

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

Monday, April 17, 2023 - 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. **HEARING OF VISITORS OR DELEGATIONS**

4. **INFORMATIONAL ITEMS**

A. **Acknowledgement / Recognition**

1. Wildcat Pride Award

a. Todd Schultz

**Description:** In recognition of his years of service on the River Falls Board of Education.

2. Herb Kohl Principal Leadership Award

a. Mark Chapin

**Description:** The purpose of the Herb Kohl Principal Leadership program is to recognize and support administrative leadership. The Herb Kohl Educational Foundation's goal is to support Wisconsin school principals in pursuit of their unrealized goals for their schools or professional development. The Kohl Leadership Award recipients and the schools of those principals will each receive \$6,000 grants from the Herb Kohl Educational Foundation.

B. **Spotlight on Education: Renaissance Charter Academy**

**Description:** Presentation Link

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

1. Student Representative Report

**Description:** Wiley's Wardrobe

2. Superintendent Report\*

**Description:** School Forest update

3. Administrative Reports related to district strategic plan progress\*

**Description:** Strategic Plan 90-Day Progress Reports: *Goal 3.1 - Enhance Mentoring and Coaching Support for New Certified Teaching Staff*

a. River Falls High School/Renaissance Charter Academy\*

**Description:**

RFHS Goal 3.1

Renaissance Goal 3.1

b. Meyer Middle School\*

**Description:** MMS Goal 3.1

c. Elementary Schools\*

**Description:**

Greenwood Goal 3.1

Rocky Branch Goal 3.1

Westside Goal 3.1

RFPME Goal 3.1

D. **School Board Election Report - April 4, 2023**

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**Description:** Congratulations to re-elected Board Member Stacy Johnson Myers and Alison H. Page.

Stacy and Alison will each serve a 3-year term.

5. **ACTION ITEMS**

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

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**Description:** The following have been submitted for approval:

**Item 1:** March 20, 2023, 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

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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 April 10, 2023 Finance & Facilities Committee recommendations**

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**Description:** The Finance and Facilities Committee met on April 10, 2023 to review the district's comprehensive roof replacement plan, to hear the 2022-23 budget update through February 2023, and to review and discuss the district's investments & policy, fund balance & policy, and the budget model projections.

**Recommended Action:** No action, informational only.

**C. Consideration and/or Action to approve April 10, 2023 Personnel Committee recommendations**

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**Description:** The Personnel Committee met on April 10, 2023, to approve sending letters of intent to certified staff, to hear an insurance study committee update, to hear a staffing update, and to approve the volunteer coordinator/virtual learning secretary job description. The committee also went into executive session for the purpose of issuing final notice of nonrenewal of certified staff and to discuss contract negotiations with employee groups.

**Recommended Action:**

1. Approve sending letters of intent to certified staff.
2. Approve the Volunteer Coordinator/Virtual Learning Secretary Job Description.

**D. Approve the second reading of revised School Board Policy 453.4 -**

28

**Administering Medication to Students and the accompanying Rule 1 - Procedures For Administering Medication To Students and the new accompanying Rule 2 - Naloxone Administration Flowchart**

**Description:** The first reading of revised Policy 453.4 - Administering Medication to Students and the accompanying Rule 1 - Procedures For Administering Medication To Students and the new accompanying Rule 2 - Naloxone Administration Flowchart were approved at the March 20, 2023, Regular Board Meeting.

**Recommended Action:**

1. Approve the second reading of revised School Board Policy 453.4 - Administering Medication to Students.
2. Approve the second reading of revised School Board Policy 453.4 Rule 1 - Procedures For Administering Medication To Students.
3. Approve the second reading of the new School Board Policy 453.4 Rule 2 - Naloxone Administration Flowchart.

**E. Consideration and/or Action related to the Appeal of the Instructional Materials Review Committee decision related to the book *Poet X***

**Description:** The Board will review the Review Committee process to determine if policy #871-Rule was followed properly and in a thorough and detailed manner.

**Recommended Action:** Consideration and/or action of parent appeal to have book *Poet X* removed from English 9 course.

**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 member agendas.

**Recommended Action:** As needed.

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

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

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

Board Reorganizational meeting: Monday, April 24, 2023, 6:00 p.m.

