

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

Monday, June 21, 2021 - 6:00 PM

River Falls High School Auditorium, 818 Cemetery Road, River Falls, WI 54022

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 - 6:00 PM IN THE RIVER FALLS HIGH SCHOOL AUDITORIUM**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS AND DELEGATIONS**
4. **INFORMATIONAL ITEMS**
 - A. **Superintendent and Administrative reports**
 1. Superintendent Report
 - a. Renaissance Charter Academy (water and mold remediation update)
 2. Administrative Reports
 - a. Director of Academic Services 3
 - B. **District Equity, Inclusivity, and Diversity (EID) Committee Update**
5. **ACTION ITEMS**
 - A. **Approval of Minutes, bills, and recommended employment** 4

Description: The following have been submitted for approval:
Item 1: May 17, 2021, Board of Education Regular meeting minutes
Item 2: May 24, 2021, Special Board of Education meeting minutes
Item 3: May 27, 2021, Special Board of Education meeting minutes
Item 4: June 7, 2021, Special Board of Education meeting minutes
Item 5: Bills submitted for payment
Item 6: Pursuant to Board Policy which references Wisconsin Statutes Sections 111, 118, 121, all employees who require Wisconsin state certification shall be recommended by the superintendent to the Board of Education for approval. All recommendations presented at this time are pursuant to approved Board policies and accompanying administrative procedures.
Recommended Action: Approve minutes, bills and employment as presented.
 - B. **Approve 66.0301 agreements** 21

Description: For the last several years, the Prescott, St. Croix Central, and River Falls School Districts have shared a teacher for the students with hearing impairments. Administration wishes to continue the agreement for the 2021-2022 school year. Also needing approval is a Project SEARCH 66.0301 agreement with Prescott School District.
Recommended Action:
 1. Approve the Teacher of the Hearing Impaired 66.0301 agreement with Prescott and St. Croix Central School Districts for the 2021-2022 school year.
 2. Approve Project SEARCH 66.0301 agreement with Prescott School District.
 - C. **Approve the Service Agreement with the University of WI- River Falls, University
Preschool Program, to share the cost of a special education paraprofessional for the 2021-
2022 school year** 24

Description: Director of Student Services, Jackie Steinhoff, will present a new service agreement to the Board for approval to share the cost of a special education paraprofessional with the University of WI- River Falls, University Preschool Program, for the 2021-2022 school year.
Recommended Action:
 1. Approve the Service Agreement with the University of WI- River Falls, University Preschool Program, to share the cost of a special education paraprofessional for the 2021-2022 school year as presented.
 - D. **Consideration and/or Action to approve June 7, 2021, Educational Program Committee
recommendations** 25

Description: The Educational Program Committee met on June 7, 2021, to hear presentations on the English Language Learner and Gifted and Talented programs, hear an update on the learning recovery task force considerations, and lastly to approve the Elementary School handbook.

Recommended Action:

1. Approve Elementary School handbook.

E. Consideration and/or Action to approve June 14, 2021, Finance and Facilities Committee recommendations

60

Description: The Finance and Facilities Committee met on Monday, June 14, 2021, to approve the 2021-22 Food Service meal rates and budget; approve the 2020-21 budget fund balance and budget amendments, and lastly approve a bus purchase.

Recommended Action:

1. Approve the 2021-2022 Food Service meal rates: Elementary/Middle School breakfast, \$1.70, lunch, \$2.70, High School breakfast, \$1.70, lunch, \$3.00, Snack, \$1.45, and Adult breakfast, \$1.90, lunch, \$3.90.
2. Approve the 2021-2022 budget.
3. Approve the fund balance from the 2020-2021 budget.
4. Approve the 2020-2021 budget amendments.
5. Approve the purchase of two buses per the bus replacement schedule.

F. Consideration and/or Action to approve June 14, 2021, Personnel Committee recommendations

61

Description: The Personnel Committee met on June 14, 2021, to hear a certified staffing update; discussed supplemental staffing recommendations; approve proposed 21-22 employee handbook updates; hear a teacher training grant and advanced learning grant updates; approve job description revisions for Middle School Assistant Principal- Activities Director, Elementary Principal, and High School Assistant Principal; and lastly to approve the 2021-22 Teacher Collective Bargaining Agreement.

Recommended Action:

1. Approve 2021-2022 employee handbook updates as presented.
2. Approve job description revisions for Middle School Assistant Principal- Activities Director, Elementary Principal, and High School Assistant Principal- Instructional Leadership.
3. Approve the 2021-2022 Teacher Collective Bargaining Agreement.

6. 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.

7. Schedule next Board/Committee meetings

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

Recommended Action: Set meeting schedule as follows:

Educational Program Committee meeting: Monday, July 12, 2021, 6:00 p.m. *at Greenwood Elementary School, 982 E. Division Street*

Personnel Committee meeting: Monday, July 19, 2021, 5:00 p.m. *(Media Center)*

Regular Board meeting: Monday, July 19, 2021, 6:00 p.m. *(Auditorium)*

Above meetings held at the River Falls High School, 818 Cemetery Road unless noted differently.

8. Request for Executive session pursuant to Wisconsin Statute Section 19.85 (1)(c) for discussion of the District Administrator evaluation and pursuant to Wisconsin Statute Section 19.85 (1)(e)(f)(g) for discussion of confidential legal matters related to district lease agreement and liability. Roll call vote required.

9. CONVENE TO EXECUTIVE SESSION

10. ADJOURN FROM EXECUTIVE SESSION



School District of River Falls

ADMINISTRATIVE OFFICE

852 East Division Street, River Falls WI 54022
715-425-1800 phone / 715-425-1804 fax

www.rfsd.k12.wi.us

Date: June 2021
To: Education Programs Committee
From: Jennifer Peterson, Director of Academic Services
Re: Summer School Update

Please see the below Summer School programming and currently anticipated student numbers.

| Engaging the Essentials (Grades PK-5) | | | | | |
|--|------------------------|---|--|------------------------------|--|
| Grade Level or Course | Location | # of Students | # of Teachers | Dates | Times |
| Pre-Kindergarten | Greenwood | 30 | 2 | June 1 - 30, July 12 - 23 | 8:30 - 12:00 |
| Entering Grade 1 | Greenwood | 45 | 3 | June 1 - 30, July 12 - 23 | 8:30 - 12:00 |
| Entering Grade 2 | Greenwood | 42 | 4 | June 1 - 30, July 12 - 23 | 8:30 - 12:00 |
| Entering Grade 3 | Greenwood | 40 | 4 | June 1 - 30, July 12 - 23 | 8:30 - 12:00 |
| Entering Grade 4 | Greenwood | 35 | 4 | June 1 - 30, July 12 - 23 | 8:30 - 12:00 |
| Entering Grade 5 | Greenwood | 25 | 2 | June 1 - 30, July 12 - 23 | 8:30 - 12:00 |
| Entering Grades 6-9 <i>*Combined students</i> | MMS | 30 | 3 | June 1 - 30, July 12 - 23 | 8:30 - 12:00 |
| Health <i>*counts for HS 0.5 credits</i> | Middle School/Virtual | 21 | 1 | June 14 - July 2 | 8:30 - 12:00 |
| HS Credit Recovery | RFHS | 19 | 1 | June 14 - 30 | 8:30 - 12:00 |
| MS Musical | MMS | 68 | Multiple | April - June | 8:30 - 12:00 |
| You in the Middle | MMS | ~200+ <i>*Incoming 6th grade students</i> <i>*Incoming 7th grade VES and RFPME students</i> | Multiple | August 16 - 20 | 8:00 - 10:00 10:15 - 12:15 1:00 - 3:00 <i>*students will select one time slot to attend</i> |
| K-Boost/1-Boost | All elementary schools | TBD ~8-15 anticipated at each ES school | *Will vary per school. (2-3 teachers) | August TBD | TBD <i>*times will vary</i> |

School District of River Falls
Regular Board Meeting
Monday, May 17, 2021 - 6:00 PM
River Falls High School Auditorium, 818 Cemetery Road, River Falls, WI 54022

The regularly scheduled meeting of the River Falls Board of Education was called to order on Monday, May 17, 2021 at the River Falls High School Auditorium, 818 Cemetery Road. President Johnson Myers called the meeting to order at 6:01 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

President Stacy Johnson Myers, Vice President Amy Halvorson, Clerk Alan Tuchtenhagen, Treasurer Todd Schultz, members Bob Casey, Cindy Holbrook, and Mike Thompson. Also present were Superintendent Jamie Benson, Director of Human Resources and Leadership Development David Bell, Director of Academic Services Jennifer Peterson, Greenwood Elementary Principal Nate Schurman, River Falls High School Principal Kit Luedtke, Meyer Middle School Principal Mark Chapin, River Falls Public Montessori Elementary Principal Nate Wells, and Rocky Branch Elementary Principal Chuck Eaton.

HEARING OF VISITORS OR DELEGATIONS

A parent addressed the Board thanking the Board, administration and staff for their efforts over the past year during the pandemic. Members of the public and/or parents then shared opinions against vaccines, in opposition of critical race theory, and vaccine clinics with the Board. Johnson Myers stated the Board takes no stance on decisions or choices of families regarding their health and clarified the Board takes very seriously the task of providing a quality education for all students.

INFORMATIONAL ITEMS

1. Superintendent, Administrative, and Student Representative Reports

1. Superintendent Report

a. Introduce new Community Education/Communications Director

Benson introduced Jenny Ames to the Board.

b. Update on COVID-mitigation strategies (current and future) Benson shared a presentation with updates on COVID numbers and mitigation in the District. Benson recommended no changes to current policy at this time.

Several members of the public and/or parents in the district with both virtual and in-person learning students were given an opportunity to address the Board and share their opinions regarding contact tracing, mental health, both for and against masking, and vaccination.

2. Administrative Reports

a. District plan for Learning Recovery

Peterson shared the District's plan for summer schooling and how it would address learning recovery for students.

3. Student Representative Report- none.

2. District Equity, Inclusivity, and Diversity (EID) Committee Update

Bell and Wells shared an update from the May 27, 2021 EID Committee meeting.

ACTION ITEMS

A. Johnson Myers reviewed the minutes, bills, and recommended employment items on the Agenda.

Thompson moved, seconded by Schultz that the Board approve the following:

1. The Minutes from the April 19, 2021 Regular Board of Education meeting;

2. The Minutes from the April 26, 2021 Board of Education Reorganizational meeting;

2. Checks numbered 201721 through 202057 had been prepared in the amount of \$1,445,967.74 and there were automatic transfers of \$663,441.05 and \$640,057.73 for a total of \$2,749,466.52. No checks were voided.

3. Pursuant to Board Policy which references Wisconsin Statutes Sections 111, 118, and 121, approval of the following employment recommendations: 1. Recommended approval of the employment of Aaron Green as Permanent Substitute for Meyer Middle School and River Falls High School effective April 26, 2021 through June 4, 2021 (replaces Katie Tarasewicz). 2. Recommended approval of the employment of Zoe Foster as part-time long-term substitute School Counselor at River Falls High School effective approximately April 19,⁴

2021 through June 8, 2021 (for Molly Scanlon). 3. Recommended approval of the employment of Cole Estrem as full-time long-term substitute English-Language Arts Teacher at River Falls High School effective approximately April 21, 2021 through June 8, 2021 (for Stacey Matter). 4. Recommended approval of the employment of Haley Dunn as full-time long-term substitute Second Grade Teacher at Greenwood Elementary School effective approximately April 29, 2021 through June 8, 2021 (for Kayla Hayes). 5. Recommended approval of the employment of Steve Kaste as full-time long-term substitute Physical Education Teacher at River Falls High School effective approximately May 3, 2021 through May 26, 2021 (for Zac Campbell). 6. Recommended approval of the employment of Stephen Ottman as full-time long-term substitute Family and Consumer Education Teacher at River Falls High School effective approximately May 3, 2021 through June 4, 2021 (for Kayte Koehler). 7. Recommended approval of the transfer of employment for Erin Cramer from Program Instructor for Grades K-2 to Program Instructor for Grades 6-8 and Program Coordinator at Virtual/eSchool effective August 25, 2021. 8. Recommended approval of the transfer of employment for Erin Kost from Program Instructor for Grades K-2 to Program Instructor for Grades K-5 at Virtual/eSchool effective August 25, 2021. 9. Recommended approval of the transfer of employment for Kristine Nickleski from Grade 7 Social Studies Teacher to Grade 8 Social Studies Teacher at Meyer Middle School effective August 25, 2021 (replaces Taylor Stevens). 10. Recommended approval of the employment of Bridgette Lensing as 1.0 FTE Physical Education Teacher at Greenwood Elementary School effective August 23, 2021 (replaces Mary Linehan). Ms. Lensing earned her bachelor's degree from UW-River Falls. She has nine years of teaching experience (Coon Rapids, St. Paul, and Fridley MN) and her salary will be based on Tier 2, Level 4 of the salary schedule. 11. Recommended approval of the employment of Sarah Sabelko as 1.0 FTE Seventh Grade Literacy Teacher at Meyer Middle School effective August 23, 2021 (replaces Myanna Lansing). Ms. Sabelko earned her bachelor's degree from UW-Eau Claire and her master's degree from UW-Superior. She has 17 years of teaching experience (Honolulu HI, Hammond, and Durand WI) and her salary will be based on Tier 3, Level 2M of the salary schedule. 12. Recommended approval of the employment of Jill Guckenberger as 1.0 FTE Special Education Teacher, Learning Disabilities at Greenwood Elementary School effective August 23, 2021 (replaces Becky Glade). Ms. Guckenberger earned her bachelor's degree from Augsburg University. She has 22 years of teaching experience (Minneapolis and North Branch MN, Osceola and Hudson WI) and her salary will be based on Tier 3, Level 8 of the salary schedule. 13. Recommended approval of the hiring of the following Substitute Teachers: a) Bonnie Jones-Witthuhn 14. Recommended acceptance of the resignation of Sheri Macbeth as full-time School Counselor at River Falls High School effective the end of the 2020-21 year. Ms. Macbeth with retire after 20 years of service with the district. Motion carried unanimously (7-0).

B. Consideration and/or Action to approve May 3, 2021, Educational Program Committee recommendations

The Educational Program Committee met on May 3, 2021, approved the RF4C provider contract for the 21-22 school year, approved RFHS physical education credit substitution policy, approved preliminary field trip applications for the FFA State Convention and FFA Leadership retreat, lastly heard programming updates on the K-8 and 9-12 virtual school programming for the 21-22 school year and a 2021 summer school update.

1. Tuchtenhagen moved, seconded by Casey to approve the RF4C provider contract for the 2021-2022 school year. Motion carried unanimously (7-0).
2. Tuchtenhagen moved, seconded by Casey to approve River Falls High School physical education credit substitution policy. Motion carried (6-1). Opposed by Holbrook.
3. Tuchtenhagen moved, seconded by Casey to approve the preliminary field trip application form for the FFA State Convention, in Madison, WI, July 5, 2021 – July 8, 2021 and to approve the preliminary field trip application form for the FFA Leadership Retreat, in Trego, WI, July 19, 2021 – July 22, 2021. Motion carried unanimously (7-0).

C. Approve the final field trip application for the FFA Leadership retreat and the final field trip application for the Wisconsin FFA State Convention

Director of Academic Services, Jennifer Peterson presented the final field trip applications for the Wisconsin FFA State Convention in Madison, WI on July 5-July 8, 2021, and the FFA Leadership retreat in Trego, WI on July 19-July 22, 2021. The preliminary applications were approved at the May 3, 2021, Educational Program committee meeting.

1. Casey moved, seconded by Halvorson to approve the final field trip application for the Wisconsin FFA State Convention in Madison, Wisconsin from July 5, 2021 – July 8, 2021 and to approve the final field trip application for the FFA Leadership Retreat in Trego, Wisconsin from July 19, 2021 – July 22, 2021. Motion carried unanimously (7-0).

D. Approve the preliminary field trip application for the Varsity Football Summer Field Trip

Jennifer Peterson, Director of Academic Services, presented the preliminary field trip application for the Varsity Football Summer Field Trip on July 9-July 11, 2021, for approval.

1. Schultz moved, seconded by Halvorson to approve the preliminary field trip application for the Varsity Football Summer Field trip, to Iowa, July 9, 2021 - July 11, 2021. Motion carried unanimously (7-0).

E. Consideration and/or Action to approve May 10, 2021, Finance and Facilities Committee recommendations

The Finance and Facilities Committee met on Monday, May 10, 2021 to hear a 2021-2022 budget update. No action, informational only.

F. Consideration and/or Action to approve May 10, 2021, Personnel Committee recommendations

The Personnel Committee met on May 10, 2021, approved sending letters of intent to support staff, heard a staffing update, approved the 2021-2022 support staff salary schedule, approved grounds worker-trainer and grounds worker job descriptions, and approved the 2021-2022 bus driver collective bargaining agreement. The committee convened into executive session to discuss administrator evaluations and negotiations.

1. Halvorson moved, seconded by Holbrook to approve letters of appointment to support staff. Motion carried unanimously (7-0).

2. Halvorson moved, seconded by Holbrook to approve the 2021-2022 support staff salary schedule. Motion carried unanimously (7-0).

3. Halvorson moved, seconded by Thompson to approve grounds worker-trainer and grounds worker job descriptions. Motion carried unanimously (7-0).

4. Halvorson moved, seconded by Schultz to approve the 2021-2022 bus driver collective bargaining agreement. Motion carried unanimously (7-0).

G. 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: Members suggested the possibility of a special meeting or virtual meeting regarding masking and close contact updates. Tuchtenhagen requested an update on the learning recovery program by Jennifer Peterson.

H. Schedule next Board/Committee meetings

Set meeting schedule as follows:

Educational Program Committee meeting: Monday, June 7, 2021, 6:00 p.m. *at Greenwood Elementary School, 982 E. Division Street*

Finance & Facilities Committee meeting: Monday, June 14, 2021, 6:00 p.m. *(Media Center)*

Personnel Committee meeting: Monday, June 14, 2021, 6:30 p.m. (or immediately following the Finance and Facilities Committee meeting) *(Media Center)*

Regular Board meeting: Monday, June 21, 2021, 6:00 p.m. *(Auditorium)*

Above meetings held at the River Falls High School, 818 Cemetery Road unless noted differently.

3. Holbrook moved, seconded by Halvorson to move into **executive session pursuant to Wisconsin § 19.85(1)(c)(e) to discuss administrator evaluations and negotiations. Roll Call:**

Casey, yes, Halvorson, yes, Holbrook, yes, Johnson Myers, yes, Schultz, yes, Thompson, yes, and Tuchtenhagen, yes.

4. CONVENE TO EXECUTIVE SESSION

President Johnson Myers declared the meeting into executive session at 8:37 p.m.

5. ADJOURNED FROM EXECUTIVE SESSION

School District of River Falls
Special Board Meeting
Monday, May 24, 2021 - 6:00 PM
River Falls High School Auditorium, 818 Cemetery Road, River Falls, WI 54022

The regularly scheduled meeting of the River Falls Board of Education was called to order on Monday, May 24, 2021 at the River Falls High School Auditorium, 818 Cemetery Road, River Falls, WI 54022. President Johnson Myers called the meeting to order at 6:02 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

President Stacy Johnson Myers, Vice President Amy Halvorson, Clerk Alan Tuchtenhagen, Treasurer Todd Schultz, members Bob Casey, Cindy Holbrook, Mike Thompson. Also present were Superintendent Jamie Benson, Director of Human Resources and Leadership Development David Bell, Director of Academic Services Jennifer Peterson, Greenwood Elementary Principal Nate Schurman, and Westside Elementary Principal Chris Kamrath.

HEARING OF VISITORS OR DELEGATIONS

Jill Ewald-Schoen, parent of a Montessori student, addressed the Board regarding masking.

INFORMATIONAL ITEMS

A. Update on COVID-mitigation strategies (current and future mask and quarantine requirements)
Benson shared a presentation with the Board including updates on COVID mitigation, mask and quarantine requirements for students.

ACTION ITEMS

A. Consideration and/or Action on COVID-19 mitigation plans specifically related to face coverings/masks and close-contact quarantine policies

Based on the information presented as informational items the Board discussed future options for revising the mandatory mask policy as well as the existing close contact quarantine guidelines.

Halvorson moved, seconded by Holbrook to amend the proposed administrative recommendation into two separate motions, one regarding masking and one regarding the close-contact quarantine guidelines effective June 7, 2021. Motion passed unanimously (7-0).

Johnson Myers moved, seconded by Casey to pivot the existing 6 foot proximity for equal to or more than 15 minutes close contact tracing and quarantine policy to a 3 foot proximity for equal to or more than 15 minutes close contact tracing and quarantine policy effective June 7, 2021. Motion passed (6-1). Thompson voted no.

Johnson Myers moved, seconded by Tuchtenhagen to follow the administrative recommendation proposed allowing for optional face masking for students and staff in grade 6-12 and mandatory for students and staff in grade K-5 effective June 7, 2021. Motion failed (2-5). Tuchtenhagen and Johnson Myers voted yes and Casey, Holbrook, Schultz, Thompson, and Halvorson voted no.

