

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

Monday, November 21, 2022 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Educational Program Committee members: Alan Tuchtenhagen (Chair), Lindsey Curtis, & Cindy Holbrook

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 DISTRICT ADMINISTRATIVE OFFICE CONFERENCE ROOM**

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

3. **PLEDGE OF ALLEGIANCE**

4. **HEARING OF VISITORS OR DELEGATIONS**

5. **INFORMATIONAL ITEMS**

A. **Acknowledgement / Recognition**

1. Wildcat Pride Awards

a. Heidi Otterness

Description: In recognition of her recent heroic actions at River Falls High School.

B. **Spotlight on Education: Student Services***

Description: Presentation Link

C. **Superintendent, Administrative, and Student Representative Reports**

1. Administrative Reports - Strategic Plan 90-Day Progress Reports*

a. Superintendent Introduction*

Description: Presentation Link

b. River Falls High School*

c. Renaissance Charter Academy*

d. Meyer Middle School*

e. Greenwood Elementary*

f. Rocky Branch Elementary*

g. Westside Elementary*

h. River Falls Public Montessori Elementary*

6. **ACTION ITEMS**

A. **Approval of Minutes, bills, and recommended employment**

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Description: The following have been submitted for approval:

Item 1: October 17, 2022, Regular Board of Education meeting minutes

Item 2: Bills submitted for payment

Item 3: 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. **Consideration and/or Action to approve November 7, 2022, Personnel Committee recommendations**

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Description: The Personnel Committee met on November 7, 2022, to hear an employee wellness update, preliminarily certified staff ratios, and to approve the Director of Finance and Facilities Management job description, the Superintendent job description, and the College and Career Readiness Coordinator and Secretary job description.

Recommended Action:

1. Approve the Director of Finance and Facilities Management job description.

2. Approve the Superintendent job description.

3. Approve the College and Career Readiness Coordinator and Secretary job description.*

C. **Consideration and/or Action to approve November 7, 2022, Educational Program Committee recommendations**

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Description: The Educational Program Committee met on November 7, 2022, to hear a High School Academic Career Planning and Redefining Ready Data presentation, to approve new policy 448 Police¹

Interview of Students and the accompanying 448 Rule Procedures for Police Interview of Students, and finally to approve the new high school course offerings.

Recommended Action:

1. Approve the first reading of School Board Policy 448 Police Interview of Students.*
2. Approve the first reading of School Board Policy 448 Rule Procedures for Police Interview of Students.*
3. Approve the River Falls High School Mindful Movement and Aerobic Fitness new course request.
4. Approve the River Falls High School International Culinary Arts new course request.

D. Consideration and/or Action to increase the substitute teacher daily rate to \$200 per day for the remainder of the 2022-2023 school year **31**

Description: David Bell, Director of Human Resources and Leadership Development, will present an administrative recommendation to increase the substitute teacher daily rate to \$200 for the remainder of the 2022-2023 school year.

Recommended Action: Approve the substitute teacher pay rate to \$200 for the remainder of the 2022-2023 school year.

E. Review the District Comprehensive School Safety Plan and related Safety Drills* **32**

Description: The School Board must review the District's Comprehensive School Safety Plan and related safety drills annually prior to January 1 each year. Greenwood Principal and School Safety Coordinator Dr. Nate Schurman will provide the safety drill updates.

Recommended Action: Approve the 2022-2023 School Safety Drill Evaluations.

F. 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 agendas.

Recommended Action: As needed.

G. Schedule next Board/Committee meetings

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

Recommended Action: Set the meeting schedule as follows:

Educational Program Committee meeting: No December Meeting

Finance and Facilities Committee meeting: Monday, December 12, 2022, 6:00 p.m.

Personnel Committee meeting: Monday, December 12, 2022, 7:00 p.m. (or immediately following Finance and Facilities)

Regular Board meeting: Monday, December 19, 2022, 6:00 p.m.

All of the above meetings will be held at the District Office Conference Room, 852 E. Division Street unless noted otherwise.

7. Request for an Executive Session pursuant to Wisconsin State Statute Section 19.85 (1)(a)(f) for the purpose of conducting a pupil expulsion hearing and for deliberations thereafter. Roll call vote required.

8. CONVENE TO EXECUTIVE SESSION

School District of River Falls
Regular Board Meeting
Monday, October 17, 2022 - 6:00 PM
District Office, 852 E Division Street
River Falls, Wisconsin 54022

The regularly scheduled meeting of the River Falls Board of Education was called to order on Monday, October 17, 2022 at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. President Johnson Myers called the meeting to order at 6:00 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the Star-Observer, WEVR Radio Station, and the Eau Claire Leader-Telegram.

PRESENT

President Stacy Johnson Myers, Vice President Cindy Holbrook, Clerk Alan Tuchtenhagen, Treasurer Todd Schultz, members Bob Casey, Lindsey Curtis, Mike Miller, and student representative Dahlia Olson. Also present were Superintendent Jamie Benson, Director of Human Resources and Leadership Development David Bell, and Director of Finance & Facilities Chad Smurawa. River Falls High School Principal Kit Luedtke and River Falls High School Assistant Principals Lisa Goihl and Taryl Graetz. Meyer Middle School Principal Mark Chapin, Greenwood Principal Nate Schurman, Rocky Branch Principal Ashley Bingenheimer, and RFPME Principal Nate Wells.

HEARING OF VISITORS OR DELEGATIONS

INFORMATIONAL ITEMS

A. Acknowledgement / Recognition

WASB Member Recognition

Tuchtenhagen was recognized by the Wisconsin Association of School Boards for his efforts in leadership and board development.

B. Spotlight on Education: RFHS - Supporting Educators and Collaboration

Goihl and Graetz shared an overview of supports for the River Falls High School teaching and paraprofessional staff including monthly PLC (Professional Learning Communities) Leadership Team meetings, wellness tips, and teacher collaborations.

C. Superintendent, Administrative, and Student Representative Reports

1. Student Representative Report

Olson spoke briefly about the different learning styles at the Renaissance Charter Academy and the River Fall High School and how both schools might benefit from each other's styles.

2. Superintendent Report

Benson shared an update on the School Forest that included improvements to the access road, prairie resortation progress and trail/map development.

ACTION ITEMS

A. Johnson Myers reviewed the minutes, bills, and recommended employment items on the Agenda. Miller moved, seconded by Tuchtenhagen that the Board approve the following:

1. The Minutes from the September 19, 2022 Regular Board of Education meeting;
2. Checks numbered 208704 through 209143 had been prepared in the amount of \$783,486.37 and there were automatic transfers of \$618,728.35 and \$686,907.63 for a total of \$2,089,122.35.
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 hiring of the following short-tem, on call Substitute Teachers: a. Carter Kirk b. Eliza Smit c. Cynthia Bauder d. Thomas Baillargeon e. Brady Sievers f. Sara Filarsky 2. Recommended acceptance of the resignation of Jennifer Peterson as Director of Academic Services for the School District of River Falls effective October 14, 2022. Motion carried unanimously (7-0).

B. Consideration and/or Action to approve October 10, 2022 Finance & Facilities Committee recommendations

The Finance and Facilities Committee met on October 10, 2022, to review the 2022-23 district student enrollment and to review property valuations, state aid amount, and potential tax levy.
No action, informational only.

C. Consideration and/or Action to approve October 10, 2022 Personnel Committee recommendations

The Personnel Committee met on October 10, 2022, to hear the new teacher orientation report, a paraprofessional mentorship update, a certified and support staff employee retainment report, a retiree benefit steering committee update, to approve the RFPME School Counselor/RF4C Behavioral Coach job description, and to hear a certified staff update. The Title I/Reading Center Secretary job description was tabled until the full Board meeting on October 17, 2022, for further revision. The Superintendent job description was tabled until the November Personnel Committee meeting for further revision.

Johnson Myers motioned, seconded by Schultz to approve the RFPME School Counselor/RF4C Behavioral Coach job description. Motion carried unanimously (7-0).

D. Consideration and/or Action to approve the Title I/Reading Center Secretary Job Description

The Personnel Committee reviewed & revised the Title I/Reading Center Secretary job description. The Board will review the revised job description.

Curtis motioned, seconded by Casey to approve the revised Title I/Reading Center Secretary job description. Motion carried unanimously (7-0).

E. Consideration and/or Action to approve the 2022-2023 Tax Levy

Administration will discuss the 2022-2023 tax levy with the Board.

Casey motioned, seconded by Schultz to approve the 2022-2023 tax levy as presented. Motion carried unanimously (7-0).

F. Appoint a Deputy Clerk for the 2023 School Board Elections

Each year the Board has appointed, pursuant to a recommendation from the Wisconsin Department of Public Instruction, a Deputy Election Clerk for the school board elections. This is to facilitate the election process and assist prospective candidates who wish to file for the school board.

Curtis motioned, seconded by Holbrook to appoint Amanda Taylor, Administrative Assistant to the Superintendent, as the Deputy Election Clerk for the 2023 School Board elections. 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 agendas.

No suggestions made.

H. Schedule next Board/Committee meetings

Set the meeting schedule as follows:

Personnel Committee meeting: Monday, November 7, 2022, 6:00 p.m.

Educational Program Committee meeting: Monday, November 7, 2022, 7:00 p.m. (or immediately following Personnel)

Finance and Facilities Committee meeting: Monday, November 14, 2022, 6:00 p.m.

Regular Board meeting: Monday, November 21, 2022, 6:00 p.m.

All of the above meetings will be held at the District Office Conference Room, 852 E. Division Street unless noted otherwise.

I. Holbrook motioned, seconded by Casey to move into **executive session pursuant to Wisconsin State Statute Section 19.85 (1)(a)(f) for the purpose of conducting a pupil expulsion hearing and for deliberations thereafter. Roll call vote required.** Roll Call: Holbrook yes, Johnson Myers yes, Tuchtenhagen yes, Schultz yes, Casey yes, Curtis yes, and Miller yes.

J. CONVENE TO EXECUTIVE SESSION

ADJOURNMENT

President Johnson Myers declared the meeting adjourned at 6:53 p.m.

SCHOOL DISTRICT OF RIVER FALLS
River Falls , Wisconsin 54022

Checks for Approval at the November 2022 Board Meeting

AP CHECK NUMBERS	AMOUNT
209144-209624	\$829,896.36

PAYROLL

10/5/22 Auto Tsf. Payroll	\$708,603.63
10/20/22 Auto Tsf. Payroll	\$835,770.02

\$2,374,270.01

VOID CHECKS

- 172192 - Paul Diel
- 172944 - Jeremy Carlson
- 173816 - Chris Silver
- 174853 - Cody Juelfs
- 176739 - Eric Peters
- 177314 - Steve Shimek
- 177706 - Osceola High School
- 178218 - Blair Conklin
- 179346 - Zachery Czech
- 180541 - Nathan McReynolds
- 182117 Kahla Fuller
- 182301 - Mitch Burow
- 183253 - Rebecca Pelton
- 183338 - Laura Lee
- 184408 - Kahla Fuller
- 184997 - Alea Norrish
- 209195 - Hyatt On Main
- Payroll - 997365625 - Kathy Lindevig

	Actual
FNB - General Money Market Balance	\$4,011,767.99
RCU - Money Market Balance	\$3,805,053.51

