sick time, personal time, or other paid time off
- Inclement weather day (entering in true time), late start and early release
- Procedures for requesting unpaid time off
- Discuss information about River Falls community
- Address unique culture of Transportation Center
- Locate Employee Handbook
- Checking Emails
- Completing Mandatory Trainings on SafeSchools/Vector
- Evaluation

Tour Transportation Center

- Meet other drivers and mechanics
- Locate staff lounge, copy room, staff office areas, bathroom

Other Information

- Review Transportation Employee Handbook (GENERAL INSTRUCTIONS, DUTIES AND RESPONSIBILITIES, DAILY OVERVIEW, DISCIPLINE PROCEDURES)
- Review special education needs
- Discuss student health concerns
- Discuss communication process with the Transportation Director and the Assistant.

BUS DRIVER MENTOR HANDBOOK

- _____ Discuss communication with parents and school administrators.
- _____ Discuss confidentiality

Emergency Procedures

- _____ Bus evacuations
- _____ Medical events
- _____ Bus Fires
- _____ Overturned Bus
- _____ Weather events
- _____ Bus breakdowns

RESOURCES

- [Employee Handbook](#)
- [Reporting Child Abuse and Neglect](#)
- [Reporting Threats of School Violence](#)

2026-27 CERTIFIED STAFF HIRES: 4-13-26

	LOCATION	POSITION	DATE POSTED	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE
1	HS	Asistant Principal	1/13/26	30	2/24/26 and 3/3/26	Lisa Goihl	Retirement	Zac Campbell
2	RFPME	Counselor (.8)	2/24/26	3		Karen Swanson	Retirement	Katie Fredrickson
3	RB/RFPME	SPED (.5 CC)/SPED (.5 CC)	2/24/26	2		New	New	
4	DISTRICT	Sp/L	2/24/26	4	3/26/26 and 3/30/26	New	New	
5	District	Physical Therapist (.4)	2/24/26	3	3/30	New	New	Colleen Graham
6	MMS	CC Special Education (ID)	2/26/26	3		Kari Nutting	Resignation	
7	RFPME	CH Teacher	2/26/26	5		Stephanie Thompson	Resignation	Nick Mickelson
8	RFPME	CC Special Education	2/26/26	6		Betsy Manning	Resignation	Dawn Hauschild
9	WS	3rd Grade Teacher	2/27/26	37		Lori Rosenow	Retirement	Lexie Schulte
10	HS	CC Special Education	3/2/26	3		Gail Washburn	Resignation	
11	GW	Instructional Coach	3/2/26	12		Tanya Larsen	Retirement	
12	WS	5th Grade Teacher	3/12/26	21		Candice DeBriyn	Resignation	
13	HS	.5 Spanish Teacher	3/13/26	0		Sara Winklehake	Resignation	
14	HS	Student Support Coordinator	3/13/26	10		Zac Campbell	New HS AP	
15	MMS	Spanish Teacher	3/30/36 (I)	2		Bob White	Retirement	Rachel Young-Subera



Date

Name

School

Dear FIRST NAME,

We have entered the final two months of the 2025-26 school year—a busy time to bring students’ learning for the year to fruition. On behalf of the entire School Board, thank you for your significant efforts. The School Board understands that you and your colleagues are at the core of our district. It is through your work and relationships with students that we accomplish the district’s educational mission. Thank you for all you have done and continue to do to support the young people whose education is entrusted to our school district.

Even while we are fully engaged in the present school year, the School Board and Administration are planning for the 2026-27 academic year. 2026-27 will present both challenges and opportunities. A key opportunity will be to complete the existing five-year strategic plan and establish the next plan. The School Board and Superintendent are eager to engage stakeholders in a conversation about our community’s vision of education in the River Falls School District.

On an annual basis, we reach out to you to extend an offer of continued employment for the coming school year. Please accept this letter as the school board’s offer of continued employment for the 2026-2027 school year. I hope you will accept this offer and return to teach in the River Falls School District. Please use Skyward to electronically sign your letter by **June 15, 2026**. If you decide to decline this offer of employment, a resignation is respectfully requested.

Along with our School Board colleagues, we know how important you are to the school district. We recognize your remarkable work and dedication to the students and families in the River Falls community. You have our enduring thanks and appreciation.

Sincerely,

Stacy Johnson Myers
School Board President

Lindsey Curtis
School Board Clerk



Date

Dear FIRST NAME LAST NAME,

We have entered the final two months of the 2025-26 school year. On behalf of the entire School Board, thank you for your significant efforts. The School Board understands that you and your colleagues are at the core of our district. It is through your work that we accomplish the district's educational mission. Thank you for all you have done and continue to do to support the young people whose education is entrusted to our school district.

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On an annual basis, we reach out to you to extend an offer of continued employment for the coming school year. Please accept this letter as the School Board's offer of continued employment for the 2026-2027 school year. We hope you will accept this offer and return to work in the River Falls School District.

The 2026-27 school year is scheduled to begin on September 1, 2026. The position we envision for you will be similar in terms of duties and hours as your 2025-26 assignment. Your anticipated rate of pay for 2026-27 will be \$_____. For your reference, your rate for 2025-26 was \$_____. This notice aligns the reasonable assurance outlined in Wis. Stat. §108.04(17)(d). The benefits which accompany your employment are outlined in the employee handbook.

As you already know, the school district has the right to transfer or reassign you, and the right to lay you off, in full or part, pursuant to the employee handbook. While we are legally required to remind you of this, please realize we have no current plans to do so.

We have given you two copies of this letter. Please complete the bottom portion of one letter and return it to your building secretary by the end of the school year; the other copy is for your files.

Along with our Board colleagues, we know how important you are to the school district. We recognize your remarkable work and dedication to the students and families in the River Falls community. You have our enduring thanks and appreciation.

Sincerely,

Stacy Johnson Myers, School Board President

Lindsey Curtis, School Board Clerk

David Bell, Superintendent

I accept this offer of employment	_____	_____
or	Signature	Date
I decline this offer of employment	_____	_____
	Signature	Date