

**School District of River Falls  
Special Board Meeting**

Monday, November 23, 2020 - 6:30 PM

River Falls High School Media Center, 818 Cemetery Road, River Falls, WI 54022  
or view on YouTube at- <https://www.youtube.com/c/schooldistrictofriverfalls>

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 - 6:30 p.m. in the River Falls High School Media Center also available via YouTube**

**2. MANNER OF PUBLIC NOTIFICATION OF MEETING**

**3. HEARING OF VISITORS OR DELEGATIONS**

**4. INFORMATIONAL ITEMS**

**A. Review the District Comprehensive School Safety Plan and related safety drills** **3**

**B. RF4C Board Update 2020-21**

**Description:** (Link to presentation)

**C. Learning environment updates for Virtual/e-School, Hybrid grades 7-12, in school grades PK-6**

**D. Future considerations for shift/pivot in learning environment (proactive planning)**

**5. ACTION ITEMS**

**A. Consideration and/or Action to determine a change/pivot from the "HYBRID Learning Environment" and athletic/co-curricular programs, spectator updates, and/or any details contained within our Wildcat Roadmap (district plan document for school operations during COVID-pandemic.)**

**1. Staff and Student COVID-impact in District**

**2. Regional and school district COVID-statistics**

**Description:** Administration will discuss existing COVID-statistics in our region and local school district criteria and if there is a perceived need to shift into an alternative learning environment and/or revise our Wildcat Roadmap and/or revise plans for athletics, co-curriculars, facility use, music, and all related policy and governance decisions. (Presentation link)

**Recommended Action:** Determine if we need to pivot/shift the "Learning Environment" and related programs to include but not limited to athletics, spectators, co-curriculars, and music policy and plans.

**B. Consideration and/or Action to approve the second reading of new Policy 870: Public Complaints and the second reading of Policy 870-Rule: Public Complaint Procedures** **17**

**Description:** The first reading of Policy 870: Public Complaints and the first reading of Policy 870- Rule: Public Complaint Procedures were approved at the November 16, 2020, Regular Board of Education meeting.

**Recommended Action:**

1. Approve the second reading of Policy 870: Public Complaints.

2. Approve the second reading of Policy 870- Rule: Public Complaint Procedures.

**C. Consideration and/or Action to approve the second reading of revisions to Policy 343.2 Class Size Guidelines** **20**

**Description:** The first reading of revisions to Policy 343.2 Class Size Guidelines was approved at the November 16, 2020, Regular Board of Education meeting.

**Recommended Action:** Approve the second reading of revisions to Policy 343.2 Class Size Guidelines.

**D. Consideration and/or Action to approve November 16, 2020, Educational Programs Committee recommendations** **23**

**Description:** The Educational Programs Committee met on November 16, 2020, to discuss the newly developed matrix to guide district determination of shifts/pivot in the learning environments. 1

**Recommended Action:** None, informational only.

**E. Proposed/suggested items for the next regular and future Board meeting agenda(s)**

**Description:** As always, Board members will be given the opportunity to suggest items for future Board member agendas.

**Recommended Action:** As needed.

**F. Schedule next Board/Committee meetings**

**Description:** Upcoming Board meeting dates, times, and locations will be reviewed.

**Recommended Action:** Set meeting schedule as follows:

Special Board of Education meeting: Monday, November 30, 2020, 6:00 p.m.

Educational Program Committee meeting; Monday, December 7, 2020, 5:30 p.m.

Personnel Committee meeting: Monday, December 7, 2020, 6:00 p.m.

Special Board of Education meeting: Monday, December 7, 2020, 6:30 p.m.

Educational Program Committee meeting: Monday, December 14, 2020, 5:30 p.m.

Special Board of Education meeting: Monday, December 14, 2020, 6:30 p.m.

Finance and Facilities Committee meeting: Monday, December 21, 2020, 6:00 p.m.

Regular Board of Education meeting: Monday, December 21, 2020, 6:30 p.m.