Publication List - Checks over \$100 - November 2022 Meeting

POST	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
10/5/2022	209144	ALLEN, ZACHARY	Driver Meals	\$ 143.00
10/5/2022	209145	ARCHKEY TECHNOLOGIES	Power Supply	\$ 650.50
10/5/2022	209146	AUTO VALUE	Multiple Invoices	\$ 345.96
10/5/2022	209147	BADGER SWIMPOOLS	Repair targets	\$ 288.90
10/5/2022	209148	BALDWIN LIGHTSTREAM	Internet/phone	\$ 1,601.84
10/5/2022	209151	BOETEL, BRENDA	reim supplies	\$ 129.98
10/5/2022	209154	BRICKHOUSE MUSIC, LLC	Multiple Invoices	\$ 542.00
10/5/2022	209156	CINTAS	BG Expense	\$ 166.76
10/5/2022	209160	DECKER INC	Chair supplies	\$ 326.41
10/5/2022	209163	DICK'S MARKET	Multiple Invoices	\$ 1,057.45
10/5/2022	209165	DUSEK, SAMANTHA	Multiple Invoices	\$ 235.00
10/5/2022	209166	EAGAN PARKS & RECREATION-CB GROUPS	KC FT Cascade Bay	\$ 1,252.00
10/5/2022	209169	EPSTEIN, GARY	Driver Meals	\$ 326.00
10/5/2022	209170	ERICKSON, KARL	Driver Meals	\$ 198.00
10/5/2022	209173	EXPRESS SERVICES INC	Sub fulfillment	\$ 3,682.20
10/5/2022	209174	FENTON, ERIN	Change for bookfair	\$ 200.00
10/5/2022	209176	FOOD SERVICE-SDRF	MO Fall Picnic	\$ 1,096.40
10/5/2022	209179	GRAINGER	Multiple Invoices	\$ 216.33
10/5/2022	209180	GRAND HOTEL MADISON	Driver hotel/State Band	\$ 952.00
10/5/2022	209181	GROW GRIT PRESS LLC	Supplies	\$ 523.00
10/5/2022	209183	HARRIS	Multiple Invoices	\$ 3,447.00
10/5/2022	209184	HASELMAN, JOSEPH	Reim mileage	\$ 121.12
10/5/2022	209185	HILDI INC	Actuarial Addendums	\$ 4,725.00
10/5/2022	209187	HILLYARD, INC.-MPLS	Multiple Invoices	\$ 6,863.56
10/5/2022	209188	HOGLUND BUS COMPANY	Pipe, Fluid, Freight	\$ 228.08
10/5/2022	209189	HORIZON COMMERCIAL POOL SUPPLY-INC	Pool Chemical	\$ 1,231.98
10/5/2022	209193	HUEBSCH	Multiple Invoices	\$ 2,830.81
10/5/2022	209195	HYATT ON MAIN	Conf hotel	\$ 264.00
10/5/2022	209196	IDENTISYS INC	Lanyards	\$ 950.00
10/5/2022	209199	KALAHARI RESORT & CONVENTION	Conf Hotel-Taylor	\$ 129.00
10/5/2022	209200	KELVIN	Tech dept supplies	\$ 272.25
10/5/2022	209201	KLUNDT, SHANE	officiating fees	\$ 140.00
10/5/2022	209202	KWIK TRIP, INC.	fuel	\$ 3,710.67
10/5/2022	209203	LAMP RECYCLERS INC	Recycle batteries, etc.	\$ 1,003.05
10/5/2022	209206	MCALEAVEY, BECKY	Reim Travel Expenses	\$ 108.40
10/5/2022	209207	MC GRAW-HILL COMPANIES	Gr 1 EDM	\$ 191.80
10/5/2022	209208	MIDWEST BUS PARTS INC	Multiple Invoices	\$ 239.32
10/5/2022	209209	MINNESOTA ZOO	3rd Gr FT	\$ 442.00
10/5/2022	209210	MOBYMAX EDUCATION, LLC	20 Students	\$ 287.10
10/5/2022	209213	NELSON, CRAIG	Driver Meals	\$ 129.00
10/5/2022	209214	NEO ELECTRICAL SOLUTIONS LLC	Install power-warmer	\$ 1,600.00
10/5/2022	209218	REED, JAMES	Driver Meals	\$ 161.00
10/5/2022	209219	RIVER CITY DISPOSAL, INC.	Garbage/Recycling	\$ 2,848.34
10/5/2022	209220	RIVER CITY STITCH LLC	Multiple Invoices	\$ 7,345.26

Publication List - Checks over \$100 - November 2022 Meeting

10/5/2022	209221	RIVER FALLS ACE HARDWARE	District Wide Supplies	\$ 533.13
10/5/2022	209222	RIVER STATES TRUCK & TRAILER	Multiple Invoices	\$ 115.12
10/5/2022	209224	RSCHOOL TODAY	rschool pay + class reg	\$ 1,800.00
10/5/2022	209225	RUPNOW, CHUCK	officiating fees	\$ 140.00
10/5/2022	209228	SCVMEA	Multiple Invoices	\$ 200.00
10/5/2022	209229	SECURITY CHECK ME INC	Background checks	\$ 322.00
10/5/2022	209230	SEIFERT, JORDAN	Multiple Invoices	\$ 525.00
10/5/2022	209231	STAPLES -(PAPER)	Multiple Invoices	\$ 699.81
10/5/2022	209232	STEEL TOWNE R.F.	Multiple Invoices	\$ 897.06
10/5/2022	209237	TESTOUT	Desktop Pro Plus	\$ 1,300.00
10/5/2022	209238	TOPPEL, BENJAMIN	Reim supplies	\$ 1,209.02
10/5/2022	209239	TRI DIM FILTER CORPORATION	Multiple Invoices	\$ 10,403.70
10/5/2022	209240	ULINE	Multiple Invoices	\$ 1,361.82
10/5/2022	209241	UNITED WAY ST.CROIX VALLEY	Multiple Invoices	\$ 127.50
10/5/2022	209242	WIDIKER, TIMOTHY	officiating fees	\$ 140.00
10/5/2022	209243	WILS	Media Center dept	\$ 199.00
10/5/2022	209244	WI SCTF	Payroll accrual	\$ 127.51
10/5/2022	209246	WSMA	membership dues	\$ 480.00
10/5/2022	209247	XELLO	Method Test Prep	\$ 2,868.75
10/5/2022	209248	LAVOLD, TIMOTHY	state food; girls golf	\$ 174.00
10/12/2022	209249	5 STAR RESTROOM RENTALS	Multiple Invoices	\$ 1,075.00
10/12/2022	209250	AHRAR, HAMID	CE Class Pymt	\$ 200.00
10/12/2022	209251	AMERICAN MONTESSORI SOCIETY	Membership	\$ 1,827.50
10/12/2022	209253	ANDERSON-SMOLINSKI, MARIE	Reim supplies	\$ 127.75
10/12/2022	209254	ANDERSEN, VICTORIA	CE Class Pymt	\$ 379.08
10/12/2022	209255	ARROW LIFT ACCESSIBILITY	Service Call	\$ 325.60
10/12/2022	209256	ASCA	Prof membership	\$ 129.00
10/12/2022	209257	ASTROTURF CORPORATION	Rhino Pro Maint	\$ 4,200.00
10/12/2022	209258	AT&T	715 425-1803 147 0	\$ 1,353.61
10/12/2022	209259	AUTO VALUE	Multiple Invoices	\$ 109.76
10/12/2022	209260	B & H PHOTO-VIDEO	Multiple Invoices	\$ 2,276.00
10/12/2022	209263	BAUSCHELT, KADY	Reim Travel Expenses	\$ 215.00
10/12/2022	209264	BIO CORPORATION	science supplies	\$ 318.43
10/12/2022	209266	BOLEMAN, HEATHER	reim supplies	\$ 444.13
10/12/2022	209268	BRENDALEN, HAYLEY	CE Class Pymt	\$ 329.70
10/12/2022	209269	BRICKHOUSE MUSIC, LLC	Multiple Invoices	\$ 589.76
10/12/2022	209270	C & L COMMUNICATIONS INC	Sept Locates	\$ 1,844.50
10/12/2022	209271	CAMPBELL, GARY	officiating fees	\$ 120.00
10/12/2022	209275	CESA 11	CESA #11	\$ 821.87
10/12/2022	209276	CHILD CENTER	Oct 15 Site Payout	\$ 8,534.00
10/12/2022	209277	CHILD CENTER	Oct 15 Teacher Payout	\$ 272.00
10/12/2022	209278	CHIPPEWA VALLEY TECH COLLEGE	Multiple Invoices	\$ 3,904.44
10/12/2022	209280	COEX LLC	Gate to tech dept	\$ 244.56
10/12/2022	209282	CONTINENTAL CLAY	Glazes	\$ 1,035.94
10/12/2022	209283	CORIANDER LIVING COLLECTIVE LLC	CE Class Pymt	\$ 299.25
10/12/2022	209284	DECKER INC	Padlocks	\$ 155.00
10/12/2022	209286	EXPRESS SERVICES INC	Sub fulfillment	\$ 5,013.40

Publication List - Checks over \$100 - November 2022 Meeting

10/12/2022	209287	FAMILY FRESH - SPARTANNASH	Multiple Invoices	\$ 203.72
10/12/2022	209289	FELLING, MEGAN	Reim supplies	\$ 174.96
10/12/2022	209292	GRAINGER	Multiple Invoices	\$ 231.29
10/12/2022	209293	HALLMAN LINDSAY PAINT	Goal Line - white	\$ 1,468.95
10/12/2022	209297	HILLYARD, INC.-MPLS	Multiple Invoices	\$ 2,225.08
10/12/2022	209298	HOBART SERVICE	Part for cooler 2	\$ 294.24
10/12/2022	209303	HUDSON PHYSICIANS	Multiple Invoices	\$ 1,380.00
10/12/2022	209304	ION, INC.	Multiple Invoices	\$ 714.35
10/12/2022	209305	JACOB'S LADDER	Oct 15 Site Payout	\$ 26,104.00
10/12/2022	209306	JACOB'S LADDER	Oct 15 Teacher Payout	\$ 832.00
10/12/2022	209308	J H LARSON COMPANY	Multiple Invoices	\$ 825.79
10/12/2022	209309	JOG ATHLETICS LLC	hockey supplies	\$ 2,500.00
10/12/2022	209312	JOHNSON CONTROLS FIRE PROTECTION LP	Smoke Heads	\$ 500.00
10/12/2022	209313	J W PEPPER & SON INC	Multiple Invoices	\$ 160.97
10/12/2022	209314	KLUNDT, SHANE	officiating fees	\$ 140.00
10/12/2022	209316	LAVOLD, TIMOTHY	reim; practice round	\$ 180.00
10/12/2022	209318	LEBO SIGN WORKS INC.	Signs	\$ 673.60
10/12/2022	209319	LITTLE ADVENTURES 1	Oct 15 Site Payout	\$ 9,036.00
10/12/2022	209320	LITTLE ADVENTURES 1	Oct 15 Teacher Payout	\$ 288.00
10/12/2022	209321	LITTLE ADVENTURES 2	Oct 15 Site Payout	\$ 17,068.00
10/12/2022	209322	LITTLE ADVENTURES 2	Oct 15 Teacher Payout	\$ 544.00
10/12/2022	209323	LYNCH, MICHAEL	CE Class Pymt	\$ 400.00
10/12/2022	209326	MARCO TECHNOLOGIES LLC	Multiple Invoices	\$ 4,766.60
10/12/2022	209327	MARCUM, CHRISTOPHER	officiating fees	\$ 160.00
10/12/2022	209329	MARK'S PLUMBING PARTS	Multiple Invoices	\$ 660.20
10/12/2022	209330	MARQUIS, ROBERT	CE Class Pymt	\$ 108.78
10/12/2022	209331	MASTERCARD CORPORATE CLIENTS	Multiple Invoices	\$ 18,239.22
10/12/2022	209332	MC GRAW-HILL COMPANIES	Multiple Invoices	\$ 139.77
10/12/2022	209334	MILLER, MARY	Multiple Invoices	\$ 181.81
10/12/2022	209335	MINNESOTA COACHES, INC./HASTINGS BUS C	CE-Cranberry Fest	\$ 1,079.70
10/12/2022	209336	MINNESOTA TRANSPORTATION MUSEUM INC	CE-Oct 13 trip	\$ 978.00
10/12/2022	209337	MISSISSIPPI WELDERS SUPPLY	Tech Ed Supplies	\$ 207.90
10/12/2022	209339	NASCO	art supplies	\$ 1,071.81
10/12/2022	209340	NEWS-2-YOU	subscription	\$ 219.65
10/12/2022	209341	NYE, JESSIE	reim; soccer supplies	\$ 115.68
10/12/2022	209343	PATNOE, SHARON	CE Class Pymt	\$ 256.50
10/12/2022	209345	PECHACEK, RYAN	Reim supplies	\$ 469.54
10/12/2022	209346	POCERNICH, DALE	officiating fees	\$ 140.00
10/12/2022	209350	RIVER CITY STITCH LLC	SC gym shirt order	\$ 223.60
10/12/2022	209353	RIVER FALLS MUNICIPAL	Multiple Invoices	\$ 90,617.45
10/12/2022	209354	ROTARY CLUB OF RIVER FALLS	Multiple Invoices	\$ 250.00
10/12/2022	209359	SECURITY CHECK ME INC	bkgd checks	\$ 749.00
10/12/2022	209362	SKATETIME SCHOOL PROGRAMS, INC.	roller skating for PE	\$ 2,540.00
10/12/2022	209365	STAPLES -(PAPER)	Multiple Invoices	\$ 1,845.51
10/12/2022	209366	STREET TREATS ICE CREAM	Ice cream truck-picnic	\$ 788.00
10/12/2022	209368	SYLVA CORPORATION, INC.	Mulch, Installation	\$ 1,563.19
10/12/2022	209369	TAYLOR, AMANDA	Reim Travel Expenses	\$ 293.74