Educational Program Committee meeting: Monday, May 1, 2023, 6:00 p.m.

Finance and Facilities Committee meeting: Monday, May 8, 2023, 6:00 p.m.

Personnel Committee meeting: Monday, May 8, 2023, 7:00 p.m. (or immediately following Finance and Facilities)

Regular Board meeting: Monday, May 15, 2023, 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.*

**H. Request for Executive Session pursuant to Wisconsin § 19.85(1)(c) for the purpose of issuing final notice of non-renewal of certified staff and to discuss negotiations with employee groups. Roll call vote required.**

**6. CONVENE TO EXECUTIVE SESSION**

**7. RECONVENE INTO OPEN SESSION AND AFFIRM ACTION TAKEN IN EXECUTIVE SESSION IF NECESSARY**

**8. ADJOURN**

SCHOOL DISTRICT OF RIVER FALLS  
River Falls, Wisconsin 54022  
**2023 School Board Official Election Results**  
April 4, 2023

**Official Results**

	Clifton <i>Pierce</i>	Kinnic-Kinnic <i>St. Croix</i>	Martell Ward 1 <i>Pierce</i>	Pleasant Valley <i>St. Croix</i>	River Falls <i>Pierce</i>	Rush River <i>St. Croix</i>	Troy <i>St. Croix</i>	Wards 1-5 <i>St. Croix</i>	Wards 10-13 <i>Pierce</i>	Wards 6-9 <i>Pierce</i>	Wards 14-18 <i>Pierce</i>	
<b>Alison H. Page</b>	<b>232</b>	<b>263</b>	<b>93</b>	<b>31</b>	<b>446</b>	<b>1</b>	<b>425</b>	<b>693</b>	<b>270</b>	<b>781</b>	<b>645</b>	<b>3880</b>
<b>Cassie Erickson</b>	<b>257</b>	<b>290</b>	<b>103</b>	<b>22</b>	<b>432</b>	<b>1</b>	<b>487</b>	<b>554</b>	<b>186</b>	<b>504</b>	<b>455</b>	<b>3291</b>
<b>Stacy Johnson Myers</b>	<b>210</b>	<b>279</b>	<b>99</b>	<b>22</b>	<b>441</b>	<b>0</b>	<b>432</b>	<b>698</b>	<b>231</b>	<b>694</b>	<b>598</b>	<b>3704</b>
<b>Patrick Richter</b> (Registered Write-In)	<b>65</b>	<b>78</b>	<b>39</b>	<b>4</b>	<b>125</b>	<b>0</b>	<b>103</b>	<b>136</b>	<b>27</b>	<b>133</b>	<b>120</b>	<b>830</b>
Write-In (All Others)	<b>2</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>9</b>	<b>3</b>	<b>8</b>	<b>2</b>	<b>33</b>
<b>Totals</b>	<b>766</b>	<b>913</b>	<b>335</b>	<b>79</b>	<b>1447</b>	<b>2</b>	<b>1449</b>	<b>2090</b>	<b>717</b>	<b>2120</b>	<b>1820</b>	<b>11738</b>

\*Has been elected to a three-year term according to **official** election results.



**BOARD OF CANVASSERS (April 10, 2023)**

1. Amy M Halvorson Amy Halvorson
2. Barbara E Kolpin Barbara Kolpin
3. Alan Tuchtenhagen Alan Tuchtenhagen



**STATEMENT OF THE BOARD OF CANVASSERS**

BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF RIVER FALLS

We, the undersigned members of the Board of Canvassers of the School District of River Falls, do certify that the annexed and within tabular statement is true and correct as compiled by us from the original returns made to the school district clerk by the several towns, villages, and election districts in said school district, of the 2023 spring election held Tuesday, April 4, 2023.

The number of votes given for the election of candidates for school board are as follows:

Alison H. Page	3880	Cassie Erickson	3291
Stacy Johnson Myers	3704	Patrick Richter (Write-In)	830
		Scattered Write-Ins	33

Witness our hands at the Office of the School Clerk at River Falls, Wisconsin, this 10<sup>th</sup> day of April, 2023.