*All the above meetings will be held at River Falls High School, 818 Cemetery Road*

**G. Request for an executive session pursuant to Wisconsin State Statute Section 19.85 (1)(g) for the purpose of discussing strategy and/or possible litigation. Roll call vote required.**

**6. ADJOURN**

# SAFETY DRILL EVALUATION

(Must be submitted to the school board within 30 days of drill)

**SCHOOL NAME:** Greenwood Elementary

**DATE AND TIME OF DRILL:** September 28 - October 19

**PERSON SUBMITTING REPORT:** Nate Schurman - Principal

## **SPECIFIC "SCHOOL VIOLENCE" SCENARIO DRILLED:**

(ie. active shooter, lockdown, or evacuation due to threatened violence)

Evacuation drill, lockdown drill, school orientation drills

## **BRIEF QUANTITATIVE ASSESSMENT and/or BRIEF QUALITATIVE NARRATIVE**

(indicating what school learned about (for example) the application of its safety plan, the scenario-specific procedures, and/or staff and student readiness.)

### Discussion-Based Exercise (Introduction)

1. SRO will visit classrooms and present ALICE/OUT plan to students (video link 20-21)
  - a. SRO Officer G. presentation for elementary (18 minutes)
    - i. **3-5 Week of September 28**
    - ii. **K-2 Week of October 5**

### Discussion-Based Exercise (seminar/workshop): (Grades 3-5) Week of September 28, (Grades K-2) Week of October 5

2. Teachers will read & discuss book "I'm not scared, I'm prepared," to K-5 classrooms
  - a. See summary of book below
3. Students will complete various activities from I'm Not Scared I'm Prepared activity book
4. Consider words not to use, things to say or not to say (guidelines for elementary teachers)
  - a. Do NOT use the term Shooter
  - b. Do NOT use the term Intruder
  - c. Do NOT use the term Bad Person
  - d. The book uses the phrase "dangerous someone". USE the term Dangerous Someone.
    - i. Answer the question, what makes a dangerous person?

### Discussion-Based Exercise (Orientation): Week of October 12

5. Students will tour the classroom and building
  - a. Classroom tours will make students aware of exits, phone, first aid supplies, "go bag", light switches
  - b. Building tours will make students aware of exits, the layout of the school, and ensure students know who our staff members are.

### \*Operations -Based Exercises (Walk-Through): Week of October 19

6. Elementary teachers will practice "hideout"/lockdown and will fully barricade the door as if the situation was real.
  - a. Kids will learn to grab something to throw

7. Elementary teachers will teach students the importance of listening and following directions the first time they are given in a safety situation.
8. Practice "getting out" (stranger danger)
  - a. Break contact and get away
  - b. Teach that kids can leave on own if necessary (no lines - zig zag escape if necessary)
  - c. Rally point

\*Adjustments to our training will be made to maximize physical distancing and maintain other COVID-19 related safety precautions.

Certifications:

Our School Board will meet to discuss this drill on 11/23/20 during our monthly full board meeting.

Our school certifies that this drill was conducted on 9/28/20 - 10/19/20 and this written evaluation was sent to and reviewed by the school board on 11/23/20

Principal Signature: Nate Schuman

Superintendent Signature: Jamie Benson

School Board President Signature: Stacy Meyer

# **SAFETY DRILL EVALUATION**

(Must be submitted to the school board within 30 days of drill)

**SCHOOL NAME: Meyer Middle School**

**DATE AND TIME OF DRILL: Week of 9/28/20**

**PERSON SUBMITTING REPORT: Brian Buck**

## **SPECIFIC "SCHOOL VIOLENCE" SCENARIO DRILLED:**

(ie. active shooter, lockdown, or evacuation due to threatened violence)

- Due to Covid restrictions and distancing guidelines we did not run an active intruder drill with a full evacuation. We focused on safety reporting, barricading a classroom door, and discussed our evacuation procedures during an emergency. Please see the detailed plan below.

## **BRIEF QUANTITATIVE ASSESSMENT and/or BRIEF QUALITATIVE NARRATIVE**

(indicating what school learned about (for example) the application of its safety plan, the scenario-specific procedures, and/or staff and student readiness.)