Halvorson moved, seconded by Holbrook to move into executive session pursuant to Wisconsin § 19.85(1)(f) for the purpose of holding an expulsion hearing and/or pursuant to Wisconsin §19.85(1)(a) and 19.85(1)(f) for the purpose of deliberating and acting on the matter. Roll call vote: Casey, yes, Tuchtenhagen, yes, Halvorson, yes, Johnson Myers, yes, Schultz, yes, Thompson, yes, and Holbrook, yes.

President Johnson Myers declared the meeting into executive session at 6:57 p.m.

CONVENED TO EXECUTIVE SESSION IN THE RIVER FALLS HIGH SCHOOL MEDIA CENTER

President Johnson Myers declared the meeting into open session at 8:10 p.m.

B. Consideration and/or Action on COVID-19 mitigation plans specifically related to face coverings/masks and close-contact quarantine policies discussion continued.

Schultz moved, seconded by Halvorson to allow optional face masking for students and staff, grades K-12 effective June 7, 2021. Motion failed (3-3-1). Casey, Halvorson and Schultz voted yes and Holbrook, Johnson Myers, and Thompson voted no, Tuchtenhagen abstained.

Schultz moved, seconded by Halvorson to allow optional face masking for students and staff, grades K-12 with no change to the 6 foot proximity for equal to or more than 15 minutes close contact tracing and quarantine policy effective June 7, 2021. Motion failed (3-3-1). Casey, Halvorson and Schultz voted yes and Holbrook, Johnson Myers, and Thompson voted no, Tuchtenhagen abstained.

President Johnson Myers declared the meeting adjourned at 8:42 p.m.

Alan Tuchtenhagen, Clerk

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

Thursday, May 27, 2021 - 3:30 PM

River Falls Public Montessori Elementary School Media Center, 421 W Maple Street, River Falls, WI 54022

The specially scheduled meeting of the River Falls Board of Education was called to order on Thursday, May 27, 2021 at the River Falls Public Montessori Elementary School Media Center, 421 W Maple Street, River Falls, WI 54022. President Johnson Myers called the meeting to order at 3:30 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

President Stacy Johnson Myers, Vice President Amy Halvorson, Clerk Alan Tuchtenhagen, Treasurer Todd Schultz, members Bob Casey, Cindy Holbrook, Mike Thompson. Also present were Superintendent Jamie Benson, Director of Academic Services Jennifer Peterson, and River Falls Public Montessori Elementary Principal Nate Wells as well as several members of the public.

HEARING OF VISITORS OR DELEGATIONS

Jill Ewold-Schoen, parent of a Montessori student, addressed the Board to share opinion on Board service.

INFORMATIONAL ITEMS

- A. Update on COVID-mitigation strategies (current and future mask and quarantine requirements)
Benson shared a presentation comparing past infection rates and statistics to current infection rates and statistics as well as current mitigation strategies the district has and will keep in place.

ACTION ITEMS

A. Consideration and/or Action on COVID-19 mitigation plans specifically related to face coverings/masks and close-contact quarantine policies

The Board discussed revising mandatory mask policy based on administrative recommendation shared during the informational portion of the meeting.

Halvorson moved, seconded by Casey to follow administrative recommendation as presented to allow optional masks in grades PK-12, for students and staff, effective June 7, 2021. The 3 foot proximity for equal to or more than 15 minutes close contact tracing and quarantine policy effective June 7, 2021, will remain unchanged from the decision at the Special Board of Education meeting held on May 24, 2021. Motion passed (6-1). Thompson voted no.

Johnson Myers allowed members of the audience to address the Board. District parents Lindsey Curtis, Roxanne Ross and Anna White addressed the Board. Curtis thanked the Board for their year of service through trying times and being a positive example of public discourse, Benson for his leadership and all the staff of the District for all they did this past year. Curtis thanked the Board for decisions regarding allowing in-person learning, sports and band this year, and expressed desire to discontinue the use of masks due to recent decline in COVID numbers within our area. Ross thanked the Board for allowing the public time to address the Board and suggested a platform for submitting questions or thoughts to the Board ahead of decision making. Lastly White, expressed favor with the Board for explaining public health decisions at a local level and shared opinion on the mistrust in national level health department based on wassailing information.

ADJOURNMENT

President Johnson Myers declared the meeting adjourned at 4:17 p.m.

School District of River Falls
Special Board Meeting
Monday, June 7, 2021 - 7:00 PM
River Falls High School Auditorium, 818 Cemetery Road, River Falls, WI 54022

The specially scheduled meeting of the River Falls Board of Education was called to order on Monday, June 7, 2021 at the River Falls High School Auditorium, 818 Cemetery Road, River Falls, WI 54022. President Johnson Myers called the meeting to order at 7:04 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

President Stacy Johnson Myers, Vice President Amy Halvorson, Clerk Alan Tuchtenhagen, members Bob Casey, and Cindy Holbrook were present. Also present were Superintendent Jamie Benson, Director of Academic Services Jennifer Peterson, and Director of Finance & Facilities Chad Smurawa, Director Buildings and Grounds Joe Haselman, and Renaissance Charter Academy Coordinator Chris Silver (arrived 7:07).

HEARING OF VISITORS OR DELEGATIONS

None.

INFORMATIONAL ITEMS

A. Renaissance Charter Academy discussion of water infiltration and mold mitigation

Benson shared the recent discovery of water infiltration at the Renaissance Charter Academy building and the clean up and testing for mold/contaminants that has taken place by third party companies since the issue was discovered. Students and staff have been relocated until the building and air quality of the facility can be deemed safe for their return. The District will host a parent informational meeting on Wednesday, June 9, 2021 at 6:00 pm at the River Falls High School Auditorium.

ACTION ITEMS

B. Halvorson moved, seconded by Casey to accept the Board of Education resignation of Mike Thompson. Motion passed unanimously (5-0).

Halvorson moved, seconded by Casey to move into executive session pursuant to Wisconsin § 19.85(1)(g) to discuss confidential legal matters. Roll call vote: Casey, yes, Tuchtenhagen, yes, Halvorson, yes, Johnson Myers, yes, and Holbrook, yes.

CONVENED TO EXECUTIVE SESSION

President Johnson Myers declared the meeting in executive session at 7:16 p.m.

ADJOURNED FROM EXECUTIVE SESSION

Alan Tuchtenhagen, Clerk

SCHOOL DISTRICT OF RIVER FALLS
River Falls , Wisconsin 54022

Checks for Approval at the June 2021 Board Meeting

| AP CHECK NUMBERS | AMOUNT |
|-------------------------|----------------|
| 202058 - 202448 | \$1,316,223.77 |

PAYROLL

| | |
|---------------------------|--------------|
| 5/5/21 Auto Tsf. Payroll | \$642,793.25 |
| 5/20/21 Auto Tsf. Payroll | \$719,986.21 |

\$2,679,003.23

VOID CHECKS
200758 - Dan Lacher

| | Actual |
|------------------------------------|----------------|
| FNB - General Money Market Balance | \$4,736,714.65 |
| RCU - Money Market Balance | \$1,009,446.78 |

Publication List - Checks over \$100 - June 2021 Meeting

| POST | CHECK | | INVOICE | |
|----------|--------|------------------------------------|-------------------------------|---------------|
| DATE | NUMBER | VENDOR | DESCRIPTION | AMOUNT |
| 5/5/2021 | 202058 | AMERY HIGH SCHOOL | contest; boys golf; 5/4/21 | \$ 125.00 |
| 5/5/2021 | 202059 | ANDERSEN, VICTORIA | CE Class Pymt | \$ 189.54 |
| 5/5/2021 | 202060 | BALDWIN LIGHTSTREAM | internet and phone | \$ 1,601.69 |
| 5/5/2021 | 202063 | BETTENDORF TRANSFER & EXCAVATING I | Refill ruts from City repairs | \$ 115.00 |
| 5/5/2021 | 202064 | BIO CORPORATION | Science Supplies | \$ 278.54 |
| 5/5/2021 | 202067 | CESA 11 | Multiple Invoices | \$ 3,080.26 |
| 5/5/2021 | 202068 | CESA 10 | E-Rate Support/planning | \$ 1,278.75 |
| 5/5/2021 | 202069 | CHIPPEWA VALLEY SPORTING GOODS | Multiple Invoices | \$ 2,623.22 |
| 5/5/2021 | 202070 | CITY OF RIVER FALLS | Cops In Schools Program | \$ 127,492.49 |
| 5/5/2021 | 202073 | CREATIVE SEWING CENTERS INC | Sewing Machine | \$ 649.71 |
| 5/5/2021 | 202077 | DEWYRE, MICHAEL | official; BA V; 4/29/21 | \$ 170.00 |
| 5/5/2021 | 202079 | EXPRESS SERVICES INC | sub fulfillment | \$ 1,842.40 |
| 5/5/2021 | 202080 | FLINN SCIENTIFIC INC | Science Supplies | \$ 100.90 |
| 5/5/2021 | 202081 | GAULKE, GREG | official; sb v & jv; 4/30/21 | \$ 145.00 |
| 5/5/2021 | 202082 | GOPHER SPORT | 4 roller racers | \$ 431.78 |
| 5/5/2021 | 202083 | HANSEN, MELISA | Multiple Invoices | \$ 279.96 |
| 5/5/2021 | 202085 | HARRIS | Multiple Invoices | \$ 19,254.00 |
| 5/5/2021 | 202087 | HOFFMAN, DANIEL | official; SB V; 4/29/21 | \$ 170.00 |
| 5/5/2021 | 202088 | HUDSON SENIOR HIGH | contest; boys golf; 4/26/21 | \$ 220.00 |
| 5/5/2021 | 202092 | HUEBSCH | Multiple Invoices | \$ 2,652.10 |
| 5/5/2021 | 202093 | IDENTISYS INC | 33 District Wide Badges | \$ 404.22 |
| 5/5/2021 | 202094 | IGOU, KYLE | official; BA JV; 4/29/21 | \$ 110.00 |
| 5/5/2021 | 202095 | INGLI, BRIAN | official; SB V; 4/29/21 | \$ 170.00 |
| 5/5/2021 | 202099 | KERR, MEGAN | refund frozen tickets 2020 | \$ 132.00 |
| 5/5/2021 | 202102 | KWIK TRIP, INC. | Fuel | \$ 1,987.70 |
| 5/5/2021 | 202106 | LASER PRODUCT TECHNOLOGIES | copier staples | \$ 114.95 |
| 5/5/2021 | 202107 | LITERACY RESOURCES, LLC | Heggerty Books | \$ 345.56 |
| 5/5/2021 | 202110 | MACKIN EDUCATIONAL RESOURCES | book order for media | \$ 4,049.43 |
| 5/5/2021 | 202112 | MCPHILLIPS BROS. ROOFING CO. | HS Yellow Roof App #2 | \$ 115,163.00 |
| 5/5/2021 | 202113 | MILLER, KIMBERLY | refund frozen tickets 2020 | \$ 132.00 |
| 5/5/2021 | 202114 | MISSISSIPPI WELDERS SUPPLY | BG Supplies | \$ 215.12 |
| 5/5/2021 | 202115 | NADEAU, BRIAN | official; ba v; 4/29/21 | \$ 170.00 |
| 5/5/2021 | 202120 | ONALASKA BOYS GOLF CLUB | contest; boys golf; 4/30/21 | \$ 175.00 |
| 5/5/2021 | 202121 | PARK HIGH SCHOOL | contest; boys golf; 5/5/21 | \$ 175.00 |
| 5/5/2021 | 202122 | PAUL CUDD & SONS INC | Ren Building Rent 7/21-12/21 | \$ 16,613.60 |
| 5/5/2021 | 202123 | PLUM, SARAH | Multiple Invoices | \$ 181.99 |
| 5/5/2021 | 202124 | POWERSCHOOL GROUP LLC | Schoology rollover tech svcs | \$ 500.00 |
| 5/5/2021 | 202125 | PRESTWICK HOUSE INC | books | \$ 185.30 |
| 5/5/2021 | 202127 | RELIANCE ELECTRIC MOTORS | KK WS Steam Oven repairs | \$ 146.10 |
| 5/5/2021 | 202129 | RIVER FALLS SUNSHINE FUND | Multiple Invoices | \$ 400.00 |
| 5/5/2021 | 202130 | RIVERSIDE INSIGHTS | WJ IV Testing Materials | \$ 249.93 |
| 5/5/2021 | 202131 | SALEM PRESS, INC | Media CSF Supplies | \$ 265.50 |
| 5/5/2021 | 202132 | SCHOLASTIC BOOK CLUBS INC | Multiple Invoices | \$ 229.99 |
| 5/5/2021 | 202136 | SECURITAS ELECTRONIC SECURITY INC. | Multiple Invoices | \$ 411.30 |

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|-----------|--------|------------------------------------|---------------------------------|-------------|
| 5/5/2021 | 202137 | SECURITYCHECKME | bkgd checks | \$ 238.00 |
| 5/5/2021 | 202141 | SKYWARD ACCOUNTING DEPARTMENT | ESIGN Electronic Signatures | \$ 200.00 |
| 5/5/2021 | 202144 | STAPLES -(PAPER) | Multiple Invoices | \$ 890.60 |
| 5/5/2021 | 202145 | STEEL TOWNE R.F. | Tech Ed Supplies | \$ 257.10 |
| 5/5/2021 | 202146 | STEINBRONN, DOUGLAS | official; sb v & jv; 4/30/21 | \$ 145.00 |
| 5/5/2021 | 202148 | SWANSON, ERIC | official; ba jv; 4/29/21 | \$ 110.00 |
| 5/5/2021 | 202149 | THE STANDARD | Payroll Accrual | \$ 8,165.67 |
| 5/5/2021 | 202150 | TOMLINSON, MARK | CE Class pymt | \$ 160.00 |
| 5/5/2021 | 202151 | TOTAL EXCAVATING LLC | HS Shed Relocated | \$ 1,135.50 |
| 5/5/2021 | 202152 | TWIN CITY FILTER SERVICE, INC | 33 GW Filters | \$ 182.90 |
| 5/5/2021 | 202153 | UNITED STATES POSTAL SERVICE | postcard mailing | \$ 1,834.37 |
| 5/5/2021 | 202154 | UNITED WAY ST.CROIX VALLEY | Multiple Invoices | \$ 125.50 |
| 5/5/2021 | 202155 | UW EAU CLAIRE ATHLETICS | Girls Soccer Tournament | \$ 215.00 |
| 5/5/2021 | 202156 | VERTICAL ENDEAVORS, INC. | Phy Ed Field Trip | \$ 680.00 |
| 5/5/2021 | 202158 | WHITE BEAR LAKE HIGH SCHOOL | contest; boys golf; 5/5/21 | \$ 430.00 |
| 5/5/2021 | 202159 | WI SCTF | Payroll accrual | \$ 127.51 |
| 5/12/2021 | 202160 | AEP CONNECTIONS LLC | webinar reg | \$ 190.00 |
| 5/12/2021 | 202161 | AIR COMMUNICATIONS OF WI, INC | Monthly Repeater Rent | \$ 513.00 |
| 5/12/2021 | 202164 | APPLE INC. | Media Supplies: CSF | \$ 3,798.00 |
| 5/12/2021 | 202165 | AT&T | Multiple Invoices | \$ 5,040.69 |
| 5/12/2021 | 202168 | C & L COMMUNICATIONS INC | April 1-30, 2021 Locates | \$ 3,250.50 |
| 5/12/2021 | 202170 | CESA 9 | WVS March Enrollments | \$ 275.00 |
| 5/12/2021 | 202171 | CHIPPEWA VALLEY SPORTING GOODS | Hoods & Tees | \$ 206.00 |
| 5/12/2021 | 202172 | CLIFTON HIGHLANDS GOLF CLUB | Renting par 3; 5/18/21 | \$ 225.00 |
| 5/12/2021 | 202173 | COMMITTEE FOR CHILDREN | 2nd Step curriculum | \$ 459.00 |
| 5/12/2021 | 202175 | COULEE CONNECTIONS | Coulee April | \$ 740.00 |
| 5/12/2021 | 202176 | COUNTRYSIDE PLUMBING & HEATING, IN | HS Roof Drains | \$ 1,201.60 |
| 5/12/2021 | 202177 | CYCLONE FENCE INC | GW & HS Fencing | \$ 2,520.00 |
| 5/12/2021 | 202178 | DEMCO INC | CSF SUPPLIES | \$ 486.55 |
| 5/12/2021 | 202179 | DICK'S MARKET | Multiple Invoices | \$ 880.49 |
| 5/12/2021 | 202181 | DWD-UI | Benefit Changes & Adjmts | \$ 3,896.54 |
| 5/12/2021 | 202183 | EXPRESS SERVICES INC | Multiple Invoices | \$ 2,079.61 |
| 5/12/2021 | 202186 | FLINN SCIENTIFIC INC | Multiple Invoices | \$ 1,028.21 |
| 5/12/2021 | 202187 | FORUM COMMUNICATION COMPANY | April legal notices | \$ 340.32 |
| 5/12/2021 | 202189 | GRAHAM, JACQUELINE | Graham books | \$ 124.92 |
| 5/12/2021 | 202194 | HARRIS | Multiple Invoices | \$ 2,085.90 |
| 5/12/2021 | 202196 | HILLYARD, INC.-MPLS | HS Equipment Repairs | \$ 414.50 |
| 5/12/2021 | 202197 | HUDSON PHYSICIANS | Multiple Invoices | \$ 963.00 |
| 5/12/2021 | 202198 | J H LARSON COMPANY | District Wide Bulbs | \$ 104.78 |
| 5/12/2021 | 202200 | LAKESHORE LEARNING MATERIALS | supplies | \$ 114.46 |
| 5/12/2021 | 202202 | LARSON, GARRET | official; baseball jv; 5/4/21 | \$ 125.00 |
| 5/12/2021 | 202204 | LASER PRODUCT TECHNOLOGIES | copier staples | \$ 210.95 |
| 5/12/2021 | 202205 | LEE, JEFFREY | official; baseball v; 5/4/21 | \$ 122.00 |
| 5/12/2021 | 202207 | MACKIN EDUCATIONAL RESOURCES | Multiple Invoices | \$ 8,674.79 |
| 5/12/2021 | 202208 | MARCUM, CHRISTOPHER | official; soccer v & jv; 5/4/21 | \$ 120.00 |
| 5/12/2021 | 202209 | MASTERCARD CORPORATE CLIENTS | Multiple Invoices | \$ 7,514.77 |
| 5/12/2021 | 202212 | MINNESOTA LIFE INSURANCE CO | Payroll Accrual | \$ 7,170.10 |