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Publication List - Checks over \$100 - November 2022 Meeting

10/12/2022	209371	TOMLINSON, MARK	CE Class Pymt	\$ 720.00
10/12/2022	209372	TWIN CITY FILTER SERVICE, INC	Filters	\$ 113.12
10/12/2022	209374	THE UNIVERSITY PRESCHOOL	Oct 15 Site Payout	\$ 10,040.00
10/12/2022	209375	THE UNIVERSITY PRESCHOOL	Oct 15 Teacher Payout	\$ 320.00
10/12/2022	209376	VERIZON WIRELESS	9/2/2022-10/1/2022	\$ 2,075.17
10/12/2022	209377	WILKEN, CAMERON	reim; membership	\$ 240.00
10/12/2022	209378	WINNOW & SPRUCE ORGANIZING	CE Class Pymt	\$ 100.32
10/12/2022	209379	YOURMEMBERSHIP.COM INC	job posting on WSLC	\$ 229.00
10/19/2022	209380	AFTON APPLE ORCHARD	2nd gr field trip	\$ 984.00
10/19/2022	209381	AIR COMMUNICATIONS OF WI, INC	Repeat Monthly Rent	\$ 528.66
10/19/2022	209406	AMAZON.COM	Multiple Invoices	\$ 21,811.15
10/19/2022	209408	ARROW BUILDING CENTER	Multiple Invoices	\$ 522.90
10/19/2022	209409	ASCD	Renew Membership	\$ 239.00
10/19/2022	209411	AT&T BUSINESS DIRECT	Multiple Invoices	\$ 1,635.95
10/19/2022	209413	BAILEY, LINDA	vision consultant	\$ 950.00
10/19/2022	209417	CHILDREN'S HOSPITAL MEDICAL CENTER	Project Search Lic Fee	\$ 350.00
10/19/2022	209418	COMPUTER INTEGRATION TECHNOLOGIES IN	Monthly SIRIS Bkup	\$ 832.00
10/19/2022	209420	COLLINS SPORTS MEDICINE	Multiple Invoices	\$ 479.64
10/19/2022	209421	CUMMINS SALE & SERVICE	Multiple Invoices	\$ 1,705.46
10/19/2022	209423	DISCOUNT SCHOOL SUPPLY	Multiple Invoices	\$ 513.29
10/19/2022	209424	DRIVEN COFFEE ROASTERS	Fundraising Bundle	\$ 141.56
10/19/2022	209427	EXPRESS SERVICES INC	Sub fulfillment	\$ 3,982.44
10/19/2022	209428	FACTORY MOTOR PARTS COMPANY	DEL 31G950T	\$ 626.32
10/19/2022	209430	FIELD ENVIRONMENTAL CONSULTING INC	Annual NTE	\$ 2,690.00
10/19/2022	209431	GAGGLE.NET INC	Data Dump	\$ 8,970.00
10/19/2022	209432	GRAINGER	Multiple Invoices	\$ 495.74
10/19/2022	209434	HARRIS	Monthly Chiller Maint.	\$ 452.75
10/19/2022	209436	HIGH NOON BOOKS	Supplies	\$ 296.00
10/19/2022	209437	HILLYARD, INC.-MPLS	Multiple Invoices	\$ 11,766.52
10/19/2022	209438	HOUGHTON MIFFLIN HARCOURT PUBLISHING	Read 180 license	\$ 230.84
10/19/2022	209440	IMAGINE LEARNING LLC	Lang & Lit. licenses	\$ 1,430.00
10/19/2022	209441	J H LARSON COMPANY	LED Flat Panels	\$ 296.64
10/19/2022	209444	LINEHAN OUTDOOR SERVICES, LLC.	Sidewalk & Ramp	\$ 2,800.00
10/19/2022	209446	LOY, KATRINA	reimburse; band	\$ 339.59
10/19/2022	209447	MACIE PUBLISHING CO	recorders	\$ 548.98
10/19/2022	209448	MANSFIELD OIL COMPANY OF GAINSVILLE, IN	Fuel	\$ 28,540.65
10/19/2022	209449	MARCO TECHNOLOGIES, LLC.	Multiple Invoices	\$ 461.44
10/19/2022	209450	MENARDS	Multiple Invoices	\$ 518.89
10/19/2022	209451	MIDWEST BUS PARTS INC	BG Supplies	\$ 901.88
10/19/2022	209452	MINNESOTA ORCHESTRA	5th gr field trip	\$ 168.75
10/19/2022	209453	MORAN, JOHN JR	MMS CC invite; 9/22	\$ 354.00
10/19/2022	209454	NEO ELECTRICAL SOLUTIONS LLC	Multiple Invoices	\$ 746.88
10/19/2022	209456	PARAGON DEVELOPMENT SYSTEMS INC	Multiple Invoices	\$ 2,193.10
10/19/2022	209457	PAXTON/PATTERSON	Gate to Tech dept	\$ 760.30
10/19/2022	209461	PURELAND SUPPLY	lamp for projector	\$ 128.40
10/19/2022	209462	PYRAMID ED. CONSULTANTS	Multiple Invoices	\$ 488.00
10/19/2022	209463	ROHL CONSTRUCTION, INC.	property border rock	\$ 1,291.40

Publication List - Checks over \$100 - November 2022 Meeting

10/19/2022	209464	SADDLEBACK EDUCATIONAL INC	Library Print Edition	\$ 795.14
10/19/2022	209465	SAUMER, ANNAH	Reim supplies	\$ 267.07
10/19/2022	209466	SCHOLASTIC INC	Sholastic news-1st gr	\$ 138.37
10/19/2022	209468	SMITH, DAVID	officiating fees	\$ 140.00
10/19/2022	209469	SOLUTION TREE	14 licenses	\$ 2,086.00
10/19/2022	209470	SPRINKLER CREW	winterize sprinklers	\$ 1,859.55
10/19/2022	209472	STAPLES -(PAPER)	Multiple Invoices	\$ 3,474.00
10/19/2022	209474	ST CROIX GAS	Multiple Invoices	\$ 10,349.75
10/19/2022	209475	STENCIL, LARRY	officiating fees	\$ 140.00
10/19/2022	209477	TRI STATE BOBCAT, INC.	Stump Grinder Rental	\$ 950.25
10/19/2022	209479	UWRF	Multiple Invoices	\$ 2,215.00
10/19/2022	209480	WHITE PINE BERRY FARM	Kind. Field trip fee	\$ 222.00
10/19/2022	209481	WHITE PINE BERRY FARM	Wellness Grant	\$ 250.00
10/20/2022	209484	BENSON, JAMES	Reim mileage	\$ 183.43
10/20/2022	209485	UNITED WAY ST.CROIX VALLEY	Payroll accrual	\$ 127.50
10/20/2022	209486	WI SCTF	Payroll accrual	\$ 127.51
10/26/2022	209487	AEP CONNECTIONS LLC	Sandra Sos webinar	\$ 195.00
10/26/2022	209488	AHLERT, DEBORA	CE refund	\$ 140.00
10/26/2022	209489	ALFVEBY, DENNIS	Concert Accompanist	\$ 300.00
10/26/2022	209491	ANDREA WAGNER PHOTOGRAPHY	musical photos	\$ 200.00
10/26/2022	209492	ASIL DESIGN	Multiple Invoices	\$ 320.00
10/26/2022	209493	AUTO VALUE	Multiple Invoices	\$ 690.54
10/26/2022	209495	BAUER BUILT INC	Multiple Invoices	\$ 707.95
10/26/2022	209496	BENSON LUMBER PRODUCTS	Tech Ed Supplies	\$ 1,000.00
10/26/2022	209497	BLICK ART MATERIALS	Blick- Art- K. King	\$ 340.04
10/26/2022	209501	BRICKHOUSE MUSIC, LLC	Multiple Invoices	\$ 639.00
10/26/2022	209503	C&K PRODUCTIONS	Apples-Crunch Day	\$ 200.00
10/26/2022	209507	CARLSON, JEREMY	Multiple Invoices	\$ 127.94
10/26/2022	209511	CESA 11	10/18/2022 Invoice	\$ 17,971.25
10/26/2022	209512	CHARTWELLS	Sept Invoice	\$ 256,862.48
10/26/2022	209513	CHIPPEWA VALLEY SPORTING GOODS	Phy Ed Supplies	\$ 201.00
10/26/2022	209514	CINTAS	Multiple Invoices	\$ 538.67
10/26/2022	209515	COLLOBOS SOFTWARE, INC.	Presto 3	\$ 2,880.00
10/26/2022	209516	CONFIDENTIAL RECORDS, INC.	Multiple Invoices	\$ 199.80
10/26/2022	209518	CRAIL, DAVID	officiating fees	\$ 300.00
10/26/2022	209521	DECKER INC	Multiple Invoices	\$ 486.21
10/26/2022	209522	DELUCA, KARI	State Trip Food \$; CC	\$ 219.00
10/26/2022	209523	DEMCO INC	library supplies	\$ 551.94
10/26/2022	209528	EWALD'S HARTFORD, LLC	Ford Transit Connect	\$ 33,253.00
10/26/2022	209529	EXPRESS SERVICES INC	sub fulfillment	\$ 1,454.90
10/26/2022	209530	FACTORY MOTOR PARTS COMPANY	BG Supplies	\$ 102.58
10/26/2022	209531	FAMILYMEANS	Admin fee/sessions	\$ 1,399.00
10/26/2022	209532	FAST COPY CENTER	Multiple Invoices	\$ 140.50
10/26/2022	209535	GENERAL PARTS, LLC	Steamer leak repair	\$ 724.44
10/26/2022	209536	GOIHL, LISA	Reim Travel Expenses	\$ 416.19
10/26/2022	209537	GRAHAM, JACQUELINE	Reim supplies	\$ 297.97
10/26/2022	209538	H&B SPECIALIZED PRODUCTS, INC	Bleacher Motors	\$ 3,213.00

Publication List - Checks over \$100 - November 2022 Meeting

10/26/2022	209540	HAMILTON HIGH SCHOOL	WIAA - VB Invite	\$ 275.00
10/26/2022	209542	HILLYARD, INC.-MPLS	Multiple Invoices	\$ 2,060.61
10/26/2022	209543	HIRSTEIN, ALI	reim; fb food	\$ 478.40
10/26/2022	209544	HORIZON COMMERCIAL POOL SUPPLY-INC	Pool Chemical	\$ 820.83
10/26/2022	209545	HUB 70 DESIGN AND PRINT	Wildcat pens	\$ 255.00
10/26/2022	209546	HUPPERT, AMANDA	Reim Travel Expenses	\$ 247.50
10/26/2022	209548	INFINITE CAMPUS	Two add'l kiosks	\$ 2,738.00
10/26/2022	209550	JEFF ERICKSON PIANO SERVICES	Piano Tuning	\$ 405.00
10/26/2022	209551	J H LARSON COMPANY	Bulbs for Commons	\$ 1,029.63
10/26/2022	209553	JUELF, CODY	Uncashed AP Check	\$ 240.00
10/26/2022	209554	J W PEPPER & SON INC	Multiple Invoices	\$ 139.09
10/26/2022	209561	KURKIEWICZ, WALTER	officiating fees	\$ 120.00
10/26/2022	209563	LAWSON PRODUCTS INC	Multiple Invoices	\$ 333.44
10/26/2022	209566	LEXIA LEARNING SYSTEMS LLC	add'l licenses	\$ 115.26
10/26/2022	209567	LITERACY RESOURCES, LLC	supplies	\$ 874.80
10/26/2022	209568	MA'S IRVINGTON CAMPGROUND & RENTALS	Outdoor Ed	\$ 1,000.00
10/26/2022	209569	MARCO TECHNOLOGIES, LLC.	Multiple Invoices	\$ 1,995.04
10/26/2022	209570	MARCUM, CHRISTOPHER	officiating fees	\$ 105.24
10/26/2022	209572	MARK'S PLUMBING PARTS	OptiPure Filters	\$ 238.50
10/26/2022	209576	MIDWEST BLINDS	Roller Shades	\$ 1,725.00
10/26/2022	209577	MORGAN, MADISON	Reim supplies	\$ 250.78
10/26/2022	209578	MRDUTT, JON	officiating fees	\$ 104.70
10/26/2022	209580	MULLER, GERALDINE	Reim Conf Reg	\$ 135.00
10/26/2022	209582	NATIONAL TACTICAL SECURITY, LLC	Emerg. Action Plan.	\$ 14,025.00
10/26/2022	209583	NEO ELECTRICAL SOLUTIONS LLC	Convert receptacles	\$ 221.52
10/26/2022	209584	NORRISH, ALEA	Uncashed AP Check	\$ 125.00
10/26/2022	209588	PERMA-BOUND	English Books	\$ 1,283.40
10/26/2022	209590	PHEASANT HILLS GOLF COURSE	Bags-Booster Funded	\$ 875.65
10/26/2022	209593	PURELAND SUPPLY	lamp for projector	\$ 126.00
10/26/2022	209595	REGISTRATION FEE TRUST	Title/Plates-new van	\$ 169.50
10/26/2022	209596	RFHS ATHLETIC BOOSTER CLUB	Student Council fee	\$ 150.00
10/26/2022	209599	RIVER CITY STITCH LLC	invoice#: 28658	\$ 401.06
10/26/2022	209600	ROSS, BRITNI	officiating fees	\$ 135.00
10/26/2022	209602	SCHOLASTIC BOOK FAIRS - 15	Book Fair invoice	\$ 1,749.24
10/26/2022	209603	SCHWAB-VOLLHABER-LUBRATT INC	Multiple Invoices	\$ 1,365.50
10/26/2022	209606	SENTRY AIR SYSTEMS, INC.	RN Spray Booth	\$ 4,727.33
10/26/2022	209608	SHELL LAKE ARTS CENTER	Band Festival Reg	\$ 150.00
10/26/2022	209609	SHIFFLER EQUIPMENT SALES INC	rubber chair leg caps	\$ 171.95
10/26/2022	209610	SIEMENS INDUSTRY, INC.	Deficiency repairs	\$ 1,296.00
10/26/2022	209611	SIGN RESULTS LLC	invoice#: 3164; FBLA	\$ 345.00
10/26/2022	209612	SILVER, CHRISTOPHER	Multiple Invoices	\$ 288.92
10/26/2022	209614	STAPLES -(PAPER)	Multiple Invoices	\$ 1,656.81
10/26/2022	209616	STATE BAR OF WISCONSIN	team reg-mock trial	\$ 390.00
10/26/2022	209619	TRI DIM FILTER CORPORATION	Filters	\$ 1,074.65
10/26/2022	209620	ULINE	Shelving	\$ 341.87
10/26/2022	209621	UW-RIVER FALLS STUDENT BILLING	Multiple Invoices	\$ 1,139.51
10/26/2022	209622	WI FBLA	Fall Leadership Conf	\$ 455.00