### **MMS School Safety Drill 2020-21**

- 6th grade houses and TAs should decide on two days to complete these activities during the week of 9/28.
- 7th and 8th grade houses will have to complete these activities twice (Mon/Tues and Thurs/Fri) during that week.
- The second day might take longer than 19 minutes and trickle into the 1st period.
- All teachers should take a minute during each period to discuss the closest emergency exit near their room and what they would do in their classroom if there was an intruder. 7th and 8th grade will have to do this twice that week.

#### **Week of 9/28/20:**

##### **Day 1 TA:**

- Show students the loom video regarding Speak Up Speak Out (9 mins).  
<https://www.loom.com/share/3e8cedc43978426e93013c47ef346dc9>
- Please show the students the link on our website and answer any questions they have regarding threat reporting.

##### **Day 2 TA:**

- Show students the ALICE Youtube Video (7 Mins).  
<https://www.youtube.com/watch?v=CqkUw9egsWc>
- Discuss ALICE and answer any student questions.
- Show students the MMS Rally Points and discuss what to do in an evacuation  
<https://drive.google.com/file/d/1nFhIHfEYPeWYjTOVUmitsngAS6BqEKdP/view?usp=sharing>

- In your TA, practice a barricade drill as a group. Discuss what makes a good barricade and discuss what they would do after the door is barricaded. This is not timed or announced. This will be done individually with each TA after watching the ALICE video.

**\*Our drills went very well. We decided not to have a full intruder drill with evacuation due to social distancing concerns. Instead, we focused on educating our students on how to report a threat, reviewed our ALICE program in small groups, and practiced our barricade drills during TA time. We received positive feedback from staff regarding our plan.**

Certifications:

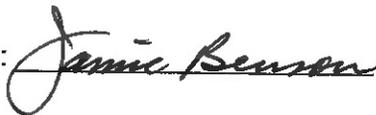
Our School Board will meet to discuss this drill on 11/23/20 during our monthly full board meeting.

Our school certifies that this drill was conducted on the week of 9/28/2020 and this written evaluation was sent to and reviewed by the school board on 11/23/20.

Principal Signature: \_\_\_\_\_



Superintendent Signature: \_\_\_\_\_



School Board President Signature: \_\_\_\_\_



# **SAFETY DRILL EVALUATION**

(Must be submitted to the school board within 30 days of drill)

**SCHOOL NAME: Renaissance Charter Academy**

**DATE AND TIME OF DRILL: October 22nd and 23rd**

**PERSON SUBMITTING REPORT: Chris Silver**

**SPECIFIC "SCHOOL VIOLENCE" SCENARIO DRILLED: Active Shooter**

(ie. active shooter, lockdown, or evacuation due to threatened violence)

## **BRIEF QUANTITATIVE ASSESSMENT and/or BRIEF QUALITATIVE NARRATIVE**

(indicating what school learned about (for example) the application of its safety plan, the scenario-specific procedures, and/or staff and student readiness.)

Activities leading up to the run-through.

Officer Bryan Jensen created a video presentation that included specific information on each part of the ALICE model. It also included what students should do when law enforcement arrives, threat reporting, and school safety responsibilities as staff, students, and community members. The video was presented to students on September 28th and 29th. The information was repeated to students October 5th and 6th during our morning meeting. Parents were notified by our Superintendent prior to our presentation and run-through. Specific information that was shared included:

- Our emergency code (intruder in the building)
- Communication within our building and the Active Alert Application
- Securing doors and barricading
- Importance of students being out of site
- Procedures for students in the hallway and bathrooms
- Lights off
- Don't answer knock on door
- Evacuation if possible including when and how
- Window punch
- Rally points discussed in detail

Mental Run-through

On October 22nd and 23rd, our building performed a run-through of an intruder entering our building. Because of COVID restrictions, we did not perform an actual active intruder drill. At 9:10 teachers and students were asked what they would do if there was an active intruder at the front of our building.