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|-----------|--------|----------------------------------|-----------------------------------|---------------|
| 5/12/2021 | 202216 | ORIENTAL TRADING COMPANY | supplies | \$ 224.36 |
| 5/12/2021 | 202217 | PECHACEK, KORY | reim supplies | \$ 197.50 |
| 5/12/2021 | 202218 | PERMA-BOUND | book order | \$ 2,681.45 |
| 5/12/2021 | 202219 | POCERNICH, DALE | official; soccer V & JV;5/4/21 | \$ 120.00 |
| 5/12/2021 | 202220 | PRYOR, WILLIAM | official; baseball v & softball 5 | \$ 180.00 |
| 5/12/2021 | 202222 | RICKERT, REMY | official; Soccer V & JV;5/4/21 | \$ 140.00 |
| 5/12/2021 | 202223 | RIVER CITY DISPOSAL, INC. | Garbage/recycling | \$ 3,196.08 |
| 5/12/2021 | 202224 | RIVER FALLS ACE HARDWARE | Multiple Invoices | \$ 322.74 |
| 5/12/2021 | 202226 | RIVER FALLS MUNICIPAL | Multiple Invoices | \$ 56,214.89 |
| 5/12/2021 | 202228 | ROGERS, NANCY | Rogers April Mileage | \$ 210.06 |
| 5/12/2021 | 202229 | RUPNOW, CHUCK | official; baseball v & softball 5 | \$ 180.00 |
| 5/12/2021 | 202230 | SCHOOL SPECIALTY | Art Supplies | \$ 306.25 |
| 5/12/2021 | 202232 | SILVER, CHRISTOPHER | 2020-21 Yearbooks | \$ 265.35 |
| 5/12/2021 | 202233 | ST CROIX ANIMAL FRIENDS | MMS student donation | \$ 185.00 |
| 5/12/2021 | 202235 | STAPLES -(PAPER) | Multiple Invoices | \$ 1,078.43 |
| 5/12/2021 | 202237 | ST CROIX GAS | Multiple Invoices | \$ 17,947.30 |
| 5/12/2021 | 202238 | STEEL TOWNE R.F. | Tech Ed Supplies | \$ 216.03 |
| 5/12/2021 | 202243 | TOTAL EXCAVATING LLC | MMS Black dirt around flag | \$ 165.00 |
| 5/12/2021 | 202244 | TRI DIM FILTER CORPORATION | Dist Wide Final Filter order | \$ 2,474.65 |
| 5/12/2021 | 202245 | ULINE | Multiple Invoices | \$ 512.33 |
| 5/12/2021 | 202246 | VERIZON WIRELESS | 5/2/2021-6/1/2021 | \$ 2,026.77 |
| 5/12/2021 | 202247 | VERTICAL ENDEAVORS, INC. | Outdoor Ed Trip | \$ 320.00 |
| 5/12/2021 | 202248 | VITERBO UNIVERSITY | tuition | \$ 1,200.00 |
| 5/12/2021 | 202249 | WI ASSOC OF SCHOOL BOARDS,INC | BLF Office Time-Smurawa | \$ 120.00 |
| 5/12/2021 | 202250 | WEST MUSIC COMPANY | supplies | \$ 194.24 |
| 5/12/2021 | 202251 | WPS | OWLS Protocols (Rogers) | \$ 224.40 |
| 5/12/2021 | 202252 | YOURMEMBERSHIP.COM INC | Recruitment posting | \$ 229.00 |
| 5/20/2021 | 202253 | ACORN NATURALISTS | Science Supplies | \$ 386.98 |
| 5/20/2021 | 202254 | ALLINA HEALTH SYSTEM | April PT Contract Services | \$ 10,265.73 |
| 5/20/2021 | 202268 | AMAZON.COM | Multiple Invoices | \$ 14,888.94 |
| 5/20/2021 | 202270 | APPLE AWARDS, INC. | Retirement bells | \$ 538.64 |
| 5/20/2021 | 202271 | APPLETON EAST FORENSICS | Forensics; 1/28/21 | \$ 555.00 |
| 5/20/2021 | 202274 | AT&T BUSINESS DIRECT | Multiple Invoices | \$ 1,677.63 |
| 5/20/2021 | 202275 | AUTO VALUE | Multiple Invoices | \$ 118.96 |
| 5/20/2021 | 202277 | BRATLAND, ANDREW | offiical; gso v & jv; 5/13/21 | \$ 140.00 |
| 5/20/2021 | 202279 | CARROLL, THOMAS | official; track & field;5/14/21 | \$ 110.00 |
| 5/20/2021 | 202280 | CHARTWELLS | APRIL 1-30 invoice | \$ 175,113.30 |
| 5/20/2021 | 202281 | CHROMEBOOKPARTS.COM | Multiple Invoices | \$ 348.99 |
| 5/20/2021 | 202282 | COMPUTER INTEGRATION TECHNOLOGIE | Agreement Managed Backup | \$ 785.00 |
| 5/20/2021 | 202283 | CPI | Multiple Invoices | \$ 300.00 |
| 5/20/2021 | 202284 | CRAIL, DAVID | reim supplies | \$ 433.93 |
| 5/20/2021 | 202285 | DAN PAULUS | CE Class pymt | \$ 600.00 |
| 5/20/2021 | 202286 | DNA AV INTEGRATORS LLC | Multiple Invoices | \$ 11,818.74 |
| 5/20/2021 | 202287 | DUSEK, SAMANTHA | reim supplies | \$ 206.94 |
| 5/20/2021 | 202288 | ECKARDT, CASEY | official; baseball v dh;5/13/21 | \$ 180.00 |
| 5/20/2021 | 202290 | EHLERS & ASSOCIATES INC | Multiple Invoices | \$ 7,000.00 |
| 5/20/2021 | 202291 | EWELL EDUCATIONAL SERVICES | Multiple Invoices | \$ 150.00 |

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| 5/20/2021 | 202292 | EXPRESS SERVICES INC | sub fulfillment | \$ 1,402.92 |
| 5/20/2021 | 202293 | FAST COPY CENTER | Senior Awards Night Program | \$ 250.00 |
| 5/20/2021 | 202296 | CENGAGE LEARNING - GALE | eBooks - CSF | \$ 277.87 |
| 5/20/2021 | 202297 | GENERAL PARTS LLC-ENCORE ONE LLC | KK MMS Temp Control Kits | \$ 510.43 |
| 5/20/2021 | 202298 | GUMZ, DEAN | official; gso v & jv; 5/13/21 | \$ 120.00 |
| 5/20/2021 | 202299 | GUMZ, SUE | official; gso v & jv; 5/13/21 | \$ 140.00 |
| 5/20/2021 | 202300 | HARMON CONCRETE & CONSTRUCTION I | Concrete pad for metal dump | \$ 1,204.00 |
| 5/20/2021 | 202301 | HJERSJO, DOUGLAS | official; track & field;5/14/21 | \$ 110.00 |
| 5/20/2021 | 202302 | HOBART SERVICE | Multiple Invoices | \$ 255.43 |
| 5/20/2021 | 202303 | HORIZON COMMERCIAL POOL SUPPLY-IN | HS Pool Chemical March | \$ 547.78 |
| 5/20/2021 | 202306 | JUNIOR LIBRARY GUILD | Media Subscription - CSF | \$ 144.60 |
| 5/20/2021 | 202310 | KLAUSTERMEIER, DAN | official; track & field;5/14/202 | \$ 121.00 |
| 5/20/2021 | 202312 | LASER PRODUCT TECHNOLOGIES | Multiple Invoices | \$ 3,643.77 |
| 5/20/2021 | 202313 | LASER PRODUCT TECHNOLOGIES | lease pymt | \$ 302.63 |
| 5/20/2021 | 202314 | LAWRENCE, LINNAEA | reimb - playing masks | \$ 300.00 |
| 5/20/2021 | 202315 | LEE, JEFFREY | official; baseball jv2 & jv;5/11 | \$ 174.00 |
| 5/20/2021 | 202318 | MANSFIELD OIL COMPANY OF GAINSVILL | Fuel | \$ 18,690.32 |
| 5/20/2021 | 202319 | MAVO SYSTEMS, INC. | WS Abatement | \$ 300.00 |
| 5/20/2021 | 202320 | MCALEAVEY, BECKY | Reim supplies | \$ 118.52 |
| 5/20/2021 | 202321 | MENARDS | Supplies for shop | \$ 323.37 |
| 5/20/2021 | 202323 | MISSISSIPPI WELDERS SUPPLY | supplies | \$ 140.40 |
| 5/20/2021 | 202324 | MTI DISTRIBUTING INC | Multiple Invoices | \$ 1,155.22 |
| 5/20/2021 | 202325 | NORTHERN AIR CORPORATION | Add/repair remp sensors | \$ 503.00 |
| 5/20/2021 | 202326 | NELSON, ANN | Nelson Mileage | \$ 106.81 |
| 5/20/2021 | 202329 | PARAGON DEVELOPMENT SYSTEMS INC | 1 Yr Aruba FC NBD Exchange | \$ 895.00 |
| 5/20/2021 | 202331 | PECHACEK, RYAN | FFA Fruit sales student comm | \$ 2,512.00 |
| 5/20/2021 | 202332 | PLUM, SARAH | reim Prom Supplies | \$ 212.42 |
| 5/20/2021 | 202333 | REINDERS | Multiple Invoices | \$ 1,884.17 |
| 5/20/2021 | 202334 | RIVER CITY STITCH LLC | YA Supplies for students | \$ 1,855.00 |
| 5/20/2021 | 202336 | ROSETTA STONE LTD | lang subscription | \$ 110.00 |
| 5/20/2021 | 202338 | SCHWAB-VOLLHABER-LUBRATT INC | Ren Fan replacement | \$ 1,600.00 |
| 5/20/2021 | 202339 | SHOWTIME ENTERTAINMENT LLC | Prom - 2021 | \$ 750.00 |
| 5/20/2021 | 202340 | SIGNATURE MECHANICAL, INC. | HS Roof Project Modifications | \$ 2,975.00 |
| 5/20/2021 | 202342 | STEEL TOWNE R.F. | Tech Ed Supplies | \$ 771.23 |
| 5/20/2021 | 202343 | TAPPE, COLE | official; baseball v dh;5/13/21 | \$ 180.00 |
| 5/20/2021 | 202345 | UNITED WAY ST.CROIX VALLEY | Multiple Invoices | \$ 125.50 |
| 5/20/2021 | 202346 | UW STOUT-PROF ED PROGRAMS/SERVIC | UW Stout Conf/ Workshop | \$ 450.00 |
| 5/20/2021 | 202349 | WASPA | Membership Renewal | \$ 225.00 |
| 5/20/2021 | 202350 | WES P VISUALS | apple orchard video (part 1 | \$ 300.00 |
| 5/20/2021 | 202351 | WI SCTF | Payroll accrual | \$ 127.51 |
| 5/20/2021 | 202352 | ZALUSKY, ANNA | reim supplies | \$ 105.00 |
| 5/26/2021 | 202353 | 5 STAR RESTROOM RENTALS | Restroom Rental-tennis, track | \$ 610.00 |
| 5/26/2021 | 202354 | ALFVEBY, DENNIS | Accompanist Fee | \$ 300.00 |
| 5/26/2021 | 202358 | BRICKHOUSE MUSIC | service | \$ 120.00 |
| 5/26/2021 | 202359 | CELT, JAMES | official; baseball jv2 dh;5/21 | \$ 180.00 |
| 5/26/2021 | 202360 | CHIPPEWA VALLEY TECH COLLEGE | Multiple Invoices | \$ 28,303.75 |
| 5/26/2021 | 202361 | CHROMEBOOKPARTS.COM | Chromebook LCD panel | \$ 492.90 |

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| 5/26/2021 | 202362 | CINTAS | Multiple Invoices | \$ 569.52 |
| 5/26/2021 | 202363 | COMPUTER INTEGRATION TECHNOLOGIE | CARES - Lenovo Chromebook | \$ 2,799.20 |
| 5/26/2021 | 202364 | COMSTOCK & SONS, INC | Multiple Invoices | \$ 12,762.50 |
| 5/26/2021 | 202365 | COUNTRYSIDE PLUMBING & HEATING, IN | HS Roofing Project | \$ 38,737.07 |
| 5/26/2021 | 202366 | CPI | Olson CPI Recertification | \$ 150.00 |
| 5/26/2021 | 202368 | ELLSWORTH COMMUNITY SCHOOL DISTR | YA- grant | \$ 5,000.00 |
| 5/26/2021 | 202369 | EXPRESS SERVICES INC | sub fulfillment | \$ 1,633.94 |
| 5/26/2021 | 202371 | FLOORS BY BECKERS LLC | Multiple Invoices | \$ 12,852.00 |
| 5/26/2021 | 202372 | FOOD SERVICE-SDRF | Multiple Invoices | \$ 232.86 |
| 5/26/2021 | 202373 | GENERAL COMMUNICATIONS INC | Walkie Talkie/charger | \$ 1,441.94 |
| 5/26/2021 | 202374 | GEORGE SIEGFRIED CONSTRUCTION COM | Multiple Invoices | \$ 13,440.00 |
| 5/26/2021 | 202375 | GERADS, TRAVIS | official; baseball jv2 dh;5/21 | \$ 140.00 |
| 5/26/2021 | 202376 | GOEMAN, BEN | official; gso v & jv; 5/21 | \$ 140.00 |
| 5/26/2021 | 202377 | GOLDEN VALLEY SUPPLY CO | HS Ceiling Tile | \$ 461.88 |
| 5/26/2021 | 202378 | THE GOOD GUYS | Service | \$ 156.00 |
| 5/26/2021 | 202379 | GRAESE, NANCY | Reimbursement: YA Supplies | \$ 209.88 |
| 5/26/2021 | 202382 | HAMMOND, PATRICK | official; softball; 5/18/21 | \$ 140.00 |
| 5/26/2021 | 202384 | HEBERT, RICHARD | official; softball; 5/18/21 | \$ 140.00 |
| 5/26/2021 | 202385 | HEROES WILL RISE, INC. | STEAM SUPPLIES FOR RB | \$ 12,030.00 |
| 5/26/2021 | 202388 | JACKSON & ASSOCIATES LLC | RFHS Roofing Application 3 | \$ 45,953.40 |
| 5/26/2021 | 202389 | JACKSON & ASSOCIATES LLC | RFHS Roofing Application RET | \$ 72,996.25 |
| 5/26/2021 | 202390 | J H LARSON COMPANY | District Wide Bulbs | \$ 122.11 |
| 5/26/2021 | 202392 | JOYLABZ LLC | STEAM Supplies GW | \$ 1,428.01 |
| 5/26/2021 | 202393 | JUNIOR LIBRARY GUILD | Media Center Supplies | \$ 499.80 |
| 5/26/2021 | 202394 | KMB SPORTS | Girls Basketball-summer | \$ 1,400.00 |
| 5/26/2021 | 202395 | KOZUCH, JOE | official; gso v & jv; 5/20/21 | \$ 120.00 |
| 5/26/2021 | 202396 | LASER PRODUCT TECHNOLOGIES | Multiple Invoices | \$ 320.28 |
| 5/26/2021 | 202397 | LIFETOUCH PUBLISHING INC | YEARBOOK INVOICE | \$ 423.28 |
| 5/26/2021 | 202399 | MACKIN EDUCATIONAL RESOURCES | books | \$ 1,619.07 |
| 5/26/2021 | 202400 | MCPHILLIPS BROS. ROOFING CO. | HS Roofing Project | \$ 192,447.00 |
| 5/26/2021 | 202401 | MENARDS | Multiple Invoices | \$ 332.93 |
| 5/26/2021 | 202402 | MIDWEST BUS PARTS INC | BG Supplies | \$ 252.28 |
| 5/26/2021 | 202404 | MYSZEWSKI, SHELBY | reim supplies | \$ 495.55 |
| 5/26/2021 | 202405 | NATIONAL BUSINESS FURNITURE | Main Office Chair | \$ 173.70 |
| 5/26/2021 | 202406 | NELCO | 1095 Dbl Win Env Self Seal | \$ 192.20 |
| 5/26/2021 | 202407 | N.E. METRO INTERMEDIATE DIST. | April-June 2020 tuition | \$ 17,442.63 |
| 5/26/2021 | 202408 | OLSON, JESSICA | reim supplies | \$ 100.76 |
| 5/26/2021 | 202409 | PARAGON DEVELOPMENT SYSTEMS INC | Smart TV & Wall mount | \$ 2,134.00 |
| 5/26/2021 | 202410 | PERMA-BOUND | Multiple Invoices | \$ 469.97 |
| 5/26/2021 | 202411 | PIERCE COUNTY PUBLIC HEALTH | HS Annual Pool Permit | \$ 254.00 |
| 5/26/2021 | 202412 | RAMSEY CO. HISTORICAL SOCIETY | virtual field trip | \$ 120.00 |
| 5/26/2021 | 202413 | REINDERS | MMS Irrigation Supplies | \$ 182.62 |
| 5/26/2021 | 202414 | SALEM PRESS, INC | Media CSF Supplies | \$ 265.50 |
| 5/26/2021 | 202415 | SAM'S CLUB/SYNCHRONY BANK | supplies | \$ 336.55 |
| 5/26/2021 | 202416 | SCHOOL DISTRICT OF HUDSON | YA- St Croix EDC/SCVYA Grant | \$ 1,000.00 |
| 5/26/2021 | 202417 | SCHOOL DISTRICT OF HUDSON | YA-Grant | \$ 22,000.00 |
| 5/26/2021 | 202418 | SCHOOL DISTRICT OF RIVER FALLS | YA- St Croix EDC/SCVYA Grant | \$ 1,000.00 |

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|-----------|--------|---------------------------------|-------------------------------|--------------|
| 5/26/2021 | 202419 | SCHOOL DISTRICT OF SOMERSET | YA- Grant | \$ 7,500.00 |
| 5/26/2021 | 202420 | SCHOOL DISTRICT OF SOMERSET | YA- St Croix EDC/SCVYA Grant | \$ 1,000.00 |
| 5/26/2021 | 202421 | SCHIEFELBEIN, KATHRYN | official; gso v & jv; 5/20/21 | \$ 120.00 |
| 5/26/2021 | 202422 | SCHOLASTIC INC. | books | \$ 183.67 |
| 5/26/2021 | 202423 | SCHOOL DISTRICT OF NEW RICHMOND | YA- St Croix EDC/SCVYA Grant | \$ 1,000.00 |
| 5/26/2021 | 202424 | SCHOOL DISTRICT OF NEW RICHMOND | YA- Grant | \$ 17,500.00 |
| 5/26/2021 | 202426 | SIMONSON, LARA | reim supplies | \$ 299.75 |
| 5/26/2021 | 202429 | ST CROIX CENTRAL SCHOOLS | YA- Grant | \$ 14,500.00 |
| 5/26/2021 | 202430 | ST CROIX CENTRAL SCHOOLS | YA- St Croix EDC/SCVYA Grant | \$ 1,000.00 |
| 5/26/2021 | 202432 | STAPLES -(PAPER) | Multiple Invoices | \$ 3,213.39 |
| 5/26/2021 | 202433 | T-MOBILE | Multiple Invoices | \$ 5,218.40 |
| 5/26/2021 | 202434 | THE LIFEGUARD STORE | Lifeguarding Supplies | \$ 941.48 |
| 5/26/2021 | 202436 | ULINE | boxes/Chromebook storage | \$ 161.83 |
| 5/26/2021 | 202437 | US CUTTER | Media Supplies | \$ 6,534.23 |
| 5/26/2021 | 202438 | USA MILLWORK GREAT LAKES, LLC | HS Cabinet Handles | \$ 661.56 |
| 5/26/2021 | 202439 | UNIVERSITY OF WI- MILWAUKEE | Forward teacher trng/dev | \$ 2,371.86 |
| 5/26/2021 | 202440 | VCI ENVIRONMENTAL, INC | Multiple Invoices | \$ 11,900.00 |
| 5/26/2021 | 202441 | WAAE | conf registration | \$ 450.00 |
| 5/26/2021 | 202442 | WATSON, MARGARET | reim supplies | \$ 136.85 |
| 5/26/2021 | 202444 | WES P VISUALS | Grand March Photos | \$ 250.00 |

RIVER FALLS BOARD OF EDUCATION MEETING

Monday, June 21, 2021

Personnel Agenda:

1. Recommended approval of the employment of Jennifer Ames as Director of Community Education and Communications for the River Falls School District effective July 1, 2021 (replaces Monique Squire). Ms. Ames earned her bachelor's degree from UW-Madison, and joins us with experience from Shakopee Public Schools.
2. Recommended approval of the employment of Richard Grinstead as 1.0 FTE Elementary School Social Worker for the River Falls School District effective August 23, 2021 (new position). Mr. Grinstead earned his bachelor's degree from UW-River Falls and his master's degree from UW-Madison. He has 6 years of experience (St. Paul and White Bear Lake MN) and his salary will be based on Tier 2, Level 3M of the salary schedule.
3. Recommended approval of the employment of Abby Mazzei as 0.5 FTE Gifted and Talented Teacher for the River Falls School District effective August 23, 2021 (replaces Drew Rohl). Ms. Mazzei earned her bachelor's degree from Illinois State University and her master's degree from Concordia University Chicago. She has 7 years of teaching experience (Chicago and Lyons IL) and her salary will be based on Tier 1, Level 5M of the salary schedule.
4. Recommended approval of the employment of Karyn Chukel as 1.0 FTE Math Teacher at River Falls High School effective August 23, 2021 (replaces John Rumpel). Ms. Chukel earned her bachelor's degree from UW-River Falls. Her salary will be based on Tier 1, Level 1 of the salary schedule.
5. Recommended approval of the employment of Alexander Plum as 0.5 FTE Band Teacher at River Falls High School effective August 23, 2021 (new position). Mr. Plum earned his bachelor's degree from UW-Eau Claire. He has 2 years of experience (Unity WI) and his salary will be based on Tier 1, Level 2 of the salary schedule.
6. Recommended approval of the employment of Cade Lambrecht as 1.0 FTE Seventh Grade Social Studies Teacher at Meyer Middle School effective August 23, 2021 (replaces Kris Nickleski). Mr. Lambrecht earned his bachelor's degree from UW-Eau Claire. His salary will be based on Tier 1, Level 1 of the salary schedule.
7. Recommended approval of the employment of Haley Dunn as 1.0 FTE First Grade Teacher at Greenwood Elementary School effective August 23, 2021 (replaces Megan Felling). Ms. Dunn earned her bachelor's degree from UW-Stevens Point. Her salary will be based on Tier 1, Level 1 of the salary schedule.
8. Recommended approval of the employment of Clare Hazleroth as Pre 2 Summer School Teacher effective approximately June 14, 2021 through July 23, 2021.
9. Recommended approval of the transfer of employment for Jenna Hanson from full-time Secretary to the Principal to 1.0 FTE School Counselor at River Falls High School (replaces Sheri Macbeth). Ms. Hanson earned her bachelor's degree from UW-Stout and her master's degree from UW-River Falls. Her salary will be based on Tier 1, Level 1M of the salary schedule.