Publication List - Checks over \$100 - November 2022 Meeting

10/26/2022	209623	WIDIKER, TIMOTHY	officiating fees	\$ 135.00
10/26/2022	209624	YOURMEMBERSHIP.COM INC	job posting on WSLC	\$ 229.00

RIVER FALLS BOARD OF EDUCATION MEETING

Monday, November 21, 2022

Personnel Agenda:

1. Recommended approval of the employment of MaryBeth Elliott as Co-Interim Director of Academic Services at District Office from approximately November 11, 2022 through June 30, 2023 (replaces Jennifer Peterson).
2. Recommended approval of the employment of Amy Wise as Co-Interim Director of Academic Services at District Office from approximately November 11, 2022 through June 30, 2023 (replaces Jennifer Peterson).
3. Recommended approval of the hiring of the following short-term, on call Substitute Teachers:
 - a. Heather Schuman
 - b. Roxanne Rupnow
 - c. Amanda Kaiser
 - d. Melissa Loomis
4. Recommended acceptance of the resignation of Jacqueline Glomski as full-time Special Education Teacher at Westside Elementary School effective November 11, 2022.

School District of River Falls
Personnel Committee Meeting Report

Monday, November 7, 2022 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

The Board of Education's Personnel Committee meeting was held on Monday, November 7, 2022 at District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 6:00 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 Stacy Johnson Myers (Chair), Bob Casey, and Cindy Holbrook were present. Board members Lindsey Curtis, Mike Miller, Todd Schultz, and Alan Tuchtenhagen were present. Superintendent Jamie Benson, Director of Human Resources and Leadership Development David Bell were also present.

1. CALL TO ORDER - 6:00 P.M. AT THE DISTRICT OFFICE CONFERENCE ROOM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS (NONE)

4. CERTIFIED STAFFING UPDATE

The committee discussed the recruitment, selection, and hiring timeline for the Interim Director of Academic Services and Director of Finance and Facilities Management.

Action: None, informational only.

5. DIRECTOR OF FINANCE AND FACILITIES MANAGEMENT JOB DESCRIPTION

The committee reviewed the Director of Finance and Facilities Management job description.

Action: Motion by Casey, second by Holbrook to approve revisions to the Director of Finance and Facilities Management Job Description (approved unanimously).

6. SUPERINTENDENT JOB DESCRIPTION

The committee reviewed the Superintendent job description.

Action: Motion by Casey, second by Holbrook to approve revisions to the Superintendent Job Description (approved unanimously).

7. COLLEGE AND CAREER READINESS COORDINATOR AND SECRETARY JOB DESCRIPTIONS

The committee reviewed the College and Career Readiness Coordinator and Secretary Job Descriptions.

Action: Motion by Holbrook, second by Casey to approve revisions to College and Career Readiness Coordinator and Secretary Job Descriptions (approved unanimously).

8. PRELIMINARY CERTIFIED STAFF RATIOS

Preliminary staffing ratios were compared to class size guidelines.

Action: None, informational only.

9. EMPLOYEE WELLNESS UPDATE

The committee discussed actions taken by the district wellness committee to promote positive wellness habits, increase awareness of factors that contribute to well-being, and support a healthy work culture.

Action: None, informational only.

10. Proposed/suggested items for the next regular and future Personnel Committee meeting agenda(s)

The Board requested that the Personnel Committee add the following agenda items to future agendas:

- Director of Finance and Facilities Management Recruitment
- Review of current inclusionary efforts during staff recruitment, selection, and hiring.

11. Schedule next Board/Committee meetings

Upcoming committee meeting dates, times, and locations were reviewed.

Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, December 12, 2022, 7:00 p.m. or (immediately following Finance & Facilities)

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

12. ADJOURN

Stacy Johnson Myers, Personnel Committee Chair

School District of River Falls
Job Description
DIRECTOR OF FINANCE AND FACILITIES MANAGEMENT

MINIMUM QUALIFICATIONS:

- Have a valid license for School Business Administrator issued by the State of Wisconsin Department of Public Instruction (DPI).
- Possess excellent school finance, budgetary, communication, and leadership skills.
- Have successful financial management experience and knowledge of the WUFAR school finance system.
- Have Strong human relations skills.

POSITION SUMMARY:

Director of Finance and Facilities Management is responsible for District accounting, financial, and business functions, as well as facilities planning, acquisition, and maintenance. The Director will ensure District resources are invested in accordance with local, state, and national regulations, and in the best interests of the District. The Director will partner with the Superintendent, administrators, staff, vendors, taxpayers and community, and will perform all duties identified in this position description as well as any other finance or facilities management responsibilities that the Superintendent or Board of Education may direct.

REPORTS TO:

Superintendent

SUPERVISES:

Director of Buildings and Grounds, Director of Transportation, Accountant, Accounts Payable Specialist, Accounting Support, Payroll and Benefits Coordinator

PERFORMANCE RESPONSIBILITIES

Management of District Financial Resources

1. Manage the long-range and short-range budget revenue and expenditure projections, annual budgeting procedures and ensure sound fiscal management of district resources.
2. Supervise day-to-day financial operations of district, including payroll, accounts payable, accounts receivable, annual audit, inventory, and pupil count.
3. Provide a clear systems flow for the proper monitoring of all purchases between sites, departments, and district offices, including requisition and purchase order procedures.
4. Provide for a process to receive input from administrators/staff within a budget calendar.
5. Coordinate and administer state, federal, and local audits and arrange for internal audit checks; maintain adequate budgetary controls to ensure funds are spent wisely and that adequate control and accounting procedures are maintained.
6. Prepare, coordinate, and maintain a record of all financial reports as required by state and federal agencies, and the Board of Education.
7. Prepare and certify the annual tax levy.
8. Supervise the administration of the district's retirement system.
9. Maintain an awareness of political and legislative influences that impact public school funding.
10. Provide sound financial information and compensation package costing to the Board Negotiations Committee.
11. Manage short and long-term district investments.
12. Oversee issuance and management of district debt in conformity with applicable laws and regulations.
13. Mitigate district financial risks.

School District of River Falls
Job Description
DIRECTOR OF FINANCE AND FACILITIES MANAGEMENT

Management and Maintenance of District Facilities

1. Develop comprehensive, long-range facilities plans that support student learning.
2. Manage the five-year facilities capital projects process.
3. Develop detailed capital project bid specifications, facilitate bid process, and present annual project recommendations to the Board.
4. Participate in land acquisition and development of new sites.
5. In collaboration with the Director of Buildings and Grounds:
 - Plan and schedule major repairs to buildings and grounds such as heating, ventilation, air conditioning (HVAC), roofs, floor surfaces, windows, playgrounds, parking lots and playing fields.
 - Prepare and administer the budget for maintenance, grounds, supplies and equipment.
 - Oversee the procurement of maintenance supplies and capital equipment used in buildings and grounds operations.
 - Procure HVAC vendor maintenance programs, including ventilation, heat systems, air conditioning, and mechanical services.
 - Coordinate district-wide energy conservation program.
 - Oversee hiring, scheduling, and supervision of Buildings and Grounds staff .

Management of Auxiliary District Services

1. Lead contracted food service programs to ensure compliance with district needs and local, state and national regulations.
2. Oversee National School Lunch Program “Free & Reduced Application” process and related audit reporting requirements.
3. Manage district contract administration in the following areas: photocopier contract, waste hauling, farmland rental and district insurance.
4. Supervise Director of Transportation to provide service-oriented and efficient student transportation services.
5. Coordinate purchasing services of the district including classroom supplies, maintenance supplies.

Liaison to Finance and Facilities Committee

1. Provide guidance and recommendations to the Board on finance, facilities and auxiliary services issues.
2. Evaluate, interpret, implement, and make recommendations regarding business services policies and procedures, continuously seeking to improve the effectiveness and efficiency of all financial functions.
3. Prepare Finance and Facilities Committee meeting agenda in collaboration with the Finance and Facilities Chair.
4. Plan, develop, and revise financial policies in accordance with federal and state law.

Performs all other duties as assigned.

DAYS OF EMPLOYMENT:

Twelve month year and in accordance with the negotiated agreement.

EVALUATION:

Performance in this position will be evaluated by the Superintendent.

Revised on 11-21-22

School District of River Falls
Job Description
SUPERINTENDENT

MINIMUM QUALIFICATIONS:

A valid license for Superintendent or District Administrator issued 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 Superintendent of Schools is the chief school administrator and the executive official for the Board of Education of the River Falls Public Schools. The Superintendent of Schools is charged with providing leadership in developing, achieving, and maintaining outstanding educational programs, services, and opportunities for the students, staff, and residents of the School District of River Falls, as well as performing all other duties as assigned by the Board.

REPORTS TO:

Board of Education

SUPERVISES:

Director of Personnel Human Resources and Leadership Development, Director of Academic Services, Director of Finance and Facilities Management, Director of Student Services, Administrative Assistant to the Superintendent, High School Principal, Middle School Principal, Elementary Principals, Supervisor of Information Technology, District Secretary, Activities Director (jointly with high school principal), Community Education/Communications Director

GOAL #1: SCHOOL BOARD DEVELOPMENT

PERFORMANCE RESPONSIBILITIES

1. Serve as ex-officio on the school board by providing recommendations, participating in discussions, and making reports on topics of importance to the Board.
2. Lead Board and administration in annual goal-setting for school district initiatives aligned to a district strategic plan.
3. Assist in planning organizational meetings in April to ensure smooth operations of the Board during the year.
4. Facilitate Board professional development opportunities (inservice, retreats, workshops) and encourage Board participation.
5. Keep the school board informed on matters such as district problems, needed Board decisions, legislative and funding issues, and state and federal policies.
6. Conduct information sessions for Board candidates and train newly elected Board members in school district operations and issues.
7. Collaborate with the Board President to establish meeting agendas.
8. Perform all other duties as assigned by the Board of Education

GOAL #2: COMMUNICATIONS AND PUBLIC COMMUNITY RELATIONS

PERFORMANCE RESPONSIBILITIES

1. Provide for a system of internal communications.
 - a. Build and nurture relationships and rapport with staff.
 - b. Organize district efforts to recognize staff contributions and achievements.
 - c. ~~Implement systems of internal two-way communications.~~
2. Provide for a system of external communications.
 - a. Build and nurture relationships with community stakeholders.
 - b. Provide for regular flow of information to and from community stakeholders.