Students responded that they would immediately barricade the classroom doors. The doors are always locked at the Renaissance but this would be double checked. Students would turn off the lights and remain out of site from the exterior windows. We will need to review the zig zag approach and also re-emphasize the importance of eliminating noise and voices in the case of an intruder.

The front office and the coordinator's office has large windows without blinds. A request has been made with building and grounds to install blinds. It was also noted that students and staff did not mention the need to pull down and close blinds in the individual classrooms.

Following the run-through, the coordinator did a random check of which classroom doors were locked and found that four were locked and two were unlocked. Doors should always be 100 percent locked at all times.

Certifications:

Our School Board will meet to discuss this drill on 11/23/20 during our monthly full board meeting.

Our school certifies that this drill was conducted on 10/23/20 + 10/24/20 and this written evaluation was sent to and reviewed by the school board on 11/23/20

Principal Signature:

*Chris Silver*

Superintendent Signature:

*Jamie Benson*

School Board President Signature:

*Araceli Dreyer*

## SAFETY DRILL EVALUATION

(Must be submitted to the school board within 30 days of drill)

**SCHOOL NAME:** River Falls High School

**DATE AND TIME OF DRILL:** October 19 and October 22, 2020

**PERSON SUBMITTING REPORT:** Ms. Taryl Graetz

**SPECIFIC "SCHOOL VIOLENCE" SCENARIO DRILLED:** mental block and barricade due to social distancing (ie. active shooter, lockdown, or evacuation due to threatened violence)

### BRIEF QUANTITATIVE ASSESSMENT and/or BRIEF QUALITATIVE NARRATIVE

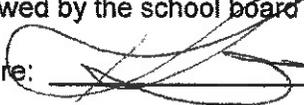
(indicating what school learned about (for example) the application of its safety plan, the scenario-specific procedures, and/or staff and student readiness.)

Sept. 16th - Staff Meeting	<p>Information Shared in the Auditorium</p> <ul style="list-style-type: none"> <li>Officer Jensen presented ALICE training to staff in RFHS auditorium</li> <li><u>If you notice multiple warning signs in a student - Please notify your principals</u></li> <li><u>Classroom Checklist for an Intruder</u> - you may choose print and keep in your crisis binder</li> </ul>
Sept. 21 and Sept. 24 - FOCUS	<ul style="list-style-type: none"> <li>Exit Tours for 9th Grade Students provided by 9th Grade Focus Teachers - no mention of ALICE as the letter had not gone home yet. New students to be familiar with exits for any evacuation scenario due to lack of 9th grade orientation</li> <li>RFHS new students in grades 10-12 exit tours provided by admin team or Officer Jensen</li> <li><u>RFHS - Exits for Students and Staff to Know</u></li> <li>Letter sent home September 25th to communicate safety drill procedures</li> </ul>
Oct. 5 and Oct. 8 - FOCUS	<ol style="list-style-type: none"> <li><u>Teachers show SUSO LOOM in Focus FIRST - LINK</u></li> <li><u>Teachers show Focus students ALICE video immediately after LOOM video</u></li> </ol>
Oct. 19 and Oct. 23- Block 1	<ul style="list-style-type: none"> <li>First Block classes mentally prepare students and discuss specific steps on how to complete a Block and Barricade</li> <li>7:40 - 7:45am</li> </ul>

Certifications:

Our School Board will meet to discuss this drill on 11/23/20 during our monthly full board meeting.

Our school certifies that this drill was conducted on October 19th and Oct. 23 and this written evaluation was sent to and reviewed by the school board on

Principal Signature:  10/20/20

Superintendent Signature: 

School Board President Signature: 

## SAFETY DRILL EVALUATION

(Must be submitted to the school board within 30 days of drill)

**SCHOOL NAME:** River Falls Public Montessori Elementary

**DATE AND TIME OF DRILL:** October 5, 2020

**PERSON SUBMITTING REPORT:** Nathan Wells

**SPECIFIC "SCHOOL VIOLENCE" SCENARIO DRILLED:** Grades 4K-6 discussed or practices lock down/barricade and evacuation in response to an active shooter.