10. Recommended acceptance of the resignation of Mitchell Jacobson as full-time Science Teacher at River Falls High School effective the end of the 2021-2022 year.
11. Recommended acceptance of the resignation of Jacob Lemke as full-time Science Teacher at River Falls High School effective the end of the 2021-2022 year.
12. Recommended acceptance of the resignation of Mike Miller as part-time Work Based Learning Coordinator at River Falls High School effective the end of the 2021-2022 year.
13. Recommended acceptance of the resignation of Emily Rose as full-time School Counselor at Greenwood Elementary School effective the end of the 2021-2022 year.
14. Recommended acceptance of the resignation of Abby Akkerman as full-time Children's House Teacher at River Falls Public Montessori effective the end of the 2021-2022 year.
15. Recommended acceptance of the resignation of the following substitute teachers:
 - a) Jonathan Broschk
 - b) Erin Putz
 - c) Jessica Hundt
 - d) Kayli Hetrick

66.0301 Service Agreement
School District of River Falls, Prescott and St. Croix Central Schools
2021-2022
Deaf and Hard of Hearing Program

Pursuant to a resolution adopted by the school districts of River Falls, Prescott and St. Croix Central, said school district hereby mutually agree to the following conditions:

1. That said above parties agree and contract for personnel as hereinafter set forth;
2. That School District of River Falls is to be the providing district;
3. That School District of River Falls, as the fiscal agent, will include all program expenditures and receipts in Fund 27;
4. That student membership for State Aid purposes be counted by the district of residence;
5. That the proration of costs to each participating district be determined prior to June 20th, annually, on the basis of 20% for St. Croix Central, 10% for Prescott, and 70% for River Falls, and that State Categorical Aide reimbursement prorated in the same manner and paid to the participating schools;
6. That a \$500 bookkeeping fee be applied to each participating district each school year;
7. That budget for this agreement shall be determined by each district;
8. That variations in excess of 10% of the budget will require prior approval of each school district party hereto;
9. That any unemployment compensation for staff will be borne by the district reducing services of the staff;
10. That School District of River Falls as the fiscal agent, agrees to file a plan of service and the required financial reports to the Wisconsin Department of Instruction;
11. That River Falls will invoice St. Croix Central and Prescott by mid-June;
12. That St. Croix Central and Prescott will pay their portions of the program (20% for St. Croix Central and 10% for Prescott) prior to June 20th;
13. That St. Croix Central and Prescott are responsible to coordinate the days of service of the Deaf and Hard of Hearing program to their district based on the school calendar of River Falls;
14. That the Service Contract Breakdown attached hereto and incorporated herein by reference includes the estimated costs of the program for both districts;
15. That notice of intent to non-renew this agreement by any participating district be in conformance with timelines prescribed in Wisconsin States 118.22(2).

Fiscal Agent:
River Falls School District

President, Board of Education

Clerk, Board of Education

Date approved by Board

Participating School District:
St. Croix Central School District

President, Board of Education

Clerk, Board of Education

Date approved by Board

Participating School District:
Prescott School District

President, Board of Education

Clerk, Board of Education

Date approved by Board

66.0301 Service Agreement
School District of Prescott and the School District of River Falls
2021-2022
Project SEARCH

Pursuant to a resolution adopted by the School Districts of Prescott and River Falls, said School Districts hereby mutually agree to the following conditions:

1. That said above parties agree and contract for personnel as hereinafter set forth;
2. That the School District of River Falls is to be the providing district;
3. That the School District of River Falls, as fiscal agent, will include all program expenditures and receipts in Fund 27;
4. That student membership for State Aid purposes to be counted by the district of residence;
5. That the proration of costs to each participating district be determined annually, on the basis of participation in Project SEARCH services needed per IEP. Per the Wisconsin Department of Public Instruction, the instructor's salary and benefits are not eligible for special education categorical aid;
6. That estimated budget for this agreement shall be provided in advance of contract signing. The School District of Prescott will be budgeted for 2 students upon enrollment.
7. That variations in excess of 10% of the budget will require prior approval of each school district party hereto;
8. That any unemployment compensation for staff will be borne by the district reducing services of staff;
9. That the School District of River Falls, as the fiscal agent, agrees to file a plan of service and the required financial reports with the Wisconsin Department of Instruction;
10. That the School District of River Falls will invoice the School District of Prescott 2 times per year;
11. That School District of Prescott will pay based on their portion of student enrollment;
12. The School District of River Falls is responsible for coordinating the days of service based on the school calendar of River Falls;
13. That the Service Contract Breakdown attached hereto and incorporated herein by reference includes the estimated costs of the program for all students in the program and then specific to each individual party or District;
14. This agreement is binding for the 2020-2021 school year. Termination of this agreement by either party during the school year shall require 30 day notice of intent to terminate.

Fiscal Agent
School District of River Falls

Participating School District
School District of Prescott

President, Board of Education

President, Board of Education

Clerk, Board of Education

Clerk, Board of Education

Date approved by the Board

Date approved by the Board

Service Agreement
School District of River Falls and UWRF: University Preschool Program
2021-2022

Pursuant to a resolution adopted by the organizations of School District of River Falls and University of Wisconsin- River Falls (UWRF), said organizations hereby mutually agree to the following conditions:

1. That said above parties agree and contract for personnel as hereinafter set forth;
2. That School District of River Falls is to be the fiscal agent and hiring agent;
3. That the costs to each participating organization be determined annually, on the basis of 50% for School District of River Falls and 50% for UWRF.
4. That salary for this agreement shall be determined by the School District of River Falls;
5. That a \$500 bookkeeping fee be applied to UWRF each school year;
6. That variations in excess of 10% of the budget will require prior approval of each organization hereto;
7. That any unemployment compensation for staff will be borne by the School District of River Falls;
8. That River Falls will invoice UWRF by mid-June;
9. That the School District of River Falls is responsible to coordinate the days of service based on the school calendar of River Falls;
10. That notice of intent to non-renew this agreement by any participating organization be in conformance with 60 days prior notice.

Fiscal Agent:
River Falls School District

President, Board of Education

Clerk, Board of Education

Date approved by Board

Participating Organization:
University of WI - River Falls

Dean of Education

Date approved by Board

School District of River Falls
Educational Program Committee Meeting Report

Monday, June 7, 2021 - 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, June 7, 2021 at River Falls High School Media Center, 818 Cemetery Road, River Falls, WI 54022. Chair Tuchtenhagen called the meeting to order at 6:00. 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) and Bob Casey were present. Board members Amy Halvorson, Cindy Holbrook, and Stacy Johnson Myers were present. Superintendent Jamie Benson, Director of Academic Services Jennifer Peterson, English Learner teachers Cassie Meyer, Monica Dumond and Drew Rohl (also the District's Gifted and Talented teacher), and community members Barb Kolpin, Becky Maher and Lindsey Curtis were also present.

HEARING OF VISITORS OR DELEGATIONS

1. English Language Learner programming presentation

English Language Learner (EL) staff, Cassie Meyer, Monica Dumond and Drew Rohl, presented a team update regarding the EL program in the River Falls School District. Information was shared regarding how our EL teachers and staff support students, teachers and their families. Additional information was shared regarding procedures and requirements aligned to Title III programming.
No action, informational only.

2. Gifted and Talented programming presentation

Gifted and Talented teacher, Drew Rohl, presented a programming update from the 2020-21 school year. Information was shared regarding programming goals and activities implemented during the past school year as well as supports provided for students and staff.
No action, informational only.

3. Update regarding the prioritization of learning recovery task force considerations

Jennifer Peterson, Director of Academic Services, provided committee members with an update regarding Elementary and Secondary School Emergency Relief Fund (ESSER) recommendations focused on learning recovery and anticipated next steps within the River Falls School District.
No action, informational only.

4. Approve the Elementary School Handbook

Jennifer Peterson, Director of Academic Services, presented the River Falls School District Elementary School Handbook for approval. A summary of recommended changes was provided in addition to the entire handbook for reference.

Alan Tuchtenhagen moved, seconded by Bob Casey to approve Elementary School Handbook for the 2021-22 school year. Motion passed (2-0).

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

Board members were given the opportunity to suggest items for future Board member agendas. Suggestions included: a future update regarding the Laude System at the high school.

6. Schedule next Board/Committee meetings

Set meeting schedule as follows:

Educational Program Committee meeting, Monday, July 12, 2021, 6:00 p.m.

Meeting will be held at Greenwood Elementary School, 952 E. Division Street.

ADJOURN

Chair Tuchtenhagen declared the meeting adjourned at 6:58 p.m.

Alan Tuchtenhagen, Educational Program Committee Chair



Greenwood Elementary School

Nate Schurman, Principal
 982 E. Division St.
 River Falls, WI 54022
 Phone: 715-425-1810
 Fax: 715-425-0783
Nate.Schurman@rfsd.k12.wi.us

Rocky Branch Elementary School

Chuck Eaton, Principal
 1415 Bartosh Lane
 River Falls, WI 54022
 Phone: 715-425-1819
 Fax: 715-425-0599
Chuck.Eaton@rfsd.k12.wi.us

Westside Elementary School

Christopher Kamrath, Principal
 1007 West Pine Street
 River Falls, WI 54022
 Phone: 715-425-1815
 Fax: 715-425-1805
Christopher.Kamrath@rfsd.k12.wi.us

River Falls Public Montessori Elementary

Nathan Wells, Principal
 421 W. Maple St.
 River Falls, WI 54022
 Phone: 715-425-7645
Nathan.Wells@rfsd.k12.wi.us

SCHOOL DISTRICT OF RIVER FALLS

Building/Department Telephone Numbers

(all numbers use area code 715)

| | |
|-------------------------------------|----------|
| District Administration Offices | 425-1800 |
| Buildings and Grounds | 425-1806 |
| Bus Garage | 425-1808 |
| Food Service | 425-1839 |
| High School | 425-1830 |
| Meyer Middle School | 425-1820 |
| Kids Club Office | 425-0799 |
| Kids Club Child Care (Greenwood) | 821-2947 |
| Kids Club Child Care (Rocky Branch) | 425-0799 |
| Kids Club Child Care (Westside) | 425-0580 |

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2020-2021 School Year

Dear Parents and Students,

Welcome to River Falls School District!

On behalf of all staff and administration, we would like to welcome you to River Falls Elementary Schools. We strive to provide a physically and emotionally safe environment where students know that we care about them while maintaining high expectations.

Please take time to read this handbook as it is designed to familiarize you with some of those expectations. We hope that by working together you will find school an enjoyable, meaningful, and rich experience.

For specific information pertaining to one of the four elementary schools please utilize our district website at

<http://www.rfsd.k12.wi.us>

Sincerely,

Chuck Eaton – Rocky Branch Elementary Principal
Christopher Kamrath – Westside Elementary Principal
Nate Schurman – Greenwood Elementary Principal
Nathan Wells - River Falls Public Montessori Principal

Philosophy of Education

The Board of Education and staff of the School District of River Falls believe that our responsibility to each student is to provide a diverse educational program that prepares our students for the demands of the future.

The River Falls curriculum is designed to cultivate each student's capacity for intellectual, physical, emotional, and social development as well as foster an appreciation and acceptance of every human being and cultural difference.

We believe it is our responsibility to provide our students with the tools needed to meet and solve problems by applying knowledge, integrating learning, and utilizing technology as well as developing self-direction and discipline.

It is also believed that the educational process is shared by the family, community, and spiritual organizations. The involvement of the entire community is necessary in order to provide opportunities for each individual to achieve his/her full potential.

The Board supports the professional growth of all staff in order to maintain a high quality educational environment and educational program.

I. ATTENDANCE POLICY

Attendance Philosophy

We believe that engaging families as partners is essential for the child's success in school and promotes an equitable experience. Student attendance is important for a child's social, emotional, and academic success. Our policies and procedures:

- Focus on early communication and intervention with student absences and tardies.
- Focus on communication from teachers, counselor, and principal.
- Work collaboratively to not blame, shame, or judge families (we are all doing our best)
- Focus on family strengths and support networks to help students attend school

In accordance with state law and Pierce/St. Croix County and River Falls Municipal ordinances, all students must attend school full time until the end of the term, quarter, or semester they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in Wisconsin Statutes §118.15, or have graduated from high school.

Enforcement of student attendance policies and truancy procedures shall be a shared responsibility between the schools, social service agencies, law enforcement officials, students, parents, and the community at large.

School Attendance Officer

The principal or his/her designee will serve as the school attendance officer.

Student Absences and Excuses

The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian(s).

Any absence not verified by a note or phone call within 24 hours following the absence may be considered unexcused.

All excused absences require a parent/guardian or legal custodian to provide written/verbal verification, which is to be submitted to the school attendance officer in advance or prior to the re-admittance to school. The school attendance officer has final authority in determining if an absence is excusable.

The school attendance officer may approve a legal excuse for any student for the following reasons:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. If the student exceeds four (4) illness days in any semester, the district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuses shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.
2. An illness in the immediate family that requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, optometric, or other valid professional appointments.
4. A death in the immediate family.
5. Religious holidays.
6. A court appearance or other legal procedure upon submission of proof.

7. Quarantine as imposed by a public health official.
8. Attendance at special events of educational value as approved in advance by the school attendance officer.
9. Approved school activities during class time.
10. Special circumstances that show good cause, which are approved 48 hours in advance by the school attendance officer.

Illness at School

If a student becomes ill while at school, a call will be made to a parent, guardian or emergency contact from the nurse's office or attendance desk. The parent must speak with someone from the attendance or nurse's office prior to the student leaving the building grounds. An illness day, excused by a parent during the school day, will count towards the four (4) allowable parent-excused illness days for the semester.

Pre-Arranged Absences

Under Wisconsin State Statute §118.15(c), students are allowed to be absent up to ten (10) times per school year for any reason. However, each of these absences must be excused prior to the student leaving. If the absence is not pre-arranged, or there are extenuating circumstances not approved by the attendance officer, the absence may be classified as unexcused. The role of parents is paramount in this process to ensure that your child is not needlessly penalized due to the fact the procedure was not followed. These days should be used judiciously, in that after the ten (10) days, all absences will require attendance officer approval.

Unexcused Absences

Students who are absent from school with the consent of their parents(s) or guardian, but whose absence does not fall under the reasons listed above, as determined by the attendance officer, shall be considered *unexcused*.

According to state statute §118.16 (c), all students with an *unexcused* absence will be permitted to make up an examination missed during an absence. However during such occasions, credit **will not** be given for daily class work missed.

The administration is also authorized by the board to establish a building procedure to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to habitual truancy, including detention or supervised directed study program. All detentions must be completed as a requirement for participation in graduation ceremonies.

Suspended Students

Students suspended from school by a building administrator for disciplinary reasons are regarded neither excused or unexcused and should be recorded as suspended from school versus absent from school. Such students must be allowed to make-up all class assignments, quizzes, examinations, and projects missed during the term of the suspension. During the suspension, the student is not allowed to participate or attend any after school activities.

Attendance Definitions

"*Unexcused Absence*" means any absence of more than 15 minutes or all of the one (1) or more school days during which the school attendance officer has not been notified of the legal cause of such absence by the parent or guardian of the

absent student. Unexcused absence also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

“*Habitual truant*” means a student who is absent from school without an acceptable excuse for part of or all of five (5) days on which school is held during a semester.

Students who are “habitually truant” will be referred to River Falls Municipal Court and/or Human Services in the county which they claim residency concerning subsequent offenses.

Extracurricular Participation and Attendance

A student must be in school attending classes during the entire day in order to participate in a school activity. If the attendance officer is notified in advance as to extenuating circumstances, a final determination as to whether a student is allowed to participate will be at the discretion of the attendance officer.

School Hours

8:30 Playground supervision begins

8:40 Entrance /School Begins (9:00 on Thursdays)

3:45 Dismissal (Walkers, parental pick up and transfer bus at 3:40.)

The playground is not supervised before 8:30am and or after school. Students are not allowed to arrive before 8:30. Playground supervision will begin at 8:30. On Thursday mornings there will be an extended recess time until 9:00 a.m. Attendance is not taken until 9:00 a.m. on Thursday mornings. After students are supervised during bus pick-up and parent pick-up. Walkers are instructed to walk directly home after school and not play on the playground. Our playgrounds are not supervised at that time.

Student Drop Off

Parents arriving at school after 8:40 must report with their child to the office.

If your child must be dropped off or sent to school before 8:30, we ask that you enroll your child in our before/after school child care program. Information about this program is available by calling the coordinator at 425-0799.

All visitors during the school day will need to press a “buzzer” at the main office and will then be let into the office by a staff member. All visitors are asked to check and sign-in with the office before going to other locations in the building. Visitors are asked to wear a nametag that may be picked up in the office. We take pride in knowing all of our parents but please don't be offended if we ask you who you are or request identification.

Student Pick Up

Parents picking up their child during/after the school day should wait outside or in the office/lobby area. The parents should not go to the classroom to pick up their child.

Changes of end of day routines made during the day should go directly to the office. Changes made prior to the day of the schedule change can be made through the classroom teacher or office. Please have end of day changes to the office prior to 2:45pm. Children are not permitted to leave the school grounds during school without permission.

Reunification Plan In Case of Emergency

Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: “The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID.”

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can’t Pick-up Their Student? When a parent can’t immediately go to the reunification site, students will only be released to individuals previously identified as a student’s emergency contact. Otherwise, the school will hold students until parents can pick up their student.

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles in unauthorized locations. Parents are asked to then go to the Reunification “Check In” area and form lines based on the first letter of their students last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent. From the “Check In” area parents are directed to the “Reunification” area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students. Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

II. STUDENT HEALTH AND SAFETY

Immunizations

The Student Immunization Law requires that all students through grade 12 meet the minimum number of required immunizations prior to school entrance. These requirements can be waived by medical/health, religion or personal conviction reasons - waivers are available in the Health Service and on the district website. These students may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized. Those students who do not have the required immunizations and/or properly completed waiver on file in the Health Service may result in possible exclusion from school.

Please contact your practitioner or Health Services for required immunizations.

Illness/Injury

- Students who become ill or injured during the school day should report to the Health Service.
- If a student is sent home due to illness or injury the Health Service must speak with either the student's parent/guardian or an emergency contact prior to the student leaving school. Please keep your child's school informed when changes to phone numbers occur.
- A parent/guardian should inform the Health Service if their child needs accommodations during the school day due to crutches, casts, etc. For example, if a student needs to be excused from recess and/or PE class, the order from a doctor will be necessary if missing multiple days.
- A severe allergic reaction can be life threatening. Parents/Guardians are required to inform Health Services and provide/supply appropriate medical documentation and prescription or emergency medication(s).

Medication

If your child will be taking daily and/or as needed medication at school a Medication Request Form needs to be completed – forms are available in the Health Service and on the district website.

- Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours.
- Student medication, either daily or as needed may be administered in the Health Service.
- Students should NOT be carrying medication on their person or in their locker. In a few cases prescription medications may be carried by the student and self-administered ONLY with written parent AND written practitioner permission on file in the Health Service.
- All prescription and non-prescription medications should be brought into the Health Service by the parent/guardian. If it is not possible for the parent/guardian to bring the medication to school, the medication bottle should be put in a sealed envelope, and the child's name and number of pills in the bottle on the front of the envelope. The child should be instructed to bring the medication to the Health Service when he/she arrives at school. The parent/guardian shall then call the Health Service and inform them of the medication coming to school with the child.
- Please check the expiration date before bringing medication to school. The Health Service staff cannot administer expired medication and medication that is not in its original manufacturer's package.

- The Health Service is unable to take verbal requests from parents to administer prescription and/or non-prescription medications. A properly completed Medication Request Form(s) needs to be on file in the Health Service before medication(s) will be administered.
- It is recommended that students with asthma have an Asthma Action Plan completed by their provider and keep an inhaler at school.
- The Health Service has a nebulizer available for student use. Students must supply tubing, medication and proper documentation.
- A history of severe allergic reaction can be life threatening. Please inform the Health Service. An Allergy Emergency Plan needs to be completed by the student's provider and signed by the parent or guardian.

Is my child well enough to go to school?

Many students and parents are frequently concerned about when students should stay home or attend school.

Remember that a child ill with an infectious disease can spread the disease when in contact with others in the family and community.

The following information is intended to help with this decision

- If a student has had a fever of 100.4 degrees or more, the student should stay home for a minimum of 24 hours after temperature returns to normal without fever reducing medication.
- If a student has vomited or had diarrhea, the student should stay home until a minimum of 24 hours after the last episode.
- If a student has had a rash that may be disease-related or the cause is unknown, check with a family practitioner before sending the student to school. The Health Service may request a doctor's note from parents.

Communicable Disease

The Health Service works closely with local and state health departments regarding communicable disease detection and control.

A list of communicable diseases, and control measures can be found on the district website.

Student Insurance

Parents may wish to purchase student accident insurance for their child. Low cost insurance is available and information will be sent home with students at the beginning of the school year. The school does not carry student accident and health insurance.

Safety To and From School

Children who ride bicycles/scooters to school should be encouraged by home and school to observe safety rules at all times. At school, bicycles/scooters are to be placed in the racks provided and left there until dismissal time. Lock these items to the racks. Helmets are strongly recommended. Skateboards need to remain at home. Students may not ride through the parking lot where buses load and unload and must walk their bikes on the sidewalk while on school property. They must stay on the sidewalk when on school property.

Walking To School

Students who walk to school need to be reminded periodically of safety measures. This is particularly true during the winter months when streets are slippery. The students should be warned of the dangers to them and the motorists if they walk in or play in the streets.

Safety Patrol

All students must obey instructions given by 5th grade safety patrol students and supervisor.

III. STUDENT BEHAVIOR

We believe our schools should have high expectations for student behavior that are aligned with the district's character traits. Behavior expectations should be culturally informed and representative of the school community.