School District of River Falls
Job Description
SUPERINTENDENT

- c. **Participate** in civic, community, and business organizations.
- d. Promote and implement partnerships with community stakeholders.
- e. **Communicate** emergency school closing decisions.

GOAL #3: EDUCATIONAL LEADERSHIP AND DISTRICT CULTURE

PERFORMANCE RESPONSIBILITIES

- 1. Provide leadership, **vision, empowerment,** and motivation for district administration and staff to develop and implement strong educational programs **aligned to the district mission for students in the three R's of rigor, relevance, and relationships.**
- 2. Recommend employment, transfer, promotion, and dismissal of all administrative personnel.
- ~~3. Supervise and evaluate the performance and goal attainment of all administrative personnel.~~
- 4. ~~Provide administrative professional development opportunities and~~ **Oversee individual administrative goal-setting and personal and professional development plans.**
- 5. Ensure accountability of administrators in effectively implementing duties as defined in job descriptions **and district strategic plans.**
- 6. Delegate appropriate responsibilities for members of the administrative team, including that of acting district administrator during the superintendent's absence.
- 7. **Oversee all aspects of crisis prevention and response planning.**
- 8. **Provide a consistent conflict resolution process when addressing complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students, or Board members in accord with board policy.**
- 9. **Seek equity, inclusion, and diversity in recruitment, policy adoption, training, and decision-making.**

GOAL #4: STRATEGIC PLANNING

PERFORMANCE RESPONSIBILITIES

- 1. Provide leadership for systemic long-range planning for all aspects of the school district, including instructional, staffing, capital needs, fiscal, and stakeholder involvement.
- 2. Oversee implementation of the district's strategic plan to meet the mission of the District.
- 3. Project enrollment, staffing, and facility needs and establish a plan to address needs.
- 4. **Create and implement a system that provides ongoing, timely strategic plan progress updates to the Board and employees.**

GOAL #5: POLICY/GOVERNANCE/DECISION-MAKING

PERFORMANCE RESPONSIBILITIES

- 1. Recommend Board policies and policy changes, and implement policies and procedures as established and approved by the Board.
- 2. **Collaborate with administrators to recommend organizational structures that provide for effective and efficient operations of the District.**
- 3. Recommend calendar of school days for Board approval and make decisions on alterations in school day schedule for emergency or weather-related changes.
- 4. Function as the administrative liaison **between the Board and administrators. to the Governance Committee.**

School District of River Falls
Job Description
SUPERINTENDENT

GOAL #6: FISCAL AND LEGAL MANAGEMENT

PERFORMANCE RESPONSIBILITIES

1. Administer the school system in conformity with the laws of the United States, the State of Wisconsin, and regulations of the DPI.
2. Oversee long-range budget revenue and expenditure projections, annual budgeting procedures, and sound fiscal management of district revenues and resources.
3. Provide leadership in the professional negotiations process.
4. Manage all litigation, attorney consultation, and legal issues of the District.

GOAL #7: PROFESSIONAL DEVELOPMENT

PERFORMANCE RESPONSIBILITIES

1. Attend education conferences, seminars, and workshops.
2. Remain current on important issues through professional reading.
3. Pursue professional growth and development activities and keep aware of current educational trends and issues.

GOAL #8: VALUES AND ETHICS LEADERSHIP

PERFORMANCE RESPONSIBILITIES

1. Demonstrate ethical conduct in all aspects of the work environment.
2. Maintain the strictest confidence concerning personnel, students, and operational concerns of the District.

DAYS OF EMPLOYMENT:

In accordance with the negotiated agreement.

EVALUATION:

Performance in this position will be evaluated by the Board of Education.

Approved by the Board on 1/18/16

Revised on 11-21-22

School District of River Falls
Job Description
COLLEGE AND CAREER READINESS COORDINATOR

MINIMUM QUALIFICATIONS:

1. Hold a valid license issued by the State of Wisconsin Department of Public Instruction (DPI) in one of the following areas: Principal, Counselor, CTE Coordinator, Teacher (preferably in a Career-Technical Education area).
2. Have strong organizational, interpersonal, and communication skills.
3. Be able to cultivate positive relationships with area business leaders and consortium coordinators.
4. Demonstrate professional integrity through ethical behavior and decision making.

POSITION SUMMARY:

The Career and College Readiness Coordinator (CCRC) supports the high school principal, counseling team, and teachers in implementing, monitoring, and growing career and postsecondary education opportunities for students. The CCRC is responsible for providing all students the opportunity to develop and explore their postsecondary and career options learning as that is aligned to their personal and academic interests (~~awareness, exploration, and preparation~~).

REPORTS TO:

High School Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Develop and manage a comprehensive Academic and Career Planning (ACP) Model in collaboration with administrators, counselors, and teachers.
2. Coordinate programming that helps students demonstrate career and college readiness as defined by the district Career and College Readiness Report Card
3. Facilitate collaborative work with counselors and teachers to organize and implement ~~advisory~~ WIN (i.e. ~~homeroom advisory~~)lessons that focus on building career awareness, exploration, and life readiness skills for all students.
4. Communicate financial aid, AP coursework, dual credit, high school academies, early college credit, and college and career fairs opportunities to students in coordination with school counselors.
5. Work collaboratively with the Renaissance Charter Academy program to ensure students receive impactful career and college opportunities to support transition after high school.
6. Support the Transition Coordinator so that students with IEPs have access to meaningful career, post-secondary, and serviced based transition opportunities.
7. Coordinate and facilitate dual enrollment programs such as *Dual Academic Credit Program*, *Early College Credit* and *Start College Now*.
8. Work with local technical colleges and universities in maintaining, evaluating, and enriching high school academy and dual credit offerings.
9. Engage in outreach with local employers and business partners to solicit support for career opportunities in coordination with the Work-Based Learning Coordinator.
10. Oversee state and local standardized assessments including, but not limited to ACT, ACT Aspire, PSAT, AP, and ASVAB in coordination with school counselors, ELL, and Special Education teams.
11. Oversee standardized test preparation opportunities for students.
12. Assist in the development and revision of Academic and Career Planning guide. ~~and master scheduling.~~
13. Promote academic and career planning information using multiple communication strategies, including but not limited to:
 - school district website,
 - school newsletters, and
 - social media.

School District of River Falls

Job Description

COLLEGE AND CAREER READINESS COORDINATOR

14. Communicate program goals to stakeholders, including parents, community, and staff in a manner that clarifies the purpose of the ACP model.
15. ~~Conduct an annual program audit to review the extent of program implementation.~~
16. Collect and analyze student data and staff feedback to guide academic and career planning direction and emphasis.
17. Recommend career and college readiness annual goals, action steps, and activities based on program audit.
18. ~~Share the results of the program audit with the school board, administration, and school leadership team.~~
19. ~~Collect and monitor student trends in academic performance, behavior and attendance, and other district determined benchmarks related to~~
20. ~~Provide college and career transition leadership to students, community partners, counselors, teachers, and administrators.~~
21. Maintain current and in-depth knowledge of research and best practices in all aspects of ACP and Redefining Ready.
22. ~~Promote opportunities that help students develop employability.~~
23. ~~Provide regular program updates to building administrators and guiding coalition groups.~~
24. Work with Career and Technical Education (CTE) staff to develop and strengthen CTE programs.
25. Assist CESA 11 in the successful operation, and coordination of the Federal Carl Perkins program.
26. Oversee the planning, coordination, budgeting, implementation, and reporting requirements of the CTE Incentive and St. Croix Valley Youth Apprenticeship grants.
27. Complete DPI CTE data reporting requirements.
28. Evaluate the Career and College Readiness Secretary.
29. Perform all other duties as assigned.

Approved by the Board of Education on 6-18-18

Revised by the Personnel Committee on 11-7-22

School District of River Falls
Job Description
CAREER AND COLLEGE READINESS SECRETARY

MINIMUM QUALIFICATIONS:

1. Be proficient in the use of technology.
2. Have strong organizational, interpersonal, and communication skills.
3. Be able to work independently, take initiative, and solve problems.
4. Hold a High School diploma, but a 2-year associate degree and/or post-secondary credits preferred.
5. Have experience working in an educational setting.

POSITION SUMMARY:

Support the smooth and efficient operation of the Career and College Readiness Program.

REPORTS TO:

Career and College Readiness Coordinator

PERFORMANCE RESPONSIBILITIES:

GENERAL SECRETARIAL DUTIES

1. Provide organizational assistance and administrative support to the Career and College Readiness Coordinator.
2. Maintain a professional office environment.
3. Communicate confidential information in an appropriate manner.
4. Prepare, proofread and/or edit materials as directed.
5. Use various software applications to prepare, format, and share data/reports to teachers and administrators.
6. Make arrangements for conferences and meetings for Career and College Readiness Coordinator.
7. Suggest means for improving office systems and procedures.
8. Perform all other duties as assigned by the Career and College Readiness Coordinator.

CAREER AND COLLEGE READINESS SECRETARY RESPONSIBILITIES

1. Develop and maintain accurate records and correlating data for student participation in the Youth Apprenticeship program for the St. Croix Valley Youth Apprenticeship consortium.
2. Assist in the coordination of Post-Secondary programming (including, but not limited to Dual Academic Credit Program, Start College Now, Early College Credit and Advanced Placement)
3. Assist in the coordination of opportunity nights and college and career events for all students.
4. Support the coordination of on-site assessments.
5. Assist the implementation of the annual Academic and Career Planning Guide.
6. Support the maintenance of the RFHS website Student Services section that are directly related to programming coordinated by the College and Career Readiness office.
7. Assist in maintaining accurate records for CTE data reporting.

EMPLOYMENT:

Current: 25 hours/week

Proposed: 35 hours/week

*Position is contingent upon availability of grant funding.

Approved by the Board: 11-7-22

School District of River Falls
Educational Program Committee meeting Report

Monday, November 7, 2022 - (Immediately following the 6:00pm Personnel Committee)
District Office
852 E Division Street
River Falls, Wisconsin 54022

The Board of Education’s Educational Program Committee meeting was held on Monday, November 7, 2022 at District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Tuchtenhagen called the meeting to order at 6:38pm. 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), Lindsey Curtis, and Cindy Holbrook were present. Board members Bob Casey, Stacy Johnson Myers, Mike Miller, and Todd Schultz were present. Superintendent Jamie Benson was also present.

HEARING OF VISITORS OR DELEGATIONS

1. HS Academic Career Planning and Redefining Ready Data Presentation

River Falls High School administration and staff will present committee members with data specific to post-secondary readiness.
No action, informational only.

2. Approve New Policy 448 Police Interview of Students and the accompanying 448 Rule Procedures for Police Interview of Students

District Administration will present committee members with a new policy on Police Interview of Students and the accompanying rule Procedures for Police Interview of Students.
Tuchtenhagen motioned, seconded by Holbrook to approve Policy 448 Police Interview of Students and the accompanying Rule 448 Procedures for Police Interview of Students. Motion carried unanimously (3-0).

3. Approve New High School Course Offerings

Kit Luedtke, High School Principal will present two (2) new course offerings for Board approval. Course offerings include Mindful Movement & Aerobic Fitness and International Culinary Arts.
Tuchtenhagen motioned, seconded by Curtis to approve both Mindful Movement & Aerobic Fitness and International Culinary Arts. Motion carried unanimously (3-0).

4. Proposed/suggested items for the next regular and future Educational Program meeting agenda(s)

As always, committee members will be given the opportunity to suggest items for future committee and/or Board meeting agendas.
No suggestions at this time.

5. Schedule next Board/Committee meetings

Upcoming committee meeting dates, times, and locations will be reviewed.
Set the meeting schedule as follows:
Educational Program Committee meeting, Monday, December 5, 2022, 6:00 p.m.
The meeting will be held at the District Office, 852 E Division Street.

6. ADJOURN

Alan Tuchtenhagen, Educational Program Committee Chair

SCHOOL DISTRICT OF RIVER FALLS

River Falls, Wisconsin 54022

448

POLICE INTERVIEW OF STUDENTS

The School District of River Falls recognizes the need for police to investigate and gather information, yet, we do not want non-school police matters to disrupt the school day for students. Not only does the District recognize the responsibility to protect the educational process but also individual student and parental rights as well.

All student interviews with law enforcement officials conducted on school premises shall receive prior approval of the building principal or designee, to include parent consent when practical and reasonable (see attached Policy #448-Rule). In cases of suspected child abuse or neglect, approval shall not be withheld without good cause.

It is the responsibility of the law enforcement officer to meet any requirements for law enforcement officers relating to advising a student of constitutional or statutory rights or conducting any interview.