(i.e. active shooter, lockdown, or evacuation due to threatened violence)

### BRIEF QUANTITATIVE ASSESSMENT and/or BRIEF QUALITATIVE NARRATIVE

(indicating what school learned about (for example) the application of its safety plan, the scenario-specific procedures, and/or staff and student readiness.)

On Monday, October 5, teachers took students on a tour of the school to make sure students are aware of all the spaces and exits in the building. On Friday, October 8, all teachers did a walkthrough of an active shooter in the building. The tour of the building was designed to provide students an understanding of where they can go in the event of an active shooter.

Teachers went through both a barricading and evacuation scenario. Teachers used the book, I'm Not Scared, I'm Prepared, to help the students process through the drill. Students talked through and practiced the steps that they would take if there was an active shooter and they would not be able to evacuate the school. The steps included barricading the door and finding objects that they could potentially throw at an intruder. They then did a walkthrough of a scenario where they would be able to evacuate. The teacher led the students to a rally point outside of the school.



Certifications:

Our School Board will meet to discuss this drill on 11/23/20 during our monthly full board meeting.

Our school certifies that this drill was conducted on 9/08/20 - 10/18/20 and this written evaluation was sent to and reviewed by the school board on 11/23/20

Principal Signature: 

Superintendent Signature: 

School Board President Signature: 

## SAFETY DRILL EVALUATION

(Must be submitted to the school board within 30 days of drill)

**SCHOOL NAME: Rocky Branch**

**DATE AND TIME OF DRILL: 10-08-20**

**PERSON SUBMITTING REPORT: Charles A. Eaton**

**SPECIFIC "SCHOOL VIOLENCE" SCENARIO DRILLED: Evacuation Drill and Orientation Drills**  
(i.e. active shooter, lockdown, or evacuation due to threatened violence)

### **BRIEF QUANTITATIVE ASSESSMENT and/or BRIEF QUALITATIVE NARRATIVE**

(indicating what school learned about (for example) the application of its safety plan, the scenario-specific procedures, and/or staff and student readiness.)

#### **Discussion-based Exercise - Completed in each classroom Sept. 28th - October 5th:**

- School Resource Officer(SRO) and the classroom teacher held a Loom discussion on ALICE procedures.
- Teachers read, *"I'm Not Scared...I'm Prepared!"* to students with discussion following.
- Students completed various activities from *"I'm Not Scared...I'm Prepared! Activity & Idea Book."*

- ❖ The teachers reported the discussion book read and activities went well. There were a few questions, but in general, there is a sense of "this is what we do to keep everyone safe in school." (Much like a regular fire drill.) This format is now familiar to most of our elementary students. We were able to tie the discussions into our new building wide montra: Be Smart, Do Your Part So We Can Keep Our Friends Safe!

#### **Discussion-based Exercise (Orientation) - Completed in each classroom by October 12th:**

- **Classroom tours** helped students to become aware of important features in the classroom such as light switches, exits, first aid supplies and how to orient themselves in the room when directed by their teacher.
- **Building and Grounds Tours** - Students will tour the building and the surrounding school grounds to build awareness of all staff, rooms, entrances/exits to mentally prepare for as many possibilities as possible.

#### **Operations -Based Exercises (Walk-Through) - Completed by the week of October 19th:**

- Students will walk through and discuss:
  - Each classroom practiced the hideout/lockdown and barricade procedures and discussed what to do to distract an intruder
  - Evacuation procedures - mass school evacuation to RFHS was discussed in the classroom and will be carried out when Covid-19 restrictions are lifted.
  - Classrooms took a neighborhood walk to identify rally points in case a quick exit of school was necessary.
- ❖ Out of building walk-thoughts were carried out and went well. Other discussions will be ongoing, but completed in a virtual manner due to Covid restrictions.

Certifications:

Our School Board will meet to discuss this drill on 11/23/20 during our monthly full board meeting.