Code of Classroom Conduct

We believe that students are entitled to learn in a safe and secure environment free from violence, drugs and other inappropriate behavior. It should be understood that the playground and the lunchroom are extensions of the classroom. Our general educational objectives relating to behavior include:

1. Establishing an atmosphere in our school that is most conducive to learning.
2. Ensuring respect for the rights and safety of each student.
3. Keep parents informed and involved in their student's behavior at school.

Classroom teachers will teach students classroom rules and expectations. All classroom rules are to be followed by students, even though they may not be listed in this handbook. Feel free to contact the teacher any time with questions regarding behavior rules and expectations.

Student Expectations

Students are expected to be respectful and cooperative with all staff members and students. The school administrator or designee reserves the right to involve the police at their discretion. A student's age, culture, identity and sensitivity will be considered when involving the police or social services, but will not limit the school's administration from seeking proper legal or social agency support. It is our sincere hope that student disciplinary issues can and will be handled at school with minimal corrective actions. The procedures that follow are for the very rare and extreme situations only.

- Desks, lockers, and backpacks may be searched at any time consistent with board policy and law.
- Students are expected to walk through the hallways quietly since other students may still be in class.
- Trading cards, rollerblades, skateboards, snowboards and similar sport items may not be used on school property. Please leave such items at home.

Student Discipline

The goal of student discipline is to stop inappropriate behavior, explain what is appropriate, and help the student take responsibility for their behavior. Student discipline is approached through a continuum (punishment, consequence, solutions, and restoration). Although it is our goal to take a restorative approach as much as possible, our student discipline model uses all approaches when necessary. The following are examples, but not limited to, actions related to the different approaches:

Restoration: Recognizes the purpose behind the misbehavior, addresses the needs of all people affected by the misbehavior, and works collaboratively to put right the harm and improve the future. (i.e. The student understands how the mess in the bathroom affected many people and work with them to correct the harm. The custodian might feel that their work isn't valued, other students might feel unsafe or unappreciated because of the mess, and the teacher might feel a loss of trust. The other students, custodian, teacher, and the student work together to better support each other in the future.)

Solutions: Looks at the misbehavior as a problem to be solved (i.e. Why did the student make the mess? If the student made the mess because they were frustrated with someone, the student is given different tools to use when they feel frustrated.

Consequence: Action taken that is connected to the misbehavior (i.e. cleaning up the mess the student made in the bathroom)

Punishment: Action taken that is not connected to the misbehavior. (i.e. missing recess for making a mess in the bathroom).

Student Removal From Class

Student behavior that is dangerous or disruptive and that interferes with the teacher’s ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement in an alternative setting. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Suspension

Suspension is a temporary denial by school administration of the right to attend class or school. Suspensions can be either in or out of school. If the suspension is out of school, the student will not appear in school or on school grounds during the time he/she is suspended; the parents/guardians are responsible for the activities of the student during this time. Students are required to make up all missed assignments and tests for the period of the suspension. Suspensions may be used for incidents such as fighting, threats, insubordination, or other dangerous or antisocial actions. Suspensions will be for 1-5 days at the discretion of the principal. In some cases it may be necessary to inform law enforcement and/or social services.

Expulsion

In severe cases the district may have to consider expulsion from school. Expulsion is the denial of the right to attend school for a period of time.

Theft/Vandalism

Students involved in theft will be responsible for repaying or returning that which was taken. Further consequences may occur. This is also true for vandalism.

Guns and Weapons

Squirt guns, water balloons, and all types of toy weapons are not allowed on school property. These will be confiscated and penalties applied. Possession of any weapon on school property, including B-B and pellet guns, is prohibited by law and may be referred to the police. Toy weapons of any kind are not permitted at River Falls Elementary Schools.

Drug Free Environment

River Falls School District is a drug-free environment. Students and parents are hereby notified that the unlawful manufacture, distribution, dispensing, possession of or use of a controlled substance or the use of alcohol on school district property, including all district-owned vehicles, is prohibited at all times. These same provisions shall be in effect at all school-sponsored events or extracurricular activities while off school premises. No student or parent/guardian may appear at any school-sponsored function under the influences or in possession of alcohol, non-prescribed substances, chemicals, illegal substances, or look-alikes. Failure to abide by this policy may result in referral to counseling and rehabilitation services and/or such disciplinary action up to, and including suspension or expulsion from school.

IV. TRANSPORTATION

Students are responsible for their behavior on the bus. Misbehavior could result in the bus driver being distracted, which could possibly endanger the lives of the students being transported. Parents are requested to explain the importance of

proper behavior on the bus. Inappropriate school bus behavior will not be tolerated and may result in the removal from bus privileges.

Student Responsibilities for Bussing

1. Students occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
2. To practice classroom conduct while using a school bus.
3. To stay off the traveled roadway at all times while waiting for a bus.
4. To wait until the bus has come to a complete stop before attempting to get on or off the bus.
5. To leave the bus only at the consent of the driver.
6. To enter or leave the bus only at the front door after the bus has come to a complete stop, except in case of an emergency.
7. To cross the traveled highway in the following manner, if necessary, after leaving the bus:
 - Make certain the bus has come to a complete stop.
 - When unloading, go to the front of the bus, within sight of the driver, and wait for the driver to signal for crossing.
 - Upon signal from the driver, look both to the right and left, and proceed across the highway in front of the bus.
 - Walk (not run) in front of the bus when crossing the highway.
8. Keep hands and head inside the bus at all times.
9. Immediately report bus damage to the driver.
10. Help keep the bus clean, sanitary, and orderly.

Parents Responsibilities for Bussing

1. To insure that their children arrive at the bus stop on time in the morning. The bus driver is responsible for the maintenance of the schedule and cannot wait for tardy pupils.
2. To accept responsibility for proper conduct of their children while at the bus stop and on the bus.
3. To explain and reinforce appropriate student behavior while riding the bus.

V. GRADING

Purpose of Grading

The purpose of grading at River Falls School District is to communicate the measured growth and achievement of students according to defined standards. Communication of goals, strengths and deficits is achieved by a collaborative effort between students, parents, and teachers to provide ongoing written and oral information. Measurement is achieved through formal and informal assessments by both teachers and students to reflect student intellectual and social growth, determine a child's performance level and program placements, and aid the teacher in modifying curriculum and instruction to make it more effective. The district curriculum sets educational expectations for all students within a scope and sequence across grade levels, using national and state standards as a guide.

Report Cards

Your child will receive a report card showing her/his progress in school. Report cards will be sent home at the end of each Trimester for parents to sign and return the envelope. Report cards can also be viewed on Infinite Campus. Parents are encouraged to maintain close contact with the school, attend Parent-Teacher Conferences, and to request an additional conference when they feel a need. Standards based elementary report cards were fully implemented in 2014-15. There is an elementary parent information brochure on each school's website.

Grading Procedures

Students will be scored as 4,3,2,1 for Academic Standards and 3,2,1 for Characteristics of Successful Learners:

EXCEEDS EXPECTATIONS (4): - In addition to exhibiting level 3 performance, in-depth inferences & applications go beyond what was taught in class. The student is ahead and will likely master the standard prior to the end of the year.

MEETS EXPECTATIONS (3) - Indicates that there are no major errors or omissions regarding any of the information or processes (simple or complex) that were explicitly taught. The student is on track to master the standard by the end of the year.

APPROACHING EXPECTATIONS(2): - No major or omissions regarding the simpler details or processes but major errors or omissions regarding the more complex ideas or processes. Based on what has been taught and assessed, the student is moving quickly toward becoming proficient, and should be expected to meet standard with additional time and/or support.

AREA OF CONCERN: (1) - Only partial knowledge of some of the simpler details or processes or no understanding or skill demonstrated. Student has not consistently shown required evidence of learning. Based on what has been taught and assessed, the student has not demonstrated that s/he is on track to master the standard by the end of the year.

Class work, whether it is completed during class or given as an assignment, is an important component in all curricular areas. Students will be expected to turn in all class work as assigned and on time. Teachers have individual policies regarding late assignments that are to be explained to students at the beginning of the year.

Homework

Students may be given assignments that will require work at home. Homework may increase in amount and difficulty as a student advances through the years of school. Parents are encouraged to take an interest in their children's homework, develop a consistent routine with their child, and contact the teacher when they have questions.

Retention

Repeating a grade level is a significant event in the life of a child. While research does not support the widespread use of retention, there may be cases where retention is appropriate for an individual student. Every effort will be made to assist the student to achieve satisfactorily prior to considering retention. Retention will be considered only after other possible factors contributing to a child's poor academic performance have been eliminated.

VI. STUDENT RECORDS

Child Custody and Records

The law creates definitions of "legal custody," "sole legal custody," "joint legal custody," and "physical placement." The definition of "legal custody" includes the right and responsibility of a person to make major decisions concerning the child. The definition of "physical placement" includes the right to have a child physically placed with a party and the right and responsibility to make routine daily decisions regarding the child's care during that placement. The school must have legal documents to enforce custodial rights.

The state pupil records law is amended to provide that a parent who has been denied periods of physical placement with a child does not have the rights of a parent or guardian with respect to that child's pupil records.

VII. GENERAL INFORMATION

Animals in School

The District recognizes that animals may have educational value in the school setting in some circumstances. It is critical that the safety and wellbeing of students, staff, and animals are considered first and foremost. Live animals may be brought into the classroom as part of a written curriculum with the approval of the building principal and providing the provisions of Policy 383.2 are met. Adherence to guidelines must be followed with respect to having animals present in the school building.

Character Education

The River Falls School District supports character education, which includes and complements a broad range of educational approaches such as whole child education, service learning, social-emotional learning, and civic education. All share a commitment to helping young people become responsible, caring, and contributing citizens. To maximize growth opportunities across the district, we use common language to teach about character. This common language comes in the form of nine character traits, which are taught monthly at all RFSD schools.

September: Respect

October: Responsibility

November: Citizenship

December: Compassion

January: Cooperation

February: Perseverance

March: Positive Attitude

April: Honesty

May: Courage

To build upon our success in promoting character among our students, we need partnerships for parents. Feel free to use the nine character traits at home as you see fit.

Classroom Placement Request

~~To stay in line with equitable practices, classroom requests will be considered for a limited number of extenuating circumstances such as legal and health related circumstances. Requests will also be considered in instances where alternative programming models exist such as looping, multiage, and team taught classrooms.~~

~~Principals consider various criteria when developing class lists. Therefore, requests may or may not be accommodated. All elementary schools host Moving on Up Day, where placements are shared with parents and students get to meet their class and teacher prior to the last day of school. Classroom placements are subject to change at the discretion of the building principal, however changing classroom placement after lists are released is rare.~~

To stay in line with equitable practices, specific teacher requests will no longer be accepted for the 2022-2023 school year. This change will allow the school to make the most equitable and appropriate class lists. Parents may make broad requests to support their child. An example could be the optimal learning environment for your child.

All elementary schools host Moving on Up Day, where placements are shared with parents and students get to meet their class and teacher prior to the school year. Classroom placements are subject to change at the discretion of the building principal, however changing classroom placement after lists are released is rare.

Religious Accommodations

Reasonable accommodation of a student's sincerely held religious beliefs will be made at the written request of the student's parent/guardian with regard to examinations, academic requirements, and other school activities.

Lunch Accounts

Breakfast and lunch are offered at each elementary school every day school is in session. Breakfast is provided in the classroom once school starts in the morning and lunch in the lunchroom. For the 2021-2022 school year a breakfast and a lunch will be offered at no cost for all students. An additional breakfast will be \$1.70, an extra milk will cost \$.50 and an extra lunch will cost \$2.70.

Each family has one lunch account, so one payment can be sent for all children in the family. Payments can be made in the school office or online through the student portal in Infinite Campus. Additional information concerning lunch and milk purchases will be available at the beginning of the school year. Each family receives a copy of the free and reduced lunch policy and families are encouraged to apply if the criteria are met.

Each day children have a choice of two main entrees. The school lunch menu is included in the school's newsletter, on the school website and the River Falls Journal. There is an additional charge for classroom snack milk.

Children may bring their own lunch and purchase milk by the carton. Do not include pop in your child's lunch. If there are questions concerning the lunch program, please contact the Food Service Coordinator at 715-425-1839.

Field Trips

1. Field trips are planned by the teacher and approved by the building principal. These trips are an integral part of the educational program and are enrichment to the teaching units. There will be a up to \$20/per child field trip fee for the school year which helps to offset the true cost of field trips. All children, whose parents provide permission, will participate in field trips regardless of ability to pay.
2. Parents/guardians will be notified through the school, in writing, of pertinent information about any planned trip that the class is anticipating. A signed permission form will be required of the parent or guardian to enable the student to participate.

Desk/Locker/Cubby Search

Lockers, desks, cubbies, and coat rack areas are school property. In an effort to protect the rights of all students, a search of any and all areas will be made by the building principal or designee as permitted by policy or law or if there is reasonable suspicion to warrant the search.

Bathroom/Locker Room

1. Under no circumstances can a person use a camera, video recorder, cell phone or other recording device to capture, record or transfer a representation of a person, including nude or partially nude person in the locker room.
2. Accessibility of the locker room is limited to participants, coaches, and staff.

Damaged Property

Students will be responsible for all school-issued textbooks and property. The degree of damage to school property will be determined by the teacher with the severity of damage determining the fine amount. Students will not be responsible for reasonable wear and tear that may occur throughout the school year. All fines are due at the completion of the year.

Telephone Use

The phones in the building are for business purposes. Students may not use school phones for personal use unless there is an emergency. Office personnel will take important messages during the day and relay the information to the students.

The phone in the office area may be used for emergencies and after school times to communicate with parents about transportation needs.

Students may not use any two-way communication devices like pagers, cell phones, smart watches, or walkie-talkies while on school property during school hours without permission from a staff member. If a cell phone, smart watch, video game or other electronic device is used by a student during the day (including indoor recess), it will be turned into the office and need to be collected by the parents.

Visitors/Volunteering

1. All visitors are to register in the office before visiting other areas of the school. Please make an appointment via the school office to visit with a teacher during the school day.
2. Due to liability concerns, student visitors are not allowed.
3. Volunteer information is available during Orientation Day.
4. Parents and other adults needing more information regarding volunteering should contact the office or talk directly with the child's teacher. The district will conduct background checks prior to volunteering.
5. Observing in a classroom and/or being out on the playground require (1) an appointment in advance via the office of the Principal and (2) a completed background check.
6. Principals have the discretion to restrict school and school ground access to parents, volunteers, and other visitors.

Media Center (Library)

River Falls Elementary Schools have a central Media Center under the supervision of a media specialist. This service makes available to students and teachers up-to-date collections of books, tapes, videos, software, and other audio visual aids. Parents are encouraged to foster appropriate values in the care and use of library materials. Lost and damaged materials are the financial responsibility of the students. Privileges may be withheld to encourage the return of overdue materials.

School Entrance Age (see policy on page 22)

According to Wisconsin School Law, Chapter 118.14, school entrance age requirement for kindergarten must be 5 on or before September 1 of the current school year. It is our practice to comply with these age requirements. On rare occasions, early entrance to school may be considered for children turning 5 no later than October 1.

Use of District Technology Resources

All students and their parents must sign an Acceptable Use Policy regarding use of school computers and the Internet. Students must use computers and the network resources for school purposes. Inappropriate use will result in loss of computer privileges and other disciplinary measures depending upon the infraction. Please note the policy in the back of this handbook.

Student Device Damage Fee

The Board of Education has decided to discontinue the Student Device insurance plan. Effective the 2019-20 school year, any student that damages their school district issued device or charging cord will be issued a fee of \$20.00 for each incident. In the event that a student loses or has their device stolen, the amount of the fee will be left to the discretion of Administration and not to exceed the replacement cost of the device.

Student Device Damage Fees apply to all students in grades K-12. A student's repeated damage and misuse of district issued devices may result in a loss of device use and/or other disciplinary action as determined by the building administration. (Cross Reference: [363.2 - Rule, Internet Safety and Acceptable Use](#))

PTO (Parent and Teacher Organization)

The Parent-Teacher Organization is made up of parents and staff. The purpose of PTO is to maintain a positive working relationship between school and community, and to support the needs of students. The PTO organizes various family activities during the year. We strongly encourage all parents to attend the meetings that are held every month and participate in discussions regarding school programs. If you have any questions or need help connecting with your school's PTO, please contact your school's office and we will be happy to help establish contact with the PTO.

Clothing

Staff shall enforce the dress code in a manner that does not reinforce negative stereotypes, marginalization, or the oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Final determination of appropriate dress will be determined by the building principal.

- Children are required to wear tennis shoes in the gym.
- Shoes that leave dark marks on the hallway and classroom floors are highly discouraged.
- Tennis shoes that are securely on the child's feet are necessary for physical education classes and generally are encouraged for recess as well.
- Students are not allowed to wear caps inside the building.
- Short tops that do not cover the waistline are not allowed.
- Clothing that is excessively tight or does not adequately cover the body is not allowed.
- Playground access may be restricted if students do not wear appropriate winter clothing.
- Jackets and other outerwear are kept on the coat racks and not brought into the classroom.
- Student coat racks, books and all school property should be handled respectfully.

Food & Classroom Celebrations

In order to promote healthy eating and making healthy choices the following guidelines are in place.

- Candy, gum, and pop are not to be eaten in the school except on special, pre-approved occasions.
- Classroom celebrations should reinforce the importance of healthy eating.
- Please be aware of possible food allergies present in the classroom. Parents are asked to consult with the classroom teacher and/or health aide in order to respect all health concerns related to food allergies.
- Providing healthy food in appropriate portions is strongly encouraged with "treats" representing one-third of the total food served.
- Classroom celebrations and parties are encouraged to include a physical activity in addition to eating.

Bicycles

Bicycles are to be kept locked in the bicycle racks. Do not ride bicycles in the parking lot or on the playground. Students should walk their bicycles through crosswalks.

Toys/personal items

No toys or other personal items, including trading cards, should be brought to school unless they are to be used for classroom “sharing time” purposes or if kept in their backpack for after school activities.

School Delays and Closings

For information regarding school closings listen and/or watch local radio and television stations. The school website will also contain school closing information. The school district will also attempt to provide parents with automated phone messages regarding school closings. Parents should make late start and early release accommodations ahead of time in the event of a school closing.

VIII. IMPORTANT POLICIES (These may also be found on the District Website)

A. Harassment

Under the Wisconsin Pupil Nondiscrimination, pupil harassment is any behavior directed toward pupils because of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a pupil’s school performance or creates an intimidating, hostile, or offensive school environment. (PI 9.02(9), Wis. Admin. Code). The district additionally recognizes any behavior directed towards pupils based on gender identity as a form of pupil harassment.

The following are examples of behavior that can constitute bullying/harassment: name-calling, making threats, spreading rumors, telling offensive jokes, initiation/hazing, making fun of someone, gestures, physical intimidation, hitting, touching, pranks, vandalism or destruction of property.

Students who feel that they are being bullied or harassed or that their rights, according to the legal statutes written above, have been denied should report the situation(s) to a staff member or the building principal. Those students who harass or who create a hostile or threatening environment for others may be subject to disciplinary measures that include, but are not limited to, detention, suspension, or expulsion.

B. Equal Education Opportunities

The River Falls School District is committed to providing equal educational opportunities for all students in the district.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational, and other programs or activities, shall not be abridged or impaired because of a student’s sex, color, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicapped.

Students who have been identified as having a handicap or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy, even if they are not covered under the District’s special education policies and procedures.

The District shall also provide for the reasonable accommodation of a student’s sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and release time from school to participate in religious activities and opportunities to make up work missed due to religious holidays. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Complaints regarding the interpretation or application of this policy shall be referred to the Superintendent or designee located at 852 E. Division St., River Falls, WI, 54022; 715-425-1800 and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each building of each school and posted in each building in the District. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

Legal References: Sections 118.13 Wisconsin Statutes, PI 9 and PI 42 of the Wisconsin Administrative Code, Title IX Education Amendments of 1972, Title VI Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Individuals with Disabilities Education Act, Civil Rights Act of 1991.

C. Sale, Solicitation, Distribution of Materials, Products or Advertising

Any group, individual, or representative of the same is prohibited from soliciting, selling, distributing materials or products, and/or advertising a position or product on school grounds, buildings and/or at school events without prior approval of school administration. Any students, student groups, and/or community groups desiring to use the asset of the River Falls Area School District in any manner related to the topics herein are to insure they have received permission to proceed from school administration prior to engaging anyone in such a manner.

D. Bullying Policy

The School District of River Falls believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

- Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.
- Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.
- Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.
- Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

“School district property” or “at school-related functions” means all school district buildings, school grounds, school property, school technology, school bus stops, school buses, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and anywhere students are under the jurisdiction of the School District of River Falls. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees, as well as bullying by an adult staff member bullying a student or another staff member.

No employee of the School District shall permit, condone, or tolerate bullying.

Consent by a student being bullied does not lessen the prohibitions contained in this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

A person who engages in an act of bullying, reprisal, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and building procedures.

The school district may take into account but not be limited to the following factors: the developmental and maturity levels of the students involved; the circumstances; the severity of the behavior; and past incidences or continuing patterns of behavior.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, tolerate or engage in bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in acts of bullying may include, but not be limited to, exclusion from school district property and events.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy.