LEGAL REF.: Sections 118.126 Wisconsin Statutes

118.127

118.257

CROSS REF.: 448-Rule Procedures for Police Interviews of Students

APPROVED: December 19, 2022

SCHOOL DISTRICT OF RIVER FALLS

River Falls, Wisconsin 54022

448-Rule

Procedures for Police Interview of Students

The following guidelines are to be used when law enforcement officials interview students in school during regular school hours. These guidelines do not apply to interviews conducted by District professional staff including the District's Police Liaison Officer.

Prior Administrative Approval

All student interviews with law enforcement officials conducted on school premises shall receive prior approval of the building principal or designee. Approval of an interview request shall take into consideration such factors as the age of the student and cognitive ability, the purpose and subject matter of the interview, whether the conduct occurred on school grounds, whether the interview involves child abuse or neglect, and the seriousness of the conduct at issue.

If a request for a student interview is denied, the building principal or designee shall state the reason for such denial. Law enforcement officials may appeal decisions made by the building principal or designee to the District Administrator.

Parent Notification

For all student interviews, when practical, a reasonable effort will be made by the police officer and/or building administrator to contact the student's parent/guardian prior to the officer's arrival at the school to conduct the interview. If prior contact has not been made, the building principal or police officer will make a reasonable effort to contact the student's parent/guardian in advance of the interview, except in the case of child abuse/neglect referrals.

The interview may proceed prior to notification of the parent or guardian if the situation is determined by law enforcement to be a serious matter that requires prompt action including, but not limited to: child abuse/neglect investigation, potential flight of a suspect, crime cover-up, school or community safety/security concerns, destruction of evidence, and/or if the student voluntarily approaches the police officer.

A building administrator or designee will be present during the interview if parents have not been notified. If the interview relates to child abuse/neglect, a building administrator or designee shall be present only if/when the law allows.

If the parent is not notified in advance, then a follow-up phone call will be made and/or an email, or letter will be sent from the principal or designee to explain the proceedings except in the case of investigation of child abuse/neglect.

Avoiding embarrassment and interrupting instructional time

Every reasonable effort should be made by the administrators and the law enforcement officers to minimize school disruption and to ensure a minimum of embarrassment or loss of class time for the student by conducting plain-clothes interviews whenever possible, interviewing in a private area, and notifying students individually by school personnel.

Law enforcement officials will notify the building principal or designee when the interview is completed. The District Administrator shall be notified immediately when any of the actions addressed in these guidelines is to occur.

LEGAL REF.: Sections 118.126 Wisconsin Statutes
118.127
118.257

CROSS REF.: 448 Police Interview Policy

APPROVED: December 19, 2022

**RIVER FALLS SCHOOL DISTRICT
NEW OR REVISED COURSE REQUEST**

All new and revised River Falls School District curricula are developed by instructors and/or a group of individuals which may be comprised of content area teachers, school administrators, higher education representative(s), Director of Academic Services, parents/guardians, and community members. Their role is to determine the need for the additional course or course revision with regard to Common Core State Standards and/or Wisconsin Content Academic Standards and RFSD Policies and Regulations. A curriculum map and/or course scope and goals document must be designed and submitted to the Director of Academic Services, for the River Falls School District for final approval. Questions may be directed to the Academic Services Office at (715) 425-1800 ext. 1102.

Contact	School/Department <u>High School Physical Education</u> Date <u>9/29/22</u>																					
	Contact Person <u>Zac Campbell</u> Phone/Email <u>Zaccampbell@rfsd.k12.wi.us</u> <u>715 684 9782</u>																					
Course Information	Select all that apply: <input checked="" type="checkbox"/> Proposed New Course <input type="checkbox"/> Revision to Existing Course <input type="checkbox"/> Title Change Full/Proposed Course Title <u>Mindful Movement and Aerobic Fitness</u> Previous Title (if changed) _____ Level/Type: <input type="checkbox"/> Middle School <input checked="" type="checkbox"/> High School																					
Justification	Please check the box next to each statement that pertains to the need for the proposed new course or course revision: <input checked="" type="checkbox"/> Need for this course has been identified based on student assessment or knowledge of school curriculum gaps and/or school initiatives. <input type="checkbox"/> Need for this course has been identified through educational leadership, student assessment, community, and/or business input(s). <input checked="" type="checkbox"/> Courses in the current curriculum do not address the need for this course. <input type="checkbox"/> Other: _____ In the space provided below, add a short narrative justifying the checked statements above and illustrating how the new course or course revision will integrate with and complement the program offered at your school or in the River Falls School District.																					
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Approved As Is Deny Modify _____

Course Proposal: Mindful Movement & Aerobic Fitness

The Physical Education Department feels there is a strong need in our student body for an activity based course that is both non competitive in nature as well as beneficial to the physical and mental well being of our students. Mindful Movement and Aerobic Fitness would target our population of students who do not flourish in the competitive environment of Physical Education class but also thrive in the individual setting. This course would allow students to achieve fitness goals and better mindfulness through the use of research based fitness instruction and ultimately develop personal fitness plans to better prepare them for post high school wellness.

Items in class that can be covered but not limited to would be:

- Mindful breathing
- Yoga
- Pilates
- Yogalates
- Yoga Sculpt
- Step aerobics
- Zumba
- Meditation
- Dance for Fitness
- Cardio and Core
- HIIT
- Circuit- Training
- Jogging
- Walking
- Biking
- Snowshoeing
- Cross Country Skiing

All of these can be taught as a whole and eventually be student-led once the student is aware of their options and they develop a teacher approved fitness plan to meet their individual needs and goals

COURSE DESCRIPTION

This course is designed to provide students with the knowledge and skills that are necessary for a lifetime of personal fitness and well-being. Mindful activities and movements such as yoga, pilates, step aerobics, dance for fitness, strength training, and circuit training will occur throughout the term. Seasonal activities such as jogging, walking, biking, snowshoeing, and cross-country skiing will also be included in the curriculum.

**RIVER FALLS SCHOOL DISTRICT
NEW OR REVISED COURSE REQUEST**

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Contact	School/Department <u>High School/ FCS</u> Date <u>9/27/2022</u>													
	Contact Person <u>Courtney Peter</u>	Phone/Email <u>courtney.peter@rfsd.k12.wi.us</u>												
Course Information	Select all that apply: <input checked="" type="checkbox"/> Proposed New Course <input checked="" type="checkbox"/> Revision to Existing Course <input type="checkbox"/> Title Change Full/Proposed Course Title <u>International Culinary Arts</u> Previous Title (if changed) _____ Level/Type: <input type="checkbox"/> Middle School <input checked="" type="checkbox"/> High School													
Justification	Please check the box next to each statement that pertains to the need for the proposed new course or course revision: <input checked="" type="checkbox"/> Need for this course has been identified based on student assessment or knowledge of school curriculum gaps and/or school initiatives. <input type="checkbox"/> Need for this course has been identified through educational leadership, student assessment, community, and/or business input(s). <input type="checkbox"/> Courses in the current curriculum do not address the need for this course. <input type="checkbox"/> Other: _____ In the space provided below, add a short narrative justifying the checked statements above and illustrating how the new course or course revision will integrate with and complement the program offered at your school or in the River Falls School District. <u>This course will offer support to goals 4.2 and 4.3 in our Strategic plan (2022-2027). Students will broaden their knowledge with different cultures and countries recipes and cooking techniques.</u>													
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Approved As Is Deny Modify _____



SCHOOL DISTRICT OF
River Falls

SUBSTITUTE TEACHER RATE OF PAY MEMO

DATE: November 21, 2022

TO: Jamie Benson, Superintendent, and River Falls Board of Education

FROM: David Bell, Director of Human Resources and Leadership Development

The purpose of this memorandum is to request an increase to the rate of pay for short-term substitute teachers from \$160 per day to \$200 per day for the remainder of the 2022-23 school year. There are two important factors that have influenced this recommendation.

Persistent Need. Last year, the district temporarily increased the daily rate of pay from \$160 to \$200 due to a surge in absences related to COVID. While the impact of COVID has subsided, the need for substitute teachers has not. After two months of school we continue to see an increase in the rate of absences for teachers. This has led to an increase in unfilled substitute positions.

- 729 teacher absences in Sept-Oct, 2022 (all or part of the day)
- 484 teacher absences in Sept-Oct, 2019 (all or part of the day)
- **This represents a 50% increase in absences.**
- The district fill rate has been close to the same over this period of time. However, because we have more absences, we have observed a **53% increase in unfilled positions** when comparing 2019 to 2022.
- So far this year, we have had 85 different substitutes in our district, this is a significant increase from 2019.

Comparable Daily Rates of Pay. At the start of the year, RFSD reset the substitute teacher pay to \$160 per day. Below is a summary of current daily rates of pay for area school districts:

1. Hudson: \$200
2. South Washington County: \$175
3. Stillwater: \$175
4. New Richmond: \$175
5. Ellsworth: \$160
6. Somerset: \$140
7. Baldwin-Woodville: \$140

The proposed change would match Hudson's daily rate. This is critically important because we currently have many substitutes who work in both districts.

Support Staff Substitute Rates of Pay

At this time we are not requesting an increase in support staff substitute rates of pay. While the need is persistent, the current rates of pay are aligned to step 1 on the permanent salary schedule.

SAFETY DRILL EVALUATION

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

SCHOOL NAME: Greenwood

DATE AND TIME OF DRILL: September 23 - October 21st.

PERSON SUBMITTING REPORT: Nate Schurman

SPECIFIC "SCHOOL VIOLENCE" SCENARIO DRILLED: Intruder Drill November 1, 2022
(ie. active shooter, lockdown, or evacuation due to threatened violence)

BRIEF QUANTITATIVE ASSESSMENT and/or BRIEF QUALITATIVE NARRATIVE

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

Our school safety drills were back to normal this year after a couple of years of adjustments due to COVID. The outline below describes the timeline and different drills conducted, as well as a summary of some of the main teaching points connected with reading the book "I'm Not Scared, I'm prepared." Drills are conducted starting at the end of the September as we want to spend the first few weeks building relationships and forming connections rather than preparing students for dangerous situations.

Parents are notified of our drill series and given the option to opt out. Greenwood had zero opt outs. Officer Gottfredsen, our School Resource Officer, meets with all of our students to discuss school safety. This is followed by teachers leading workshop exercises, orientation exercises and finally walk throughs.

The culminating drill is a school lock down. Students and staff know this drill is coming and are reminded it is only a drill. The automated lockdown announcement is activated from the office, after which the principal and select staff walk into the hallways to observe staff and student responses. Students and staff, at walk through speed, begin their lockdown procedure which includes closing doors (which are locked at all times), pulling shades, turning off lights, barricading the door, and silently relocating to a safe space in the classroom. Staff and students did a great job of responding to the lockdown announcement quickly and remained quiet and out of sight. We did find one door, of an unoccupied classroom, that was unlocked. This was a learning experience for us, and we have made adjustments to ensure all rooms, occupied or not, are locked. The lockdown/school violence drill took about 10 minutes from start to finish.

*Parents notified of drill plan: **September 23**

*Grade 3-5 receive training/presentations week of **September 26**

*Grades K-2 receive training/presentations week of **October 3rd**

1. Parents will be notified of our plan via letter and will have the opportunity to opt out
2. Parents will be notified at completion of drills and provided resources to debrief with their children.
(within a few days of drill completion)

Discussion-Based Exercise (Introduction)

3. SRO will visit and present ALICE/OUT plan to students in grade bands (K-2 and 3-5) SRO G in person presentation to students (20-30 minutes)
 - i. **3-5 Week of September 26th**
 - ii. **K-2 Week of October 3rd**

- iii. What do we do to be safe
 - 1. Drills
 - a. Fire Drill
 - b. Lockdown
 - i. Safety from dangerous someone
 - 2. Teach 3 things you can do
 - a. Get away from dangerous someone
 - i. Maybe not stay in classroom (kind of like a fire drill)
 - 1. *Who's going to tell us where to go?
 - b. Make it harder for dangerous people to get to us
 - i. How can we do that?
 - 1. Barricade the door
 - c. Stranger danger
 - i. What do you do if someone comes up to you that you don't know & tries to cause you harm
 - 1. Scream, run, kick, bite
 - 2. Same thing as you would at home
 - 3. If a dangerous someone comes in the room and can see you, don't hide in the corner, don't hide under desks, get away.
 - 3. Most important thing you can do is to listen to your teacher

Discussion-Based Exercise (seminar/workshop): (Grades 3-5) Week of September 26, (Grades K-2) Week of October 3rd

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

Discussion-Based Exercise (Orientation): Week of October 10

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

***Operations -Based Exercises (Walk-Through): Week of October 17**

- 8. Elementary teachers will **discuss and practice** "hideout"/lockdown and door barricade.
 - a. Kids will be taught ways to distract an intruder
- 9. Elementary teachers will teach students the importance of listening and following directions the first time they are given in a safety situation.
- 10. Practice "getting out" (stranger danger)

- a. Break contact and get away
- b. Teach that kids can leave on own if necessary (no lines - zig zag escape if necessary)
- c. Rally point

Resources:

ALICE Training Institute

National Association of School Resource Officers www.nasro.org

National Association of School Psychologists www.nasponline.org

"Best Practice Considerations for Schools in Active Shooter and Other Armed Assailant Drills" (2017).