Our school certifies that this drill was conducted on 10/08/20 and this written evaluation was sent to and reviewed by the school board on 11/23/20

Principal Signature: 

Superintendent Signature: 

School Board President Signature: 

## **SAFETY DRILL EVALUATION**

(Must be submitted to the school board within 30 days of drill)

**SCHOOL NAME: Westside Elementary School**

**DATE AND TIME OF DRILL: Week of September 28th and October 5th**

**PERSON SUBMITTING REPORT: Chris Kamrath**

**SPECIFIC "SCHOOL VIOLENCE" SCENARIO DRILLED:**

(ie. active shooter, lockdown, or evacuation due to threatened violence)

### **BRIEF QUANTITATIVE ASSESSMENT and/or BRIEF QUALITATIVE NARRATIVE**

(indicating what school learned about (for example) the application of its safety plan, the scenario-specific procedures, and/or staff and student readiness.)

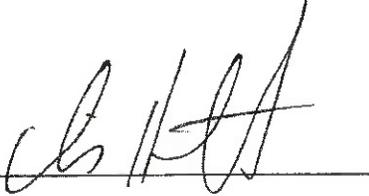
This fall all of our K-5 students completed the following between September 28th and October 23rd:

- Watched a video by our school liaison officer on ALICE drills and our school safety procedures.
- The teacher read the story "I'm not scared, I'm prepared" to students and taught them about the sheep, shepherd and wolf."
- The teacher emphasized how to get away from a dangerous someone, how to mark it harder for the dangerous someone to get them and about stranger danger.
- The teacher did a walk through with students of what they would do in the event of an intruder in the building.

Certifications:

Our School Board will meet to discuss this drill on 11/23/20, during our monthly full board meeting.

Our school certifies that this drill was conducted on 9/28/20 - 10/5/20 and this written evaluation was sent to and reviewed by the school board on 11/23/20

Principal Signature: 

Superintendent Signature: 

School Board President Signature: 

**SCHOOL DISTRICT OF RIVER FALLS  
River Falls, Wisconsin 54022**

**PUBLIC COMPLAINTS**

The Board recognizes the right of individuals and groups to present concerns or complaints about District personnel, programs, services, facilities, and operations. Whenever possible, the Board relies on teachers, administrators, and support staff to resolve concerns or complaints in an informal manner. Unless the complaint is covered by other District policies, individuals are expected to first discuss the complaint with the employee most closely associated with the program or facility that is of concern.

If the concern or complaint is not resolved informally, a formal written complaint should be filed with the supervisor, principal, or administrator responsible for the employee, program, or operation that is the subject of the complaint. The formal written complaint should include the name(s) of the complainants, the date and times in which the complaint occurred, and a description of the complaint.

When a complaint is made directly to the Board as a whole, or to an individual Board member, the Superintendent shall be informed and the complaint shall be referred back to the school personnel at the appropriate level in the chain of supervision to be addressed according to established procedures.

Nothing in this policy or related implementation procedures is intended to supersede timelines or procedures specified in other District policies or any other applicable legally mandated timelines or processes including, but not limited to, complaints related to: employee/student discrimination, harassment, or bullying.

**CROSS REF.:**

870-Rule, Public Complaint Procedures

411.1-Rule, Harassment Complaint Procedures

411.11-Rule: Title IX Sexual Harassment Complaint Procedures

511.1-Rule Employee Discrimination Complaint Procedures

**APPROVED:** November 9, 2020

## SECOND READING

### SCHOOL DISTRICT OF RIVER FALLS River Falls, Wisconsin 54022

870

#### **PUBLIC COMPLAINT PROCEDURES**

The purpose of these procedures is to provide an orderly means of resolving public complaints against the District. Retaliation against parties who file informal or formal complaints is prohibited. The purpose of the following procedures is to ensure that complaints are handled consistently and fairly.

#### INFORMAL COMPLAINT PROCESS

Whenever possible, the Board relies on teachers, administrators, and support staff to resolve concerns or complaints in an informal manner. Unless the complaint is covered by other District policies, individuals are expected to first discuss the complaint with the employee most closely associated with the program or facility that is of concern.