While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal or student services director.
- B. Any employee that receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or principal's designee in a timely manner.
- C. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school building office. However, oral reports shall be considered complaints as well. Anonymous reports will be investigated but the school district's ability to take action on such reports may be limited.
- D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- E. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the state statutes; school district policies, and other regulations.

VI. REPRISAL

The school district will discipline or take appropriate action against any student or employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff and bus drivers regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district will implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and a summary of this policy shall appear in the student handbook.

E. Police Interviews

School officials retain the right to maintain proper order and safety of the school. School officials do not have the authority to restrict police communication when necessary. Attempts will be made to avoid disrupting the school environment. Parents will be notified of a police interview if and when appropriate.

F. Other Policies

This handbook is not a comprehensive listing of all district policies. The River Falls School Board has other policies that are not included in this handbook but are available for all students/parents upon request.

IX. REQUIRED NOTICES (These are also on the District Website)

A. Student Record Notice

**STUDENT RECORDS NOTIFICATION TO PARENTS OF STUDENTS IN
THE SCHOOL DISTRICT OF RIVER FALLS**

The School District of River Falls maintains student records for each student attending school in the District. These records include: (1) “progress records” which include a statement of the courses taken by the student, the student’s grades, the student’s co-curricular activities, the student’s immunization records and the student’s attendance records; and, (2) “behavioral records” which include tests relating specifically to achievement or measurement of ability, psychological tests, the student’s physical health records other than his/her immunization records, personality evaluations, records of conversations, written statements relating specifically to an individual student’s behavior, law enforcement agency records obtained by the District and any other student records which are not progress records.

The following shall apply in the District:

1. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student’s school records upon request in accordance with established procedures. The District shall respond to such requests without unnecessary delay. A copy of the Board’s student records policy and procedures can be obtained from the Director of Academic Services at the school district administrative offices located at 852 E. Division St., River Falls, WI 54022. Regular office hours are 8 a.m. to 3:30 p.m. during the summer and 8 a.m. to 4:30 p.m. during the school year.
2. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to request the amendment of the student’s school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student’s privacy rights. Complaints regarding the content of student records may be made in accordance with established procedures. Copies of the District’s procedures are available upon request as outlined above.
3. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student’s school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational interests, including safety interests, in the student records. A “school official” is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a “legitimate educational interest” if the official needs to review a student record in order to fulfill his/her professional or District responsibility.

The District shall transfer a student’s records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

4. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance

Further, the following categories of information are hereby designated as directory data

| <u>CATEGORIES OF DIRECTORY DATA</u> | GRADE LEVELS AT WHICH DIRECTORY DATA CATEGORIES APPLY (MARKED WITH "X") | | |
|---|--|-----|------|
| | K-5 | 6-8 | 9-12 |
| Student name, grade level, and name of school presently attending | X | X | X |
| Student photographs | X | X | X |
| School activities in which student participates | X | X | X |
| Awards and honors received | X | X | X |
| Height and weight (athletic teams only) | | | X |

Directory data may be disclosed to any person UNLESS the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. To require consent before the District can release directory data, a written statement to that effect must be completed and signed by the adult student or parent, legal guardian or guardian ad litem of a minor student and given to the building principal within 14 days of receipt of this notice.

Secondary School Students

A secondary school student or the parent(s)/guardian(s) of the student may request that the student’s name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The District shall comply with such request.

Unless access to such information has been restricted by the secondary school student or the student’s parent(s)/guardian(s) as outlined above, the District shall provide access to secondary school students’ names, addresses and telephone listings, on request made by military recruiters or institutions of higher education. The District shall also provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.

B. Nondiscrimination Notice

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

PUBLIC NOTIFICATION OF STUDENT NONDISCRIMINATION POLICY

It is the policy of the School District of River Falls that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student service, recreational or other program or activity because of the person's sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

It is the goal of this district to provide students with the knowledge and skills which will empower them to take charge of their lives whether their destination is college, technical training, the military, the world of work or marriage and family. Programs offered include, but are not limited to, classes in agriculture, art, business education, family and consumer education, foreign languages, health, language arts, math, music, physical education, science, social studies, technology, and alternative credit opportunities such as independent study and Youth Options.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

Complaints regarding the interpretation or application of this policy should be referred to the building principal or the District's Equal Opportunity Coordinator. The District encourages informal resolution of complaints under this policy. If the reply to the informal procedures is not acceptable to the complainant, he/she may initiate a formal complaint in accordance with established procedures.

The District's Section 504 Coordinator is: Mrs. Jackie Steinhoff, Director of Special Education, District Office, 852 E Division St, River Falls, WI, 54022, (715) 425-1800, ext 1115

Title IX Coordinator-Student (i.e. when the complainant is a student)

Jackie Steinhoff, Director of Student Services

852 E. Division Street

River Falls, WI 54022

715-425-1800

jackie.steinhoff@rfsd.k12.wi.us

C. Notice of Child Find Activity

NOTICE OF CHILD FIND ACTIVITY

The school district must locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who have not graduated from high school. Upon request, the school district will screen a child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Jackie Steinhoff, Director of Special Education, School District of River Falls, at (715) 425-1800, or by writing her at the School District of River Falls, 852 E Division Street, River Falls, WI 54022.

Annually the district conducts developmental screening of preschool children. Each child's motor, communication, and social skills are observed at various play areas. Each child's hearing and vision is checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them and speak with representatives of agencies serving families. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believe a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screening will be part of the kindergarten screening this spring. Watch for the dates at your local school.

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides. If the child attends a private school in another school district, the child should be reported to the school district where the child attends school. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child. A referral for the School District of River Falls may be sent to Jackie Steinhoff at the school district address above.

The school district maintains pupil records, including information from screening and special education referral. All records directly related to a student and maintained by the school district are pupil records. They include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be

maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.

- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

- The rights to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School District of River Falls to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorizes disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including

health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses “directory data” without consent, unless the parent notifies the district that it may not be released without prior parental consent.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605

D. Asbestos Notification

ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The School District of River Falls has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community’s youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the School District of River Falls were inspected by an EPA accredited inspector and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the School District of River Falls has completed the 3-Year Re-inspections required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year School District of River Falls conducted the following with respect to its asbestos containing building materials:

**Continued our Operations and Maintenance Program*

Federal law requires a periodic walk-through (called “surveillance”) every six months of each area containing asbestos. MacNeil Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The School District of River Falls has a list of the location(s); type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be

directed to Erin KH Paulson, with MacNeil Environmental, Inc., by contacting the School District of River Falls at (715)425-1800.

E. Notice of Referral and Evaluation Procedures

**SCHOOL DISTRICT OF RIVER FALLS
ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES**

- Upon request, the School District River Falls is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Jackie Steinhoff, Director of Special Education, School District of River Falls, at (715) 425-1800, or by writing her at 852 E. Division Street, River Falls, WI 54022.

E. Notice of Student Privacy

At the beginning of each school year, School Districts that receive federal funding are required to provide their student privacy policy to parents. The School District of River Falls will provide reasonable notice to parents of any activities or surveys involving the collection of student data. When applicable, parents will have the opportunity to view survey questions in advance, and will be able to opt their child out of the activity or survey if they choose.

X. RIVER FALLS SCHOOL DISTRICT ENTRANCE AGE POLICY

No child may be admitted to 4-year-old kindergarten in the District unless the child is four years old on or before September 1 in the year he/she proposes to enter school. A child may be admitted to 4-year-old kindergarten under the legal age if he/she meets the conditions and standards of district's early admission to 4-year-old kindergarten procedures (421-Rule).

No child may be admitted to 5-year-old kindergarten in the District unless the child is five years old on or before September 1 in the year he/she proposes to enter school. A child may be admitted to 5-year-old kindergarten under the legal age if he/she meets the conditions and standards of district early admission to kindergarten procedures (421-Rule).

No child may be admitted to first grade in the District unless the child is six years old on or before September 1 of the year he/she proposed to enter school and has completed 5-year-old kindergarten. A child may be admitted to first grade under the legal age if he/she has completed a 5-year-old kindergarten program or its equivalent. A child may also be admitted to first grade under the legal age and/or without having completed 5-year-old kindergarten if he/she has met the conditions and standards for early admission or exemption from kindergarten outlined in District procedures. (421-Rule)

If a child's request for admission to 4 and 5-year-old kindergarten or first grade is denied, the child's parent or guardian may appeal the decision in writing to the District Administrator whose decision may be appealed to the School Board. The School Board has final authority for deciding whether or not the child is to be admitted to school in accordance with the conditions and standards specified in this policy. The appeal must be made in writing to the District Administrator within 10 days of receipt of the principal's decision.

Special Educational Programs: Enrollment Age

Given the written request of a child's parent/guardian, a screening shall be provided to a child who has reached the age of three to determine if the child has a disability. If so, and if the parent/guardian consents in writing, a resident child with a disability shall be placed in an appropriate special education program.

XI. RIVER FALLS SCHOOL DISTRICT ELEMENTARY STUDENT INTERNET ACCEPTABLE USE

K-2 Acceptable Use Agreement

1. I promise to use the Internet and computer for my schoolwork only.
2. I promise to stay on the web pages that my teacher shows me.
3. I promise to ask for help if I don't know what to do.
4. I promise to never give my picture, my name, address, home phone number or the name of my school on the internet. I will never give this information out about other people either.
5. I promise to tell my teacher if I read or see something on the Internet that makes me feel uncomfortable or unsafe.
6. I promise to never enter another student's server account, file, folder, or work.
7. I understand network files are not private. Teachers may view the contents at any time.
8. I promise to respect all school computers and use them appropriately. I will not do anything to damage the computers.

We have read together and explained these rules to my child. We understand the responsibilities involved and any consequences that may occur if the rules are not followed.

3-5 Acceptable Use Agreement

1. I will promise to use the Internet and computers for educational purposes.
2. I will only use the computers and Internet after obtaining my teacher's permission.
3. I will only use the bookmarked sites unless my teacher or another authorized adult supervises my use of a search engine for approved research.
4. I will not use email without permission from my teacher and will only use it as defined by my teacher. I will always treat people online with respect and treat them as I would like to be treated.
5. I will not enter chat rooms or use instant messaging at school.
6. I will respect the rights of copyright owners and will not plagiarize work that I find on the Internet.
7. I will respect and follow the copyright laws of software and I will not download any software on the school's computers.
8. I will respect all school hardware and never load any unauthorized software. I will never do anything to damage any equipment or its contents.

9. I will tell my teacher right away if I come across any information that makes me feel uncomfortable. I will not send, store, or access any material that is inappropriate, harassing, obscene, or offensive.
10. I will not leave an account open or unattended or trespass into anyone else's files, folders, or work.
11. I understand network files are not private. Network administrators may view the contents at any time in order to maintain system integrity.
12. I will not use school computers to trade, buy, or sell anything.
13. I will never send any personal information about me or anyone else. Personal information includes pictures, names, addresses, e-mail addresses, home phone numbers or location of my school.
14. I will not do anything to damage or interfere with the school districts access to any data, communications, systems, files, or passwords.
15. I understand that all school rules apply while I am using the Internet and computers. If I do not follow these rules, I may lose my privileges, be subject to disciplinary actions and may need to attend a meeting with my parents, teacher, principal, and other proper authorities.

I understand that using the computers at school is a privilege and with that privilege comes responsibility. I understand these rules and by signing my name, I agree to follow these rules. If I break my promise, I understand the consequences and that I may not be able to use the computers or other instructional technology equipment. Policy cross references includes the Non-Discrimination Policy and Sexual Harassment Policy.

Reference Policy 363.2 Rule Board Policy

Parent/Guardian Permissions/Acknowledgements for the following are handled via the registration process and when updating information for Infinite Campus at Orientation Day

- Media Release
- Local Field Trips
- Student Technology Device
- Student Handbook



**Technology Device
STUDENT USER AGREEMENT**

School District of River Falls
Grades K-12

Our Mission Statement

The School District of River Falls, innovative leader in personalized learning, ensures the development of every student's unique potential in order to excel as responsible, productive, global citizens, facilitated by forward-thinking staff in a safe, nurturing, and collaborative environment.

School District of River Falls – Student Technology Devices

The School District of River Falls has provided technology devices to students to enhance personalized learning and improve achievement. These devices may be used in instruction to promote 21st century learning skills. All students, and their parents or guardians, who are issued devices are required to review and sign this agreement with the School District

of River Falls to protect the hardware and software inherent with the technology, as well as protect the safety of our students online.

Goals for Student Users

- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, and content rich media.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own education by establishing access to educational resources and providing tools to amplify student voice in learning.

General Expectation for Student Use of District Provided Technology

Student use of the technology devices fall under the guidelines of the District's Internet Safety and Acceptable Use Policy (Board Policy 363.2). Access to the internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the devices. All applications, activity and files stored on the devices are the property of the School District of River Falls and are subject to regular review and monitoring. Students will be given a device and a cord for charging the battery on the device. Students may download personal content (apps, music, etc) to the device they are assigned, as long as the content meets the SDRF Policy 363.2. Students are not to alter (ex: jailbreak) the device in any way.

Acceptable Use Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the School District of River Falls.
- Students are responsible for their ethical and educational use of the technology resources of the School District of River Falls.
- Students will recognize that their reputation in cyberspace is nothing to take lightly. One's **digital footprint** can last a lifetime.
- Access to the School District of River Falls technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the District's Internet Safety and Acceptable Use (Board Policy 363.2).
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, and threatening or obscene material.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

Privacy and Safety

- Do not go into unapproved social media sites or chat rooms without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code (943.70 Computer Crimes) may result in criminal prosecution or disciplinary action by the District.

Care and Maintenance

- Students are responsible for the general care of the technology device they have been issued by the school. Devices that are broken, or fail to work properly, must be taken to the Media Center as soon as possible so that they can be taken care of properly. ***Do not take district owned devices to an outside computer service for any type of repairs or maintenance.***
- Do not get your device wet or leave your device in extreme heat or cold temperatures.
- Store your device in a backpack compartment that is separate from other objects.
- Never transport your device with the power cord plugged in.
- Use caution when storing your device in your locker and avoid storing your device in a vehicle.
- Devices must remain free of any writing, drawing, or stickers with the exception of the identification label provided by the School District of River Falls.

Technical Support

- Technical support will be provided by the district IT team and is accessible via the school media center.

Consequences

The student in whose name a system account and/or a technology device is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of this document or the district's Internet Safety and Acceptable Use (Board Policy 363.2), will result in disciplinary action. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

Damage/Repair Fees

Damages and repairs will be dealt with on a case by case basis as per the student handbook school district property usage policies. Fines may be levied if need be with prices never to exceed the full cost of the device and/or case.

RFSD Elementary School Handbook

Summary of Changes

June, 2021

Notes:

- If a change is noted on multiple pages the change is listed once with multiple page numbers proceeding it.
- Items deleted are stricken. Both added and stricken language are highlighted yellow.
- The table of contents has being updated to reflect the below changes.
- These changes have been agreed upon by the ES principals and reviewed by district legal council.

Page 6: School Hours

School Hours

- The playground is not supervised before 8:30am and or after school. Students are not allowed to arrive before 8:30. Playground supervision will begin at 8:30. On Thursday mornings there will be an extended recess time until 9:00 a.m. Attendance is not taken until 9:00 a.m. on Thursday mornings. After students are supervised during bus pick-up and parent pick-up. Walkers are instructed to walk directly home after school and not play on the playground. Our playgrounds are not supervised at that time.

Page 14: Classroom Placements Requests

Classroom Placement Request

~~To stay in line with equitable practices, classroom requests will be considered for a limited number of extenuating circumstances such as legal and health related circumstances. Requests will also be considered in instances where alternative programming models exist such as looping, multiage, and team taught classrooms.~~

Principals consider various criteria when developing class lists. ~~Therefore, requests may or may not be accommodated. All elementary schools host Moving on Up Day, where placements are shared with parents and students get to meet their class and teacher prior to the last day of school. Classroom placements are subject to change at the discretion of the building principal, however changing classroom placement after lists are released is rare.~~

To stay in line with equitable practices, specific teacher requests will no longer be accepted for the 2022-2023 school year. This change will allow the school to make the most equitable and appropriate class lists. Parents may make broad requests to support their child. An example could be the optimal learning environment for your child.

All elementary schools host Moving on Up Day, where placements are shared with parents and students get to meet their class and teacher prior to the school year. Classroom placements are subject to change at the discretion of the building principal, however changing classroom placement after lists are released is rare.

Page 15: Lunch Accounts

Lunch Accounts

Breakfast and lunch are offered at each elementary school every day school is in session. Breakfast is provided in the classroom once school starts in the morning and lunch in the lunchroom. For the 2021-2022 school year a breakfast and a lunch will be offered at no cost for all students. An additional breakfast will be \$1.70, an extra milk will cost \$.50 and an extra lunch will cost \$2.70.

School District of River Falls
Finance and Facilities Committee Meeting Report

Monday, June 14, 2021 - 6:00 PM

River Falls School District Bus Garage, 805 W Locust Street, River Falls, WI 54022

The Board of Education's Finance and Facilities Committee meeting was held on Monday, June 14, 2021 at River Falls School District Bus Garage, 805 W Locust Street, River Falls, WI 54022. Chair Schultz called the meeting to order at 6:03 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 Todd Schultz (Chair), Amy Halvorson and Stacy Johnson Myers were present. Also present were Board members Bob Casey and Cindy Holbrook, Director of Finance and Facilities Chad Smurawa and community member Lindsey Curtis.

HEARING OF VISITORS OR DELEGATIONS

1. Approve 2021-2022 Food Service Meal rates

Federal guidelines require a 10 cent increase in student meals for the 21-22 school year. Student breakfast, lunch, and snack will increase by this amount.

Johnson Myers moved, seconded by Halvorson to approve the 2021-2022 Food Service Meal rates. Motion carried unanimously (3-0).

2. Approve 2021-2022 Budget

The committee approved the upcoming fiscal year budget based on approved assumptions.

Johnson Myers moved, seconded by Halvorson to approve the 2021-2022 Budget. Motion carried unanimously (3-0).

3. Approve fund balance from 2020-2021 Budget

The committee approved the estimated fiscal year-end fund balance of 26.5%.

Halvorson moved, seconded by Johnson Myers to approve the fund balance from 2020-2021 budget. Motion carried unanimously (3-0).

4. Approve 2020-2021 Budget amendments

The committee approved final budget amendments which reflected the most current budget information.

Johnson Myers moved, seconded by Halvorson to approve the 2020-2021 Budget. Motion carried unanimously (3-0).

5. Approve bus purchase

Two School busses will be purchased per the bus replacement schedule.

Johnson Myers moved, seconded by Halvorson to approve the purchase of two school buses. Motion carried unanimously (3-0).

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

As always, committee members will be given the opportunity to suggest items for future Board member agendas. Suggestions included: Committee members requested that Shannon Zimmerman be invited to a future Finance and Facilities meeting this summer to discuss the state budget and its impact on education.

7. Schedule next Board/Committee meetings

Set meeting schedule as follows:

Finance and Facilities Committee meeting, Monday, August 9, 2021, 6:00 p.m.

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

8. ADJOURN

Chair Schultz declared the meeting adjourned at 6:58 p.m.

School District of River Falls
Personnel Committee Meeting Report

Monday, June 14, 2021 - 6:30 PM
River Falls School District Bus Garage
805 W Locust Street
River Falls, WI 54022

The Board of Education’s Personnel Committee meeting was held on Monday, June 14, 2021 at the River Falls School District Bus Garage, 805 W Locust Street, River Falls, WI 54022. Chair Halvorson called the meeting to order at 7:00 PM. 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 Amy Halvorson (Chair), Cindy Holbrook, and Stacy Johnson Myers were present. Board members Bob Casey and Todd Schultz were present. Director of Transportation Todd Burnap, Director of Academic Services Jennifer Peterson, and Director of Human Resources and Leadership Development David Bell were also present.

HEARING OF VISITORS OR DELEGATIONS

1. Certified Staffing update

The committee discussed the recruitment, selection, and hiring timeline for upcoming certified staff openings. No action, informational only.

2. Discuss supplemental staffing plan

The committee discussed the supplemental staffing recommendations aligned to the Learning Recovery Task Force Recommendations. Due to the uncertainty related to the state budget and available ESSER funds, no action, informational only.

3. Approve proposed 2021-2022 Handbook updates

Based on feedback from all employee groups, the District continues to review and update the employee handbook. There may still be a few additional revisions prior to the start of the next school year. Specifically, the committee requested to review the co-curricular advisor compensation recommendations next month, prior to approving any adjustments.

Halvorson moved, seconded by Johnson Myers to approve 2021-2022 Handbook revisions as presented. Motion passed unanimously (3-0).

4. Teacher Training grant update

In December 2019, River Falls School District was awarded a Teacher Training Grant from the Department of Workforce Development. An update on the progress of grant participants was provided.

No action, informational only.

5. Advanced Learning grant update

Advanced Learning Grants offer an incentive for employees to pursue lifelong learning goals. The program recognizes the personal investment in learning and provides an opportunity for employees to be reimbursed for a portion of the costs associated with this investment. The guidelines outlined are designed to create a sustainable and equitable program to reimburse employees for professional growth expenses.