National Association of School Psychologists and National Association of School Resource Officer

I'm not scared I'm prepared summary

Sheep, shepherd, wolf drill:

- "teaches us what to do if a "dangerous someone" is in our school who isn't supposed to be there"
- I'm shepherd, you're sheep, you must do as I say
- Goes through ALICE - Alert (there is a wolf in the building), Lockdown, Inform, Counter (if the wolf sees us must do things to ruin his day), Evacuate (leave building and run away)
 - Where do we run, and where do we stop: Take a walk and show you
 - Show kids a special meeting place
- When I signal for sheep, shepherd, wolf - do as I say, don't ask why, just do what you're told.
- Lockdown -get quiet and out of sight, be ready to move and spread out, don't stand in a clump
- Find something to hold on to, something that's easy to throw, shoe, book, remote,
 - If Wolf gets in, make noise, run around, and throw something at wolf
 - Run right past and out the door, run in zig zaggy way down hall if necessary
- Run as fast as can to tree, don't wait for me
- Speaks to practice evacuation and lockdown (barricade the door and grab some things to throw)

Certifications:

Our School Board will meet to discuss this drill on 11/21/22 during our monthly full board meeting.

Our school certifies that this drill was conducted on 11/1/22 and this written evaluation was sent to and reviewed by the school board on 11/21/22

Principal Signature: Nate Schuman

Superintendent Signature: _____

School Board President Signature: _____

SAFETY DRILL EVALUATION

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

SCHOOL NAME: Rocky Branch Elementary

DATE AND TIME OF DRILL: October 27th, 9:10am

PERSON SUBMITTING REPORT: Ashley Bingenheimer

SPECIFIC "SCHOOL VIOLENCE" SCENARIO DRILLED: Lockdown/Intruder

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

BRIEF QUANTITATIVE ASSESSMENT and/or BRIEF QUALITATIVE NARRATIVE

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

The lockdown drill was successful and feedback from teachers was positive. Overall, rooms were dark, locked, and silent, with windows covered fully. We would like to perform another drill without notice (within a given week) to compare the speed at which teachers are able to successfully lockdown classrooms.

Below you will find the outline of events that took place leading up to our lockdown drill. Teachers talked through the scenario using developmentally appropriate language and activities.

The full evacuation drill (10/21) was also successful. It was good to practice the logistics for our school since we bus to the high school when an evacuation is necessary. One bus was way over capacity (which maybe wouldn't matter in an emergency), so we will look at dividing classrooms differently next time. On the day of our drill there were some teachers absent. It was good to practice how we communicate or shift roles in that scenario.

*Parents notified of drill plan: **September 23**

*Grade 3-5 receive training/presentations week of **September 26**

*Grades K-2 receive training/presentations week of **October 3rd**

1. Parents will be notified of our plan via letter and will have the opportunity to opt out
2. Parents will be notified at completion of drills and provided resources to debrief with their children. **(within a few days of drill completion)**

Discussion-Based Exercise (Introduction)

1. SRO will visit classrooms and present ALICE/OUT plan to students
 - a. SRO G in person presentation to students (20-30 minutes)
 - i. **3-5 Week September 30th**
 - ii. **K-2 Week October 7th**
 - iii. What do we do to be safe
 1. Drills
 - a. Fire Drill
 - b. Lockdown
 - i. Safety from dangerous someone
 2. Teach 3 things you can do
 - a. Get away from dangerous someone
 - i. Maybe not stay in classroom (kind of like a fire drill)
 1. *Who's going to tell us where to go?
 - b. Make it harder for dangerous people to get to us

- i. How can we do that?
 1. Barricade the door
- c. Stranger danger
 - i. What do you do if someone comes up to you that you don't know & tries to cause you harm
 1. Scream, run, kick, bite
 2. Same thing as you would at home
 3. If a dangerous someone comes in the room and can see you, don't hide in the corner, don't hide under desks, get away.
3. Most important thing you can do is to listen to your teacher

Discussion-Based Exercise (seminar/workshop): (Grades 3-5) Week of September 26, (Grades K-2) Week of October 3rd

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

Discussion-Based Exercise (Orientation): Week of October 10

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

***Operations -Based Exercises (Walk-Through): Week of October 17**

6. Elementary teachers will **discuss and practice** "hideout"/lockdown and door barricade.
 - a. Kids will be taught ways to distract an intruder
7. Elementary teachers will teach students the importance of listening and following directions the first time they are given in a safety situation.
8. Practice "getting out" (stranger danger)
 - a. Break contact and get away
 - b. Teach that kids can leave on own if necessary (no lines - zig zag escape if necessary)
 - c. Rally point

I'm not scared I'm prepared summary

Sheep, shepherd, wolf drill:

- "teaches us what to do if a "dangerous someone" is in our school who isn't supposed to be there"
- I'm shepherd, you're sheep, you must do as I say
- Goes through ALICE - Alert (there is a wolf in the building), Lockdown, Inform, Counter (if the wolf sees us must do things to ruin his day), Evacuate (leave building and run away)
 - Where do we run, and where do we stop: Take a walk and show you
 - Show kids a special meeting place
- When I signal for sheep, shepherd, wolf - do as I say, don't ask why, just do what you're told.

- Lockdown -get quiet and out of sight, be ready to move and spread out, don't stand in a clump
- Find something to hold on to, something that's easy to throw, shoe, book, remote,
 - If Wolf gets in, make noise, run around, and throw something at wolf
 - Run right past and out the door, run in zig zaggy way down hall if necessary
- Run as fast as can to tree, don't wait for me
- Speaks to practice evacuation and lockdown (barricade the door and grab some things to throw)

Certifications:

Our School Board will meet to discuss this drill on _____ during our monthly full board meeting.

Our school certifies that this drill was conducted on 10/27/22 and this written evaluation was sent to and reviewed by the school board on _____

Principal Signature: *Ashley Bingen*

Superintendent Signature: _____

School Board President Signature: _____

SAFETY DRILL EVALUATION

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

SCHOOL NAME: Westside Elementary

DATE AND TIME OF DRILL: 10/18/22 at 10:00am

PERSON SUBMITTING REPORT: Chris Kamrath

SPECIFIC "SCHOOL VIOLENCE" SCENARIO DRILLED:

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

BRIEF QUANTITATIVE ASSESSMENT and/or BRIEF QUALITATIVE NARRATIVE

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

Our school safety drills were back to normal this year after a couple of years of adjustments due to COVID. The outline below describes the timeline and different drills conducted, as well as a summary of some of the main teaching points connected with reading the book "I'm Not Scared, I'm prepared." Drills are conducted starting at the end of the September as we want to spend the first few weeks building relationships and forming connections rather than preparing students for dangerous situations.

Parents are notified of our drill series and given the option to opt out. Westside had zero opt outs. Officer Gottfredsen, our School Resource Officer, meets with all of our students to discuss school safety. This is followed by teachers leading workshop exercises, orientation exercises and finally walk throughs.

The culminating drill is a school lock down. Students and staff know this drill is coming and are reminded it is only a drill. The automated lockdown announcement is activated from the office, after which the principal and select staff walk into the hallways to observe staff and student responses. Students and staff, at walk through speed, begin their lockdown procedure which includes closing doors (which are locked at all times), pulling shades, turning off lights, barricading the door, and silently relocating to a safe space in the classroom. Staff and students did a great job of responding to the lockdown announcement quickly and remained quiet and out of sight. We did find one door, of an unoccupied classroom, that was unlocked. This was a learning experience for us, and we have made adjustments to ensure all rooms, occupied or not, are locked. The lockdown/school violence drill took about 10 minutes from start to finish.

*Parents notified of drill plan: **September 23**

*Grade 3-5 receive training/presentations week of **September 26**

*Grades K-2 receive training/presentations week of **October 3rd**

1. Parents will be notified of our plan via letter and will have the opportunity to opt out
2. Parents will be notified at completion of drills and provided resources to debrief with their children.
(within a few days of drill completion)

Discussion-Based Exercise (Introduction)

3. SRO will visit and present ALICE/OUT plan to students in grade bands (K-2 and 3-5) SRO G in person presentation to students (20-30 minutes)

- i. **3-5 Week of September 26th**
- ii. **K-2 Week of October 3rd**
- iii. What do we do to be safe
 1. Drills
 - a. Fire Drill
 - b. Lockdown
 - i. Safety from dangerous someone
 2. Teach 3 things you can do
 - a. Get away from dangerous someone
 - i. Maybe not stay in classroom (kind of like a fire drill)
 1. *Who's going to tell us where to go?
 - b. Make it harder for dangerous people to get to us
 - i. How can we do that?
 1. Barricade the door
 - c. Stranger danger
 - i. What do you do if someone comes up to you that you don't know & tries to cause you harm
 1. Scream, run, kick, bite
 2. Same thing as you would at home
 3. If a dangerous someone comes in the room and can see you, don't hide in the corner, don't hide under desks, get away.
 3. Most important thing you can do is to listen to your teacher

Discussion-Based Exercise (seminar/workshop): (Grades 3-5) Week of September 26. (Grades K-2) Week of October 3rd

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

Discussion-Based Exercise (Orientation): Week of October 10

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

***Operations -Based Exercises (Walk-Through): Week of October 17**

8. Elementary teachers will **discuss and practice** "hideout"/lockdown and door barricade.
 - a. Kids will be taught ways to distract an intruder

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

Resources:

ALICE Training Institute

National Association of School Resource Officers www.nasro.org

National Association of School Psychologists www.nasponline.org

"Best Practice Considerations for Schools in Active Shooter and Other Armed Assailant Drills" (2017).

National Association of School Psychologists and National Association of School Resource Officer

I'm not scared I'm prepared summary

Sheep, shepherd, wolf drill:

- "teaches us what to do if a "dangerous someone" is in our school who isn't supposed to be there"
- I'm shepherd, you're sheep, you must do as I say
- Goes through ALICE - Alert (there is a wolf in the building), Lockdown, Inform, Counter (if the wolf sees us must do things to ruin his day), Evacuate (leave building and run away)
 - Where do we run, and where do we stop: Take a walk and show you
 - Show kids a special meeting place
- When I signal for sheep, shepherd, wolf - do as I say, don't ask why, just do what you're told.
- Lockdown -get quiet and out of sight, be ready to move and spread out, don't stand in a clump
- Find something to hold on to, something that's easy to throw, shoe, book, remote,
 - If Wolf gets in, make noise, run around, and throw something at wolf
 - Run right past and out the door, run in zig zaggy way down hall if necessary
- Run as fast as can to tree, don't wait for me
- Speaks to practice evacuation and lockdown (barricade the door and grab some things to throw)

Certifications:

Our School Board will meet to discuss this drill on _____ during our monthly full board meeting.

Our school certifies that this drill was conducted on _____ and this written evaluation was sent to and reviewed by the school board on _____

Principal Signature: 

Superintendent Signature: _____

School Board President Signature: _____

SAFETY DRILL EVALUATION

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

SCHOOL NAME: River Falls Public Montessori Elementary

DATE AND TIME OF DRILL: September 23 - October 19

PERSON SUBMITTING REPORT: Nathan Wells

SPECIFIC "SCHOOL VIOLENCE" SCENARIO DRILLED: School Resource Office led educational session, teacher led instruction, walkthrough of evacuation, lock down and barricading.
(ie. active shooter, lockdown, or evacuation due to threatened violence)

BRIEF QUANTITATIVE ASSESSMENT and/or BRIEF QUALITATIVE NARRATIVE

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

After the last two years of COVID which changed how we prepare for this scenario, it was good to get back to the full drill. Both the new and returning teachers benefited from reviewing the drill and rally points. Our counselor was able to offer support for students that wanted to process through drill. Our parents were also supportive of it. We had one parent opt their child out of the drill due to student anxiety. It was also good to have students visit the rally points.