#### FORMAL COMPLAINT PROCESS

##### *Step 1*

If the concern or complaint is not resolved informally, a formal written complaint should be filed with the supervisor, principal, or administrator responsible for the employee, program, or operation that is the subject of the complaint. The formal written complaint should include the name(s) of the complainants, the date and times in which the complaint occurred, and a description of the complaint. The following chain of supervision should be followed:

- Teacher or support staff employee (typically involved in the informal process above)
- Principal, Supervisor, or other Administrator responsible for the function that is the subject of the complaint.
- Superintendent
- Board of Education

Exceptions in this sequence may occur when an administrator/supervisor within the chain or a Board member is the subject of the complaint. The administrator/supervisor shall investigate the written and signed complaint and present a written response within 15 working days.

##### *Step 2*

If the complaint is not resolved at Step 1, the complainant can forward the written and signed complaint to the Superintendent. A conference will be arranged among the parties involved within 10 working days. A written response will be prepared within 10 working days of the conference.

##### *Step 3*

If the complaint is not resolved in Step 2, the complainant can forward the written and signed complaint to the Board. A request for an appeal and a description of the complainant's desired outcome will be submitted to the Board of Education at least 10 working days before a regular Board meeting. The Board shall hold a hearing on the matter. The hearing will be subject to state law requirements pertaining to open and closed sessions. The Board shall prepare a written decision within 10 working days of the hearing. This shall be the final appeal and the decision of the Board shall be final.

CROSS REF.:

870-Public Complaint

APPROVED: November 9, 2020



**CLASS SIZE**

Scheduling parameters shall be set at a student enrollment for all classes as enumerated in guidelines approved by the Board of Education. Exceptions to a minimum of 15 for all classes will be made for those classes required by the Department of Public Instruction or specifically authorized by the Board of Education.

CROSS REF.: Attached Guidelines

APPROVED: September 16, 1991

REVISED: March 17, 2008, October 14, 2019, **November 9, 2020**

**DISTRICT CLASS SIZE GUIDELINES**

**ELEMENTARY**

<u>LEVEL</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>LOOK TO ADD PARA OR PART TIME FTE PER G.L RATIO</u>	<u>LOOK TO ADD CLASS/TCHR PER G.L RATIO</u>
K-1-2	18	23	24	27
3-4-5	18	25	27	28
Combination K-5	18	21		
Montessori(CH)	10	18	19	20
Montessori(1-2-3)	18	23	24	27
Montessori(4-5-6)	18	25	27	28
Virtual/E-School (K-2)	18	23	24	30
Virtual/E-School (3-5)	18	25	27	30

**MIDDLE SCHOOL**

<u>CLASS TYPE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
CORE (L.A., Social, Science, Math, Health, PE)	24	30
Exploratory (Art, TE, Music, Foreign Lang., FACE, Computer)	17	27
Lg. Group music (vocal/instrumental)	30	90
Instrumental Individual/Sm. Group Music Lessons (15 min. each)	1	10
Foreign Language (7-8)	18	30
Virtual/E-School (6-8)	24	30

**HIGH SCHOOL**

**SECOND READING SCHOOL DISTRICT OF RIVER FALLS**

**River Falls, Wisconsin 54022**

<u>CLASS TYPE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
<b>L.A. Social, Math, Health, Science, Computer</b>	20	30
<b>LAB (Science, TE, Ag, Art, FACE)</b> <i>Facility, safety, and station dependent</i>	20	28
<b>Lg. Group music (vocal/instrumental)</b>	30	100+
<b>Vocal &amp; Instrumental Individual/Sm. Group Music Lessons</b> <i>(15 min. each)</i>	1	10
Phy. Ed (general)	25	35
Swimming/Lifeguarding	20	30
Foreign Language	18	30
Advanced (with Board permission)	15	30
<i>(singleton, safety) examples: engineering physics, AP calculus, adv. power mechanics, and foreign languages levels 3+</i>		
<b>*Virtual/E-School Instructor (9-12)</b>	24	30
<b>**Virtual/E-School Local Education Guide</b>	30	50

\*With the support of an online platform, the VES Instructor is responsible for the planning, instruction, assessment, and student/family communication.