No action, informational only.

6. Approve job description revisions: Middle School Assistant Principal- Activities Director, Elementary Principal, and High School Assistant Principal- Instructional Leadership

The committee reviewed updates to the Middle School Assistant Principal-Activities Director, Elementary Principal, and High School Assistant Principal- Instructional Leadership job descriptions.

Halvorson moved, seconded by Holbrook to approve the job description revisions to Middle School Assistant Principal- Activities Director; Elementary Principal; and High School Assistant Principal- Instructional Leadership

7. Approve 2021-2022 Teacher Collective Bargaining Agreement

The Negotiations Committee recommended the approval of the 2021-22 Teacher Collective Bargaining Agreement. The offer includes a 0.62% base wage increase. Teachers who qualify for step advancement will earn, on average, a 3.32% increase.

Halvorson moved, seconded by Holbrook to approve the 2021-2022 Teacher Collective Bargaining Agreement. Motion passed unanimously (3-0).

8. 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: co-curricular compensation schedule and, if funding is available, supplemental staffing plan recommendations.

9. Schedule next Board/Committee meetings

Set meeting schedule as follows:

Personnel Committee meeting, Monday, July 19, 2021, 5:00 PM

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

10. ADJOURN

Chair Halvorson declared the meeting adjourned at 7:56 PM.

Amy Halvorson, Personnel Committee Chair

2021-22 RFSD Employee Handbook Revision Summary

***All employees will be emailed an updated Handbook and Revision Summary after Board of Education approval.**

***Updated District Contact Information with New Employees**

I.1.2 Definitions (p.21)

3. Seasonal employees performing non-exempt duties shall be paid in accordance with the following hourly wage schedule: **Updated seasonal employee rates.**

G. Substitute Employees: “Substitute Employees” are defined as persons hired to replace a regular employee during the regular employee's leave of absence. **Part V-All Substitute Employees details specific policies, expectations, and procedures for substitute employees.**

I.3.2 Accident/Incident Reports

***Added link to Accident Report Form**

I.3.3 Alice B. Lindquist Scholarship

River Falls’ teachers may apply for the Alice B. Lindquist Scholarship for Continuing Education. Two scholarships of \$500 each are available—one at the elementary level and another at the middle and high school. The primary criterion is need. Applications will be available at the beginning of the second semester and must be submitted by March 1.

***Note: Scholarship has been inactive for many years.**

I.3.11 Child Abuse

A. Reporting: Wisconsin law requires all employees of Wisconsin public school district to report suspected child abuse and neglect, Wis. Stat.sec. 48.981(2)(a)16m. All employees having reasonable cause to suspect that a child seen in the course of their professional duties has or will experience abuse, neglect, been threatened with abuse or neglect, or that abuse and neglect will occur shall immediately contact the department of social services in which county the child resides in, and inform the agency of the facts and circumstances which led to the filing of the report. The building principal or department supervisor should also be contacted,

Contacting the building principal or department supervisor doesn't meet your obligation as a mandatory reporter, you must call the appropriate Department of Human Services.

If two or more employees are provided notice of suspected child abuse and neglect, then all employees must individually or jointly report this to the appropriate Department of Human Services.

Firsthand knowledge of suspected abuse or neglect is not required for reporting. If a third party provides information of suspected abuse or neglect, then an employee is obligated to report it. When in doubt, report.

Failure to report suspected cases of child abuse or neglect is punishable by fine and /or jail sentence.

Pierce County Department of Human Services: 715-273-6766

St. Croix County Department of Health and Human Services: 715-246-6991

More information is available on the **Department of Public Instruction’s School’s Role in Preventing Child Abuse and Neglect *LINK UPDATED*** Also see Wis. Stat. § 48.981

B. Training: All regular employees are required to complete Child Abuse and Neglect training within six months of employment and annually thereafter. The opportunity to complete these trainings will occur during normal working hours.

I.3.15 Study of Controversial Topics Controversial Issues/Guidelines, Teaching of

Revised policy link

I.3.20 Employee Assistance Program (EAP)

Added the following link: [Employee Assistance Contact Information](#)

I.3.25 Harassment Policy Statement→ Deleted this entire section

Duplicate of Section I.2.8.

I.2.8 Harassment and Bullying of Students and Staff Is Prohibited (updated title)

I.3.27 Homework Guidelines - MOVED TO II.2.5

I.3.55 Advanced Learning Grants

Established in 2019, the purpose of Advanced Learning Grants is to create a sustainable and equitable program to financially support the professional growth of employees. The Director of Human Resources and Leadership Development will share grant rules, submission requirements, and deadlines with all employees via email and on the District Website no later than September 30.

- The maximum grant awards to an individual employee will be no greater than \$1,000.
- The total of all grant awards will not exceed \$10,000 in 2020-21.

I.7.2 Payroll Dates

The payroll dates shall be the 5th and 20th of each month. If the 5th or 20th of the month falls on a weekend, the payroll date will be the preceding Friday. If a paid holiday falls on the 5th or 20th, payroll deposits shall be issued on the preceding day. School year employees will be paid in alignment to the pay day schedule. The payroll date schedule can be found on the [RFSD Payroll Website](#). The first pay date of the school year for school year employees will be September 5th or the first day of school, whichever is later.

I.11 BENEFITS APPLICABLE TO ALL EMPLOYEES

Additional information available at the [RFSD Employee Benefits Page](#).

II.1.1 Standard for Nonrenewal for Teachers

2. A non-probationary teacher who receives an unsatisfactory evaluation may be placed on a plan of assistance at the discretion of the school building administrator. An administrator has the discretion to place a non-probationary teacher on a plan of assistance. This decision will be made based on evaluator observations and/or evaluations.

- a. A non-probationary teacher who is in the first two semesters (secondary) or first three trimesters (elementary) of placement on a plan of assistance is subject to the same standard for non-renewal applicable to other non-probationary teachers in subsection B, 1, above.
- b. A non-probationary teacher who continues to not meet performance expectations after being on a plan of assistance for all or part of two semesters (secondary) or three trimesters (elementary) shall return to probationary teacher status for three years and be subject to non-renewal under the standard applicable to probationary teachers.
- c. A non-probationary teacher who successfully completes a plan of assistance in either two or fewer semesters or three or fewer trimesters retains non-probationary status. If such a non-probationary teacher who has successfully completed a plan of assistance subsequently receives an unsatisfactory evaluation within five years of completion of the plan of assistance, the teacher will be placed on a last chance plan of assistance for at least one semester or two trimesters. A teacher on a last chance plan of assistance who subsequently doesn't meet performance expectations receives an unsatisfactory evaluation shall be returned to probationary status indefinitely and be subject to non-renewal under the standard applicable to probationary teachers. Such teachers may be returned to non-probationary status at the district administrator's discretion.

II.4.2 Professional Development/Training Programs/In-service

Teaching staff who anticipate taking coursework for progression on the salary schedule shall complete a **Graduate Credit/Degree Prior Written Approval Request** *LINK ADDED* form prior to beginning the class.

II.6.2 Evaluators

Every teacher in the District will be supervised and evaluated by an administrator and/or his/her designee. The administrator may be a certified building principal, assistant principal, district administrator, or **assistant district administrator**. **Central Office Administrator**. The administrator may be a District employee or a non-District employee who is a certified administrator.

II.7.1 Teacher Vacancies and Transfers

B. **Assignment Preference Consideration**: Teachers may express in writing to the District Administrator and/or his/her designee their preference of: 1) school; 2) grade level; or 3) subject. If a teacher wishes to be transferred to another position which may open during the summer, application for a transfer should be made in writing to the District Administrator and/or his/her designee, who shall give due consideration to such requests (subject to the District Administrator's or the designee's authority to assign to all positions the individual who he/she believes is the best fit).

*Note: No longer applicable.

II.9.2.1 Salary Schedule Placement

Initial educators will be placed at **Tier 1, Level 0 1** of the salary schedule. A new employee may be credited for prior professional experience, academic preparation, and labor market factors. This determination of applicable salary schedule placement shall be made by the Director of Human Resources and Leadership Development.

II.9.2.3 Reasons for Not Advancing on the Salary Schedule

Reason #2: If an employee meets level advancement requirements at Tier 2, Level 7, but has not earned a Masters' degree, they are not eligible to move to Tier 3, Level 1 (The employee may be eligible for a permanent supplemental pay as delineated in Part II.9.2.3 Supplemental Pay).

Reason #3: If an employee meets level advancement requirements at Tier 3, Level 11, they have reached the end of the salary schedule and are not eligible for level advancement (The employee may be eligible for a permanent supplemental pay as delineated in Part II.9.2.3 Supplemental Pay).

*Note: No longer applicable.

II.9.4 District Professional Learning – Advanced Degrees

An educator on Tier 1 or Tier 2, who has/earns a Master's degree in a district approved field shall have his/her salary increased by **\$2,000-\$2500**. This dollar amount shall be equally divided over the total number of checks for the school year. This shall be an annual stipend increase in the employee's salary. To qualify for the master's, an employee shall have gained the degree either in the field in which he/she is teaching or in an alternative field with prior approval of the District Administrator and/or his/her designee. The criteria for the approval of the Master's degree shall have the same criteria as that set forth for non-District academic credits in II.9.3 in Approval of Credits.

Official transcripts must be received prior to August 1 in order to be eligible for the **\$2,000-\$2500**. Stipend to take effect that contract year. Such transcripts shall be certified by a college registrar or other proper college official.

III.6.4 Vacation Accumulation

Vacation Time will not be accumulated from year to year for the following calendar year employees except that an employee has the option to accumulate vacation **with the approval of the District Administrator** if taken before December 31.

IV.3.2 Activities

Updated Compensation Schedule

V.2.2 Permanent Substitute Teacher or Paraprofessional

V.3 Substitute Support Staff Employees. *Switched to lower case to match*

Updated Table

Driver: Step #1 of new schedule

Custodian: \$14.30, Step #1 of new schedule

Starting 7/1/18, Sub Custodians who accumulate 925 hours of substitute custodian hours will advance to Custodian Step 1 in the following fiscal year.

Starting 7/1/18, Sub Custodians at Step 1 who accumulate 2,080 hours of substitute custodian hours will advance to Custodian Step 2 in the following fiscal year.

Kids Club: Step #1 of new schedule

Paraprofessional, Gen Ed.: \$14.00

Paraprofessional, SPED, \$15.35

Secretary: \$15.90

A.1.1 Professional Compensation Flow Chart *Switched to lower case to match*

Removed year from all dates, to make it applicable to any year (i.e. January 31 (not January, 31, 2020)

Appendix C: MIDDLE SCHOOL EMPLOYEE HANDBOOK

TEACHER HOURS

Work hours are 7:15 a.m.-3:15 p.m. This allows time for class preparation and student contact. Please be in your room to plan or confer, and assist students before and after school. Teachers are expected to be available to students in their classrooms or supervising activities that have been scheduled. Altering the above work hours must be approved in advance by the building principal.

Appendix D: HIGH SCHOOL EMPLOYEE HANDBOOK

Administrative Responsibilities

The River Falls High School administrative team includes a principal, two assistant principals, and an activities director. General areas of responsibility listed below are outlined in each Administrator's Job Description. If you have a concern, contact the designated principal. If one school administrator is absent (and you need assistance that day) please contact the principal's office for assistance.

- Principal ([Job Description](#))
- Assistant Principal-Student Services ([Job Description](#))
- Assistant Principal-Instructional Leadership ([Job Description](#))
- Activities Director ([Job Description](#))

TEACHER HOURS

Work hours are 7:15 a.m.-3:15 p.m. This allows time for class preparation and student contact. Please be in your room to plan or confer, and assist students before and after school. Teachers are expected to be available to students in their classrooms or supervising activities that have been scheduled. Altering the above work hours must be approved in advance by the building principal.

School District of River Falls
Job Description
MIDDLE SCHOOL ASSISTANT PRINCIPAL/ACTIVITIES DIRECTOR

MINIMUM QUALIFICATIONS:

The Assistant Middle School Principal must meet the standards of the Department of Public Instruction (DPI); have a good understanding of adolescent psychology, have the ability to work well with young adults, and have developed leadership and decision-making skills in his/her previous educational experience. Must have strong human relations skills.

POSITION SUMMARY:

The major duties of the Assistant Middle School Principal center on assisting the Middle School Principal in carrying out the efficient operation of the middle school and **serving as the Middle School Activities Director.** This also implies that the Assistant Middle School Principal and Middle School Principal work together as a team in carrying out the aims and philosophy of the school, and the district, in promoting high standards of student behavior, achievement and instructional excellence.

REPORTS TO:

Middle School Principal

SUPERVISES:

Middle School certified and support staff as assigned by the Middle School Principal.

PERFORMANCE RESPONSIBILITIES:

- 1. Assist the Middle School Principal in Human Resources Leadership:** including, but not limited to:
 - a. Recruit and Select Teachers and Support Staff
 - i. Discuss the employment, transfer, and discharge of all professional and support staff and provide recommendations to the Middle School Principal.
 - ii. Support a systematic, fair, and consistently applied hiring process so that staff have the competencies to contribute to the school's mission and goals.
 - iii. Take an active role in recruiting a diverse staff and involving other staff in the recruitment and hiring process.
 - b. Assign Teachers and Staff
 - i. Review the annual staffing plan and schedule created by the Middle School Principal to ensure staff qualifications and strengths are used to provide equitable access to effective instruction and support.
 - ii. Collaborate with the Middle School Principal to provide all new staff with orientation to school goals, policies, and procedures.
- 2. Lead the management of student attendance, discipline, and student behavior including, but not limited to:**
 - a. Administer and manage the school conduct/disciplinary code.
 - b. Serve as the primary referral source for teachers.
 - c. Administer and maintain constant supervision of school attendance.
 - d. Supervise the development of attendance accounting procedures for students, and maintain adequate student records.
 - e. Enforce local and state attendance and truancy statutes.
 - f. Communicate school behavioral expectations to students and families.
 - g. Implement and manage daily student discipline and behavioral supports.
 - h. Support building staff in best practices related to student behaviors and classroom management.

School District of River Falls
Job Description
MIDDLE SCHOOL ASSISTANT PRINCIPAL/ACTIVITIES DIRECTOR

3. Performance Evaluation and Feedback to assigned staff.

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

4. Work collaboratively with the Middle School Principal to lead all school operations.

- a. Develop the master schedule and schedule students.
- b. Organize and supervise the substitute teacher program.
- c. Administer the school in the absence of the Middle School Principal.
- d. Promote a positive school culture
 - i. Climate
 1. 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.
 2. Develop trusting relationships that contribute to a climate where educators and students feel ownership and are encouraged to take risks aligned to school goals.
 - ii. Communication
 1. Use effective communication strategies to provide direction and develop understanding and motivation around school goals and improvement efforts.
 2. Tailor messages to the audience (i.e., staff, parents, students, community), evaluate and modify to increase effectiveness.
 3. Respond in timely and meaningful ways to inquiries.
- e. Leading Professional Learning
 - i. Work with staff to set learning goals and monitor learning accomplishments.
 - ii. Provide staff with learning opportunities that improve practice and the ability to respond positively to student diversity.
 - iii. Use staff practice and student learning data to inform the design and monitor the impact of the professional learning provided.
 - iv. Responsible for meaningful in-service experiences for his/her staff.
- f. Manage school operations
 - i. Responsible for the oversight of all safety and emergency planning and procedures.
 - ii. Create environments conducive to student academic, social, and emotional success.
 - iii. Create a positive work environment for educators and staff.
 - iv. Organize and coordinate the work of all secretarial help in the school office.
- g. Develop school policy
 - i. Promote understanding, implementation, and compliance with policies, procedures, laws, and regulations to meet the needs of students and staff.
 - ii. Work with the Superintendent in carrying out Board of Education policies pertaining to the operation of the schools.
 - iii. Determine, with the faculty, school policies and procedures; implement, evaluate, and periodically review school policies and practices.
- h. Lead staff collaboration
 - i. Encourage staff to take on leadership roles that contribute to meeting school goals, and support emerging leaders with feedback, coaching, and mentoring.

School District of River Falls
Job Description
MIDDLE SCHOOL ASSISTANT PRINCIPAL/ACTIVITIES DIRECTOR

- ii. Create opportunities for collaboration aligned to school and district goals and that focus on instruction, teaching, and learning.
5. Communicate with families and Virtual/e-School staff so that all stakeholders understand the similarities and differences in programming at the Virtual/e-School and the student's traditional school.
- a. Coordinate with student services, special education, Title I, english language, academic career planning, and gifted talented staff so that Virtual/E-School students are connected with these supports and opportunities at the student's traditional school.
 - b. Supervise efforts to maintain accurate student records.
 - e. Develop and implement procedures to ensure that transcripts are accurate and up-to-date;
 - d. Address discipline and attendance concerns with families:
 - i. Investigate absences, interpret and enforce state attendance laws, issue warnings to violators, file complaints to appropriate agencies, and, if necessary, participate in court hearings with repeat offenders;
 - ii. Develop and administer disciplinary procedures in accordance with district policies and state laws; respond to and resolve parent, student, and staff concerns and complaints.
 - e. Assist the program coordinator and work collaboratively with the administrative team in implementing, monitoring, and staff supervision.
 - f. Support the implementation of the Student and Parent e-School Contract.
 - g. Monitor and oversee student program metrics in Infinite Campus, Edgenuity and Odysseyware specific to attendance and academic progress
 - h. Participate in on-going and proactive communication with the Director of Academic Services and Virtual/E-School Instructors to ensure:
 - i. The mission, vision, and goals of the Virtual/E-School are understood and implemented.
 - ii. Virtual/E-School Instructors and students have the supplies, materials, and resources needed to effectively teach and learn.
 - iii. Consistent expectations of school-based staff providing services to Virtual/E-School Students.
6. **Serve as Middle School Activities Director**
- a. Collaborate with the High School Activities Department to recruit and select MS Coaches and Advisors.
 - i. Use a systematic, fair, and consistently-applied hiring process so that staff have the competencies to contribute to the school's mission and goals.
 - ii. Take an active role in recruiting a diverse staff and involve other staff in the recruitment and hiring process.
 - b. Lead Middle School Coach and Advisor Professional Growth.
 - i. Provide co-curricular staff with learning opportunities that improve practice and the ability to respond positively to student diversity.
 - ii. Assures all coaches and advisors meet district, state, and activity-specific training requirements.
 - c. Schedule athletic contests, reserve facilities, and hire event supervisors for all home events.
 - d. Assist the High School Activities Department in the the scheduling and use of all athletic facilities and equipment.
 - i. Assures that priority is given to school-sponsored student activities.
 - ii. Provides appropriate access to school-sponsored and community groups who use school facilities.
 - e. Coordinate with the High School Activities Department in budget planning for MS activities.
 - f. In collaboration with the District Activities Office, monitors the consistent implementation of the Student Activities Code.

School District of River Falls
Job Description
MIDDLE SCHOOL ASSISTANT PRINCIPAL/ACTIVITIES DIRECTOR

- i. Recommend policy, rules, and regulation updates so that the Student Activities Code aligns with the District's Mission, Vision, and Core Values.
- ii. Lead the enforcement of the Student Activities Code for middle school students.
- g. In collaboration with the District Activities Office, monitors the consistent implementation of the Coach and Advisor Handbook.
 - i. Recommend policy, rules, and regulation updates so that the Coach and Advisor Handbook aligns with the District's Mission, Vision, and Core Values.
 - ii. Assure that actions taken by coaches and advisors align to the handbook.

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. Maximize time focused on student learning, and use the 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 Middle School Principal or Superintendent of Schools.

REVISED: 9-28-20, 6-14-21

School District of River Falls
Job Description
ELEMENTARY SCHOOL PRINCIPAL

MINIMUM QUALIFICATIONS:

A valid license for Principal by the State of Wisconsin Department of Public Instruction (DPI), and such qualifications of academic, professional, and personal experience as specified by the River Falls Board of Education. Must have strong human relations skills.

POSITION SUMMARY:

The Elementary School Principal is responsible for the overall operation of the elementary school and for promoting an atmosphere conducive to successful student learning in alignment with the District Mission, Core Values and Strategic Plan. The principal is an educational leader in the school district and the administrator of the building. Although the principal may delegate authority, he/she is the person ultimately responsible for decisions in the school.

SUPERVISES:

All elementary school staff in accordance with District policy.