*Parents notified of drill plan: **September 23**

*Grade 3-5 receive training/presentations week of **September 26**

*Grades K-2 receive training/presentations week of **October 3rd**

1. Parents will be notified of our plan via letter and will have the opportunity to opt out
2. Parents will be notified at completion of drills and provided resources to debrief with their children.
(within a few days of drill completion)

Discussion-Based Exercise (Introduction)

3. SRO will visit classrooms and present ALICE/OUT plan to students (video link 20-21)
 - a. SRO G in person presentation to students (20-30 minutes)
 - i. **3-5 Week of September 26th**
 - ii. **K-2 Week of October 3rd**
 - iii. What do we do to be safe
 1. Drills
 - a. Fire Drill
 - b. Lockdown
 - i. Safety from dangerous someone
 2. Teach 3 things you can do
 - a. Get away from dangerous someone
 - i. Maybe not stay in classroom (kind of like a fire drill)
 1. *Who's going to tell us where to go?
 - b. Make it harder for dangerous people to get to us
 - i. How can we do that?

1. Barricade the door
- c. Stranger danger
 - i. What do you do if someone comes up to you that you don't know & tries to cause you harm
 1. Scream, run, kick, bite
 2. Same thing as you would at home
 3. If a dangerous someone comes in the room and can see you, don't hide in the corner, don't hide under desks, get away.
3. Most important thing you can do is to listen to your teacher

Discussion-Based Exercise (seminar/workshop): (Grades 3-5) Week of September 26, (Grades K-2) Week of October 3rd

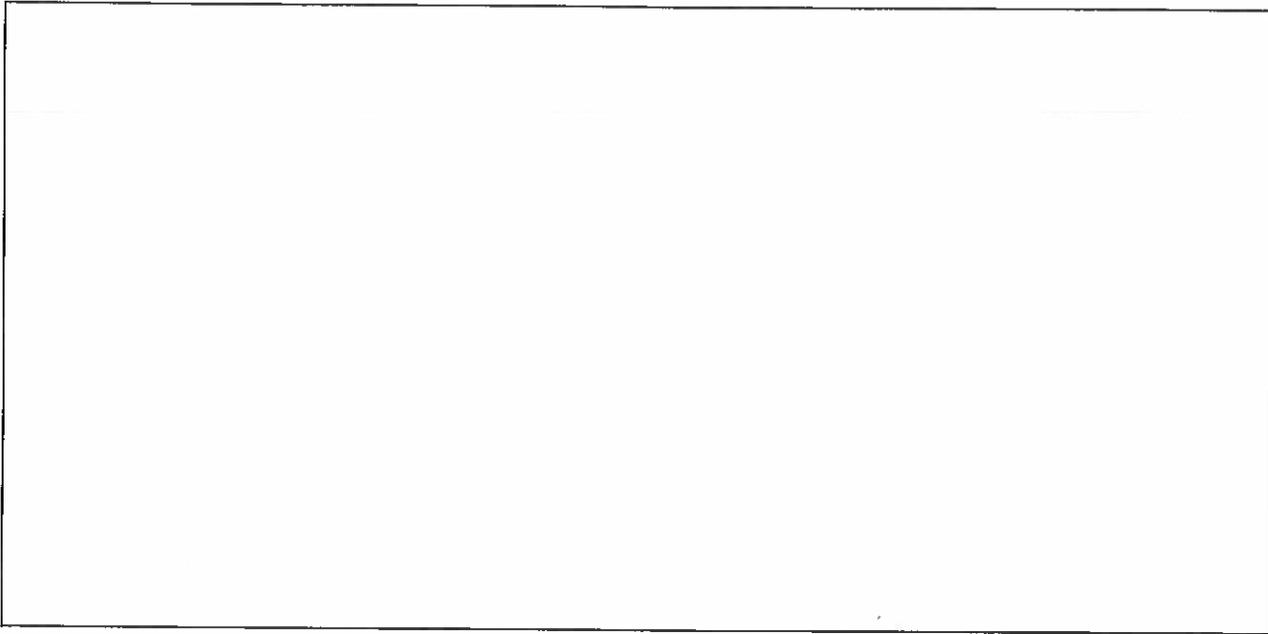
4. Teachers will read & discuss book "I'm not scared, I'm prepared," to K-5 classrooms
 - a. See summary of book below
5. Students will complete various activities from I'm Not Scared I'm Prepared activity book
6. Consider words not to use, things to say or not to say (guidelines for elementary teachers)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

Discussion-Based Exercise (Orientation): Week of October 10

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

*Operations -Based Exercises (Walk-Through): Week of October 17

8. Elementary teachers will **discuss and practice** "hideout"/lockdown and door barricade.
 - a. Kids will be taught ways to distract an intruder
9. Elementary teachers will teach students the importance of listening and following directions the first time they are given in a safety situation.
10. Practice "getting out" (stranger danger)
 - a. Break contact and get away
 - b. Teach that kids can leave on own if necessary (no lines - zig zag escape if necessary)
 - c. Rally point



Certifications:

Our School Board will meet to discuss this drill on _____ during our monthly full board meeting.

Our school certifies that this drill was conducted on _____ and this written evaluation was sent to and reviewed by the school board on _____

Principal Signature:

Superintendent Signature: _____

School Board President Signature: _____

SAFETY DRILL EVALUATION

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

SCHOOL NAME: Meyer Middle School

DATE AND TIME OF DRILL: Week of 9/26/22

PERSON SUBMITTING REPORT: Brian Buck

SPECIFIC "SCHOOL VIOLENCE" SCENARIO DRILLED:

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

- Please see detailed plan below

BRIEF QUANTITATIVE ASSESSMENT and/or BRIEF QUALITATIVE NARRATIVE

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

MMS School Safety Drill Plan

Week of 9/26/2022

- All TA teachers should follow this drill plan during the week to cover all school safety activities below.
- During the week, all teachers should take a minute during each period to discuss the closest emergency exit near their room and what they would do in their classroom if there was an intruder.

Tuesday 9/27/22:

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

Wednesday 9/28/22:

- Present ALICE Slides Presentation. There is a 7 minute ALICE video in the presentation. You can use this ALICE Companion Guide to help with your presentation and discussion.
- Discuss ALICE and answer any student questions. Make sure to discuss how we properly barricade our rooms and why we will most likely barricade in this building.
- Show students the MMS Rally Points and discuss where to go during an evacuation
<https://drive.google.com/file/d/1nFhIHfEyPeWYITOVUmitsnqAS6BqEKdP/view?usp=sharing>

Thursday 9/29/22:

- 7:45-7:55 - Please talk to your TA students about what makes a good barricade and take time to discuss how you will barricade your door.
- **At 7:55am, there will be an announcement to barricade all doors. After 10 seconds, Mark, Buck, and Officer G, will be walking around checking doors to make sure they are locked and barricaded**
- There will be an announcement when the drill is over.

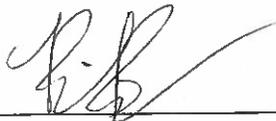
9/29/22

Our drills and practice went very well. Officer Gottfredsen and I met after our Thursday drills and sent out some feedback to staff. One thing we need to do a better job at is making sure students are quiet after they barricade. We could hear some students talking in the rooms which would give away student location to an intruder. The rest of the drills and practice went very well. Our staff appreciated breaking this down into three days instead of doing everything all at once. Our school focuses on the lockdown and barricade part of ALICE. We do this because the design of our school makes our hallways more dangerous than barricading in a room. An intruder could shoot from one end to the other and we don't want our students in the hallways. Half of our classrooms are interior and do not have windows. The best option for these rooms is to barricade. During the week we had each teacher discuss the outlay of their room, the nearest exits, and the closest rally point to their classroom if we ever had to evacuate. We had 1 student sit out of the barricade drill due to a parent request. All other students participated in all activities.

Certifications:

Our School Board will meet to discuss this drill on _____ during our monthly full board meeting.

Our school certifies that this drill was conducted on the week of 9/26/2022 and this written evaluation was sent to and reviewed by the school board on _____.

Principal Signature:  _____

Superintendent Signature: _____

School Board President Signature: _____

SAFETY DRILL EVALUATION

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

SCHOOL NAME: River Falls High School

DATE AND TIME OF DRILL: October 3, 2022

PERSON SUBMITTING REPORT: Taryl Graetz - Assistant Principal

SPECIFIC “SCHOOL VIOLENCE” SCENARIO DRILLED: Block and Barricade drill due to active intruder with our automated announcement and testing of our automatic door locks.
(ie. active shooter, lockdown, or evacuation due to threatened violence)

BRIEF QUANTITATIVE ASSESSMENT and/or BRIEF QUALITATIVE NARRATIVE

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

Our RFHS admin team and Officer Jensen spent a significant amount of time discussing prior ALICE drills. Our main observation for concern has been that in the past the students on the 2nd floor have made the incorrect decision to evacuate (instead of barricading) and have gotten caught in the RFHS stairwells by the person wearing the yellow vest representing the active intruder. Based on Officer Jensen’s recent training, he advised 2nd floor classrooms to block and barricade in their classrooms. We additionally discussed with students that if they are in a public space (i.e. RFHS commons or hallway) they should evacuate, and if they are in a classroom area, the best option is to block and barricade.

September 6th-9th Grade Level Meetings in Auditorium:

- [Grade Level Meetings with - RFHS admin Team and Officer Jensen](#)
- Emphasis on SUSO and not propping open secured exits (i.e. band door exit to student parking lot)

September 21, 2022 - Officer Jensen attended our RFHS Staff Meeting

- Officer Jensen Shared what he learned at most recent conferences about the advantage of barricading in classrooms and waiting for the police to arrive.
- [Room Security Checklist](#) - Completed by Teaching Staff before October 3rd
- [ALICE TRAINING VISUAL](#) - Shared with staff at Staff Meeting

October 3, 2022

- [ALICE video made at RFHS](#) - This video was watched in all WIN classrooms
- [Show ALICE plan for October 3rd WIN](#) - These slides were reviewed in WIN classrooms.
 - (Review of SUSO with WIN teachers. This is the 2nd review of SUSO with RFHS students.)
- During 4th block -all classes practiced block and barricade and we practiced and checked our automatic locks with Joe Hasselman.
- [9th Grade WIN TEACHERS - EXIT TOURS](#)
 - As part of our ALICE training we have shown students new to RFHS “forbidden exits” in case they needed to leave the building in a real life emergency. We have invited new staff to an optional pre-exit tour to show 9th grade WINS around the building.
 - 9th grade WIN teachers completed this October 4th-7th to follow up ALICE training.

Certifications:

Our School Board will meet to discuss this drill on _____ during our monthly full board meeting.

Our school certifies that this drill was conducted on _____ and this written evaluation was sent to and reviewed by the school board on _____

Principal Signature: [Mr. Luedtke's signature](#)

Superintendent Signature: _____

School Board President Signature: _____

SAFETY DRILL EVALUATION

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

SCHOOL NAME: Renaissance Academy

DATE AND TIME OF DRILL: October 11th and October 18th, 2022

PERSON SUBMITTING REPORT: Chris Silver

SPECIFIC "SCHOOL VIOLENCE" SCENARIO DRILLED:

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

BRIEF QUANTITATIVE ASSESSMENT and/or BRIEF QUALITATIVE NARRATIVE

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

Activities leading up to the .

September 23rd. Chris Silver participated in the reunification drill. The drill provided specific roles and responsibilities along with locations for students and parents. Procedures for reuniting parents and students were reviewed.

October 11th. Officer Bryan Jensen created a video presentation that included specific information on each part of the ALICE model. It also included what students should do when law enforcement arrives, threat reporting, and school safety responsibilities as staff, students, and community members. Parents were notified by email prior to our presentation and run-through. Specific information that was shared included:

- Visitor access (students do not open doors for visitors) Must seek staff member
- Communication within our building
 - There is no PA system at Hagedsted Hall
- Securing doors and barricading
- Students in open areas (commons) Explained what to do if they are in the open
- Importance of students being out of site
- Procedures for students in the hallway and bathrooms
- Lights off
- Don't answer knock on door
- Evacuation if possible including when and how
- Detailed review of rally point

Mental Run-through

October 18th. Following the morning meeting, teachers and students were asked what they would do if there was an active intruder at the front of our building.

Students responded and staff validated and corrected responses. The zig zag site approach was discussed.

Blinds would be drawn in all classrooms and the front office.

Doors should be locked at all times.

Certifications:

Our School Board will meet to discuss this drill on _____ during our monthly full board meeting.

Our school certifies that this drill was conducted on _____ and this written evaluation was sent to and reviewed by the school board on _____

Principal Signature:  11/14/22

Superintendent Signature: _____

School Board President Signature: _____