\*\*The VES LEG is responsible for monitoring academic progress and student/family communication when the student is taking a virtual course from an off-site instructor.

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**Any class that goes below the approved minimum must have Board of Education approval to be offered.**

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**SECOND READING SCHOOL DISTRICT OF RIVER FALLS**  
**River Falls, Wisconsin 54022**

School District of River Falls

**RENAISSANCE CHARTER ALTERNATIVE ACADEMY**

Staffing Ratio Based on 12:1

Students	DAY PROGRAM		NIGHT PROGRAM	
	Teacher FTE	Paraprofessional FTE	Teacher FTE	Paraprofessional FTE
12	1.0	0.0	1.0	1.0
18	1.5	0.0	1.0	1.0
24	2.0	0.5	1.0	1.0
30	2.5	0.5	1.0	2.0
36	3.0	1.0	1.0	2.0
42	3.5	1.0	2.0	2.0
48	4.0	1.0	2.0	2.0
54	4.5	1.0	2.0	3.0
60	5.0	1.0	2.0	3.0

+ 0.5  
 coordinator

\* At 48 a 0.5 contract for services position will be added rather than a certified teacher

This chart reflects the minimum number of students needed to increase staff to the next level

**TEACHER PREP TIME**

The School District of River Falls believes that teacher prep time is important and has value. It shall be the responsibility of the Building Principal to annually review teacher schedules to assure teachers are provided with an appropriate amount of prep time.

- Guidelines updated 12/19/07 (added Montessori and Renaissance)
- Guidelines updated 1/21/08 (deleted SAGE requirement)
- Guidelines updated 5/18/09 (additional FTE added to Renaissance)
- Guidelines updated 10/15/19 (alignment of all Elementary Staffing Ratios)
- Guidelines update 11/9/20 (addition of Virtual/E-School)

**School District of River Falls**  
**Educational Program Committee Meeting Report**

Monday, November 16, 2020 - 6:00 PM  
River Falls High School Media Center  
818 Cemetery Road  
River Falls, WI 54022

The Board of Education’s Educational Program Committee meeting was held on Monday, November 16, 2020 at River Falls High School Media Center, 818 Cemetery Road, River Falls, WI 54022. Chair Tuchtenhagen called the meeting to order at 6:00 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the Star Observer, WEVR Radio Station, and the Eau Claire Leader Telegram.

**Present**

Committee Members Alan Tuchtenhagen (Chair), Bob Casey, and Mike Thompson were present. Board members Amy Halvorson (remote), Cindy Holbrook, Stacy Johnson Myers, and Todd Schultz were present. Superintendent Jamie Benson, Director of Academic Services Jennifer Peterson, Director of Human Resources and Leadership Development, Greenwood Elementary Principal Nate Schurman and RFPME Principal NateWells were also present.

**Hearing of Visitors or Delegations**

**1. Discussion of new matrix to guide specific areas of consideration for the district determination of a shift/pivot in the learning environment**

Administration will share a newly developed outline matrix to guide district determination of shift/pivot in the learning environment. The focus will include in-district and county number of positive COVID-cases over a 14-day period, and student/staff exclusions related to close contacts.

No Action, Informational only.

**2. Proposed/suggested items for the next regular and future Board meeting agenda(s)**

As always, Board members will be given the opportunity to suggest items for future Board member agendas. Suggestions included:

**3. Schedule next Board/Committee meetings**

Set committee meeting schedule as follows:

Finance and Facilities Committee meeting, Monday, November 23, 2020, 6:00 pm (rescheduled)

Personnel Committee meeting, Monday, December 7, 2020, 6:00 p.m.

Educational Program Committee meeting, Monday, December 14, 2020, 6:00 p.m.

Finance and Facilities Committee meeting, Monday, December 21, 2020, 6:00 p.m.

*Meeting will be held at River Falls High School, 818 Cemetery Road*

**Adourn**

Chair Tuchtenhagen declared the meeting adjourned at 6:33 p.m.