PERFORMANCE RESPONSIBILITIES:

1. Human Resources Leadership

- a. Organize the recruitment and selection of staff
 - i. Recommend to the Director of Human Resources employment, transfer, and discharge of all professional and support staff employed in the building.
 - ii. Use a systematic, fair, and consistently applied hiring process so that staff have the competencies to contribute to the school's mission and goals.
 - iii. Take an active role in recruiting a diverse staff and involve other staff in the recruitment and hiring process.
- b. Assign teachers and instructional staff
 - i. Provide equitable access to effective instruction and support, by anticipating staff vacancies, planning for new staff recruitment, changing assignments of existing staff, and making assignments based on both student needs and staff qualifications and effectiveness.
 - ii. Consider the composition of grade or subject teams to facilitate staff cooperation and build a professional community.
 - iii. Provide all new staff with orientation to the school's goals, policies, and procedures.
 - iv. Support the transition of new employees into their new roles.
- c. Provide performance evaluation and feedback
 - i. Strive to assess professional practice, provide high quality feedback and offer other coaching supports.
 - ii. Foster a cycle of continuous improvement as a cooperative process involving teachers.
 - iii. Engage regularly in calibration activities to improve evaluation accuracy.
 - iv. Coordinate and supervise student teaching and/or intern programs in his/her building.
- d. Lead professional learning
 - i. Work with staff to set learning goals and monitor learning accomplishments.
 - ii. Provide staff with learning opportunities that improve practice and the ability to respond positively to student diversity.
 - iii. Use staff practice and student learning data to inform the design and monitor the impact of the professional learning provided.
 - iv. Responsible for meaningful in-service experiences for his/her staff.

School District of River Falls
Job Description
ELEMENTARY SCHOOL PRINCIPAL

- v. Participate in the development, implementation and evaluation of curriculum using appropriately designated procedures, which involve faculty, Director of Academic Services, Superintendent and other district personnel as appropriate.
- e. Foster distributed leadership and staff collaboration
 - i. Encourage staff to take on leadership roles that contribute to meeting school goals, and support emerging leaders with feedback, coaching, and mentoring.
 - ii. Create opportunities for collaboration aligned to school and district goals and that focus on instruction, teaching, and learning.

2. Instructional Leadership

- a. Exemplify the school's vision and mission
 - i. Cultivate collective responsibility for student learning through the collaborative development of the vision and mission that emphasizes the shared belief that each student is an active learner.
 - ii. Align initiatives to school goals and engage stakeholders in goal assessment.
 - iii. Provide leadership and direction for an educational program, which includes all activities that occur in the school. Coordinate such activities so that students will have a sequential program designed to most effectively promote growth and development.
- b. Maintain a focus on student achievement
 - i. Monitor and address achievement gaps in and across student groups.
 - ii. Ensure equitable access to quality programs and instruction.
 - iii. Foster community partnerships to enhance access to rich curriculum and authentic learning experiences.
- c. Promote the use of data school-wide
 - i. Provide the time and space for data based cycles of inquiry.
 - ii. Model, facilitate and empower staff in the use of relevant data to make instructional decisions.
 - iii. Use School and Student Learning Objective data to address equitable opportunity and achievement gaps in and across groups of students.

3. Personal and Professional Growth

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

4. School Culture

School District of River Falls
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ELEMENTARY SCHOOL PRINCIPAL

- a. Promote a positive school climate
 - i. 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.
 - ii. Develop trusting relationships that contribute to a climate where educators and students feel ownership and are encouraged to take risks aligned to school goals.
- b. Communicate
 - i. Use effective communication strategies to provide direction and develop understanding and motivation around school goals and improvement efforts.
 - ii. Tailor messages to the audience (i.e., staff, parents, students, community), evaluate and modify to increase effectiveness.
 - iii. Respond in timely and meaningful ways to inquiries.
- c. Manage change by cultivating collaborative leadership, building consensus and integrating district and state initiatives into school improvement goals.

5. School Management

- a. Responsible for the oversight of all safety and emergency planning and procedures.
- b. Manage the learning environment
 - i. Create an environment conducive to student academic, social, and emotional success.
 - ii. Create a positive work environment for educators and staff.
 - iii. Organize and coordinate the work of all secretarial help in the school office.
- c. Supervise the development of attendance accounting procedures for students and maintenance of adequate student records.
- d. **Communicate with families and Virtual/e-School staff so that all stakeholders understand the similarities and differences in programming at the Virtual/e-School and the student's traditional school.**

6. Financial Management

- i. Provide input during budget development by identifying learning priorities and the financial needs to support them.
- ii. Manage funds flexibly and responsibly, and monitor budget to assure spending aligns with school improvement goals and promotes equitable practices.
- iii. Work with faculty to determine immediate and long-range financial needs for the instructional program, and relate needs to the Superintendent or designee to ensure fiscal responsibility of the total program for the school system.

7. Policy Management

- i. Promote understanding, implementation, and compliance with policies, procedures, laws, and regulations to meet the needs of students and staff.
- ii. Work with the Superintendent in carrying out Board of Education policies pertaining to the operation of the schools.
- iii. Determine, with the faculty, school policies and procedures; implement, evaluate and periodically review school policies and practices.

8. Additional Building Specific Responsibilities

a. The Greenwood Elementary Principal is the District Safety Coordinator

- i. Lead district wide safety programs including site based emergency response protocols, school based educational programming, organization of district crisis response team, and coordination with community and emergency service providers. District Safety Coordinator responsibility requires five additional workdays.

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ELEMENTARY SCHOOL PRINCIPAL**

b. The Rocky Branch Elementary Principal is the administrative liaison to the Kids' Club Before and After School Care Program.

- i. Supervise and evaluate the Kids Club Coordinator.
- ii. Provide program support by ensuring that Kids Club has consistent access to districtwide resources, program support will include, but is not limited to, support during budget and staffing development, program advocacy, scheduling, and facility needs.

c. The Montessori Elementary Principal is the administrative liaison to the Four-Year-Old Kindergarten Program (RF4C) and to the Virtual/e-School.

- i. RF4C
 1. Supervise and evaluate the RF4C Coordinator.
 2. Provide program support by ensuring that RF4C has consistent access to districtwide resources, program support will include, but is not limited to, support during budget and staffing development, program advocacy, scheduling, and facility needs.
- ii. ~~Virtual/e-School~~
 1. ~~Communicate with families and Virtual/e-School staff so that all stakeholders understand the similarities and differences in programming at the Virtual/e-School and the student's traditional school.~~
 2. ~~Coordinate with student services, special education, Title I, English language, academic career planning, and gifted-talented staff so that Virtual/E-School students are connected with these supports and opportunities at the student's traditional school.~~
 3. ~~Supervise efforts to maintain accurate student records.~~
 4. ~~Develop and implement procedures to ensure that student records are accurate and up-to-date.~~
 5. ~~Address Virtual/E-School student discipline and attendance concerns with families in alignment to the philosophy and procedures outlined in the elementary handbook.~~
 6. ~~Assist the program coordinator and work collaboratively with the administrative team in implementing and monitoring staff supervision.~~
 7. ~~Support the implementation of the Student and Parent e-School Contract.~~
 8. ~~Monitor and oversee student program metrics in Infinite Campus, Edgenuity and Odysseyware specific to attendance and academic progress~~
 9. ~~Participate in on-going and proactive communication with the Director of Academic Services and Virtual/E-School instructors to ensure:~~
 - a. ~~The mission, vision, and goals of the Virtual/E-School are understood and implemented.~~
 - b. ~~Virtual/e-School Instructors and students have the supplies, materials, and resources needed to effectively teach and learn.~~
 - c. ~~Consistent expectations of school-based staff providing services to Virtual/e-School students.~~

d. The Westside Elementary Principal, in collaboration with the Director of Academic Services, is the administrative liaison to the Title I Program

- i. Review, understand, and implement the requirements of the Title I program.
- ii. Complete all federal and state reporting requirements, including financial reimbursements.
- iii. Monitor annual Title I program changes and ensure compliance.
- iv. Coordinate bi-annual (spring and fall) Title I planning meetings with Title I staff.

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ELEMENTARY SCHOOL PRINCIPAL

- v. Facilitate the development and communication of Title I program needs assessment, goals setting, and program monitoring.
- vi. Organize and lead quarterly meetings with all Title I staff to review goals progress, student assessment data, and intervention implementation.
- vii. Participate in CESA 11 Title network and share updates with appropriate staff.
- viii. Oversee the consistent implementation of the district's Title I and Early Intervention Programs.
- ix. Provide support and professional development to Title I paraprofessionals.
- x. Meet and collaborate at least quarterly with Title I staff with regard to student progress, assessment data, and interventions.
- xi. Be available to parents with questions regarding their child's Title I program and progress.

9. Responsible for all of the above duties and any other assignments delegated to him/her by the Superintendent of Schools.

DAYS OF EMPLOYMENT:

Twelve-month year (215 workdays) and in accordance with individual contract.

EVALUATION:

The Superintendent will evaluate performance in this position.

Revised: 6-14-21

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

QUALIFICATIONS:

A valid license for Principal by the State of Wisconsin Department of Public Instruction (DPI), and such qualifications of academic, professional, and personal experience as specified by the River Falls Board of Education.

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. 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:
 - a. Professional learning communities (PLC)
 - i. Support faculty understanding of the purpose and goal of RFHS professional learning communities.
 - ii. Listen and respond to faculty feedback related to RFHS professional learning communities.
 - iii. Develop clear protocols that support a collaborative culture that is focused on student learning.
 - iv. Establish a commitment to continuous improvement.
 - v. Align to professional learning community goals to building and district priorities.
 - b. Faculty Development
 - i. Leverage faculty feedback to organize meaningful inservice experiences that support building and district priorities.
 - ii. Communicate the vision of the annual professional development calendar.
 - iii. Monitor development opportunities to ensure the equitable access for all staff.
 - iv. Lead the mentorship and onboarding of new faculty.
 - v. Collaborate with the RFHS Principal to create a staffing plan that meets student needs.
 - c. Curriculum, Instruction, and Assessment
 - i. Lead the development, implementation, and evaluation of curriculum by designing appropriate cycles of research, analysis, and implementation in all areas.
 - ii. Plan with the Director of Academic Services, the RFHS Principal, and other district personnel so that consistent goals and expectations are communicated to faculty.
 - iii. Provide staff with learning opportunities that improve practice and the ability to respond positively to student diversity.
- 2. Innovative and personalized student programming**
 - a. Research and share flexible student programming that maximizes 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.
- 3. Communicate with families and Virtual/e-School staff so that all stakeholders understand the similarities and differences in programming at the Virtual/e-School and the student's traditional school.**

School District of River Falls

Job Description

HIGH SCHOOL ASSISTANT PRINCIPAL-INSTRUCTIONAL LEADERSHIP

- ~~a. Coordinate with student services, special education, Title I, english language, academic career planning, and gifted talented staff so that Virtual/E-School students are connected with these supports and opportunities at the student's traditional school.~~
 - ~~b. Supervise efforts to maintain accurate student records.~~
 - ~~c. Develop and implement procedures to ensure that transcripts are accurate and up-to-date;~~
 - ~~d. Address discipline and attendance concerns with families:
 - ~~i. Investigate absences, interpret and enforce state attendance laws, issue warnings to violators, file complaints to appropriate agencies, and, if necessary, participate in court hearings with repeat offenders;~~
 - ~~ii. Develop and administer disciplinary procedures in accordance with district policies and state laws; respond to and resolve parent, student, and staff concerns and complaint~~~~
 - ~~e. Assist the program coordinator and work collaboratively with the administrative team in implementing, monitoring, and staff supervision.~~
 - ~~f. Support the implementation of of the Student and Parent e-School Contract ([LINK](#))~~
 - ~~g. Monitor and oversee student program metrics in Infinite Campus, Edgenuity and Odysseyware specific to attendance and academic progress~~
 - ~~h. Participate in on-going and proactive communication with the Director of Academic Services and Virtual/E-School Instructors to ensure:
 - ~~i. The mission, vision, and goals of the Virtual/E-School are understood and implemented.~~
 - ~~ii. Virtual/E-School Instructors and students have the supplies, materials, and resources needed to effectively teach and learn.~~
 - ~~iii. Consistent expectations of school-based staff providing services to Virtual/E-School Students.~~~~
- 4. Work collaboratively with the Assistant Principal-Student Services to proactively manage student attendance, discipline, and student behavior. Specific responsibilities include, but are not limited to:**
- a. Enforce local and state attendance and truancy statutes.
 - b. Communicate school behavioral expectations to students and families.
 - c. Implement and manage daily student discipline and behavioral supports.
 - d. Support building staff in best practices related to student behaviors and classroom management.
- 5. Performance Evaluation and Feedback to assigned staff.**
- a. Strive to accurately assess professional practice, provide high quality feedback and other coaching supports.
 - b. Foster a cycle of continuous improvement as a cooperative process involving classroom teachers.
 - c. Engage in calibration activities to improve evaluation accuracy.
- 6. Work collaboratively with the High School Administrative team to lead all school operations.**
- a. Ensure equitable access to achievement for all students.
 - i. Evaluate programming so that all students' college and career planning needs are met.
 - ii. Monitor and address achievement gaps in and across student groups.
 - iii. Strive for proportional representation of students in curricular and co-curricular programs.
 - b. Promote a positive school culture
 - i. Climate
 1. 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.
 2. Develop trusting relationships that contribute to a climate where educators and students feel ownership and are encouraged to take risks aligned to school goals.

School District of River Falls

Job Description

HIGH SCHOOL ASSISTANT PRINCIPAL-INSTRUCTIONAL LEADERSHIP

3. Identify and recommend students, in a timely and proactive manner, who would benefit from attending RCA.
- ii. Communication
 1. Use effective communication strategies to provide direction and develop understanding and motivation around school goals and improvement efforts.
 2. Tailor messages to the audience (i.e., staff, parents, students, community), evaluate and modify to increase effectiveness.
 3. Respond in timely and meaningful ways to the inquiries.
- iii. Change Management and Shared Commitment
 1. Effectively manage change by cultivating collaborative leadership, building consensus and integrating district and state initiatives into school improvement goals.
- c. Manage school operations
 - i. Responsible for the oversight of all safety and emergency planning and procedures.
 - ii. Create environments conducive to student academic, social, and emotional success.
 - iii. Create a positive work environment for educators and staff.
 - iv. Organize and coordinate the work of all secretarial help in the school office.
- d. Develop school policy
 - i. Promote understanding, implementation, and compliance with policies, procedures, laws, and regulations to meet the needs of students and staff.
 - ii. Work with the Superintendent in carrying out Board of Education policies pertaining to the operation of the schools.
 - iii. Determine, with the faculty, school policies and procedures; implements, evaluates and periodically reviews school policies and practices.
- e. Lead staff collaboration
 - i. Encourage staff to take on leadership roles that contribute to meeting school goals, and support emerging leaders with feedback, coaching, and mentoring.
 - ii. Create opportunities for collaboration aligned to school and district goals and that focus on instruction, teaching, and learning.

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. Maximize time focused on student learning, and 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 contributes 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.

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

Revised: 9-28-20, 6-14-21



School District of River Falls

ADMINISTRATIVE OFFICE
 852 East Division Street, River Falls WI 54022
 715-425-1800 phone / 715-425-1804 fax

**2021-22 COLLECTIVE BARGAINING AGREEMENT
 BETWEEN WEAC REGION 1-TEACHERS AND RIVER FALLS SCHOOL DISTRICT**

1. ARTICLE I – RECOGNITION

The Board recognizes the Association as the exclusive bargaining representative on base wages for all full-time and regular part time employees employed by the School District of River Falls, including but not limited to guidance counselors, reading coordinator, school psychologist, teacher of the hearing impaired, and school nurses, but excluding administrators and supervisory personnel, teacher aides, clerical employees and uncertified support staff.

2. ARTICLE II – DURATION

All items in this Agreement shall be in effect for a period of one (1) year beginning with the 1st day of July 2021 and ending on the 30th day of June, 2022.

3. ARTICLE III – SEVERABILITY

If any sections of this Agreement or any addenda thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if the compliance with or enforcement of any section or addenda should be restrained by such tribunal, the remainder of this Agreement and addenda thereto shall not be affected thereby, and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such invalid section(s).

4. ARTICLE IV – COMPENSATION

The Board agrees to a total base wage increase of \$250 per cell as outlined in the attached 2021-22 Salary Schedule. This equates to a 0.61% base wage increase.

WEAC REGION 1—RIVER FALLS TEACHERS

 WEAC Region 1 President _____
 Date

 Chairperson, Negotiations Committee _____
 Date

BOARD OF EDUCATION

 President _____
 Date

 Board Clerk _____
 Date

APPENDIX A --2021-22 SALARIES

A.1 2021-2022 TEACHER SALARY SCHEDULE TIERS AND LEVELS

TIER 1:

| Levels | 0 | 1 | 2 | 3 | 4 | 5 |
|----------------------|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| Salary w/out Masters | | <u>\$42,150</u> | <u>\$43,380</u> | <u>\$44,610</u> | <u>\$45,840</u> | <u>\$47,070</u> |
| Salary w/ Masters | | <u>\$44,650</u> | <u>\$45,880</u> | <u>\$47,110</u> | <u>\$48,340</u> | <u>\$49,570</u> |

Level 0 eliminated beginning with 2021-22 school year

TIER 2:

| Levels | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Salary w/out Masters | <u>\$49,172</u> | <u>\$50,472</u> | <u>\$51,772</u> | <u>\$53,072</u> | <u>\$54,372</u> | <u>\$55,672</u> | <u>\$56,972</u> |
| Salary w/ Masters | <u>\$51,672</u> | <u>\$52,972</u> | <u>\$54,272</u> | <u>\$55,572</u> | <u>\$56,872</u> | <u>\$58,172</u> | <u>\$59,472</u> |

TIER 3:

| Levels | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Salary w/out Masters | <u>\$58,272</u> | <u>\$59,572</u> | <u>\$60,872</u> | <u>\$62,172</u> | <u>\$62,772</u> | <u>\$64,072</u> | <u>\$65,372</u> | <u>\$66,672</u> | | | |
| Salary w/ Masters | <u>\$60,972</u> | <u>\$62,272</u> | <u>\$63,572</u> | <u>\$64,872</u> | <u>\$66,172</u> | <u>\$67,472</u> | <u>\$68,772</u> | <u>\$70,072</u> | <u>\$71,372</u> | <u>\$72,672</u> | <u>\$73,972</u> |

TIER 3 continued:

| Levels | 12 | 13 | 14 | 15 |
|-------------------|-----------------|-----------------|-----------------|-----------------|
| Salary w/ Masters | <u>\$75,272</u> | <u>\$76,572</u> | <u>\$77,872</u> | <u>\$78,572</u> |

To earn level advancement: Complete 6 PD Points by 5/31/2021, Satisfactory Performance Evaluation, Employment starts by **January 31**.

| PERMANENT SUPPLEMENTAL PAY | |
|-----------------------------------|---|
| High Need Supplement | In recognition of high need licensure areas, the district will add a high need license supplement for employees who are teaching in these licensure areas. Annually the district will determine the license areas that qualify for the supplement and the amount of the supplement. Determination of need is at the sole discretion of the District. In 2021-22 the high need areas are Special Education (\$1200), Career and Technical Education (\$800), and Alternative Education (\$1200). |

| ONE-TIME STIPEND | |
|----------------------------------|--|
| Retention Stipend (\$500) | Upon completion of an employee's 10th continuous year (full or part time), an active employee will be eligible for a \$500 retention stipend. The stipend will be paid on the 10/20 payroll. |

| PER CELL INCREASE | |
|---|--|
| <i>Definition</i> | Each cell on the salary schedule will be increased by \$300 (as compared to the 2018-19 schedule). |
| <i>Individual Impact</i> | All 232 teachers, not matter if they complete professional compensation requirements will receive this increase. |
| Overall Impact | \$ 69,600 |
| LEVEL/TIER ADVANCEMENT | |
| <i>Defintion</i> | All teachers who meet their professional growth requirements are eligible to advance one level on the salary schedule. Teachers who meet growth requirements at Tier 1, Level 5, move to Tier 2, Level 1. Teachers who meet growth requirements at Tier 2, Level 7 (and have a Masters) will move to Tier 3. Professional Growth Requirements: Professional Learning (approval of 12 points by 5/31), Performance (evaluation doesn't lead to a plan improvement), Hired prior to January 31. |
| PROFESSIONAL LEARNING SUPPLEMENT | |
| <i>Defintion</i> | The Professional Learning Supplemental pay will be available for employees who are not eligible for level advancement, but still satisfy all compensation plan component expectations. |
| <i>Individual Impact</i> | It is anticipated that all 232 teachers will be meet the requirements to be eligible for Level/Tier Advancement OR a Professional Learning Supplement. |
| Overall Impact | \$ 323,170 |
| HIGH NEED PERMANENT SUPPLEMENT | |
| <i>Defintion</i> | In recognition of high need licensure areas, the district will add a high need license supplement for employees who are teaching in these licensure areas. Annually the district will determine the license areas that qualify for the supplement and the amount of the supplement. Determination of need is at the sole discretion of the District. Employees are eligible for only one high need supplement, even if they teacher teach in two high need areas. In 2019-20 the high need areas Special Education, Career and Technical Education, and Alternative Education. |
| <i>Individual Impact</i> | It is estimated that 40 teachers will be eligible for the permanent high need supplement. |
| Overall Impact | \$ 32,000 |
| ONE-TIME RETAINMENT STIPEND | |
| <i>Defintion</i> | Upon completion of an employee's 10th year (full or part time), an active employee will be eligible for a \$500 retainment stipend. The stipend will be paid on the 10/20/19 payroll. |
| <i>Individual Impact</i> | It is estimated that 108 teachers will be eligible for the permanent high need supplement. |
| Overall Impact | \$ 54,000 |