BOARD OF CANVASSERS

Signed:

1. *Amy M Halvorson* Amy Halvorson
2. *Barbara E Kolpin* Barbara Kolpin
3. *Alan Tuchtenhagen* Alan Tuchtenhagen



# CERTIFICATE OF DETERMINATION OF PERSONS ELECTED

## BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF RIVER FALLS

We, the undersigned Board of Canvassers of the School District of River Falls, do determine and certify that the following named persons having received the greatest number of votes as candidates for the office of school board member (as compiled from the original 2023 spring election returns made to the school board clerk of said district and as compared by us) are hereby declared to be elected to the School Board of the School District of River Falls.

Alison H. Page	River Falls Board of Education	(three-year term)
Stacy Johnson Myers	River Falls Board of Education	(three-year term)

Witness our hands at the Office of the School Clerk at River Falls, Wisconsin,  
this 10th day of April, 2023.

### BOARD OF CANVASSERS

Signed:

1. Amy M Halvorson Amy Halvorson

2. Barbara E Kolpin Barbara Kolpin

3. Alan Tuchtenhagen Alan Tuchtenhagen



*(To be filled out by the Board of Canvassers after completing the canvass and officially attached to the election and official records of the school district.)*

**School District of River Falls**  
**Regular Board Meeting**  
Monday, March 20, 2023 - 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, March 20, 2023 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*, *Pierce County Journal*, 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, Ciara Roberson. Also present were Superintendent Jamie Benson, Director of Human Resources and Leadership Development David Bell, and Director of Finance & Facilities Lynette Edwards. Director of Student Services Mark Inouye, River Falls High School Principal Kit Luedtke, River Falls High School Assistant Principal Lisa Gohl, Renaissance Charter Academy Program Coordinator Chris Silver, Meyer Middle School Principal Mark Chapin, Greenwood Principal Nate Schurman, Westside Principal Chris Kamrath, RFPME Principal Nate Wells, and Rocky Branch Principal Ashley Bingenheimer. Director of Buildings & Grounds Joe Haselman, Activities Director David Crail, Westside Counselor Amy Everson, and Literacy Coach Jeanne Kinney.

**HEARING OF VISITORS OR DELEGATIONS - None**

**INFORMATIONAL ITEMS**

**A. Spotlight on Education: Westside Elementary**

Kamrath, Everson and Kinney shared an overview on big successes happening at Westside including mission statement work, character education, and professional growth.

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

1. Student Representative Report  
Roberson spoke briefly about the college visits and mental health supports for students.
2. Superintendent Report\*  
Benson spoke briefly about continuing to look into the potential need for a February 2024 referendum.
3. Administrative Reports related to district strategic plan progress\*  
Building Administrators shared updates regarding *Objective 2.2 - Develop School-Wide Behavior Expectations that Align to District Core Values* and how their buildings are implementing this piece of the district's Strategic Plan.

**ACTION ITEMS**

- A. Johnson Myers reviewed the minutes, bills, and recommended employment items on the Agenda. Schultz moved, seconded by Holbrook that the Board approve the following:
1. The Minutes from the February 20, 2023 Regular Board of Education meeting;
  2. Checks numbered 210890 through 211385 had been prepared in the amount of \$860,558.16 and there were automatic transfers of \$674,650.55 and \$707,253.55 for a total of \$2,242,462.26. Checks 210633 were voided.
  3. Pursuant to Board Policy which references Wisconsin Statutes Sections 111, 118, and 121, approval of the following employment recommendations: 1. Recommended approval of the employment of Lance Westberg as 1.0 FTE Math Teacher at River Falls High School effective February 27, 2023 (replaces Jacob Langer). Mr. Westberg earned his bachelor's degree from the University of Northwestern and his master's degree from Concordia University-Irvine. He has four years of experience (River Falls) and his salary will be based on level B1M of the salary ladder. 2. Recommended approval of the employment of Theresa Riewestahl as 1.0 FTE long term substitute Children's House Teacher at River Falls Public Montessori Elementary School, effective approximately April 29, 2023 through June 8, 2023 (for Amy Mitchell). 3. Recommended approval of the hiring of the following short-term, on call Substitute Teachers: a. Steven Lagoon b. Robyn Pfeifer c. Mary Putzier d. Kyla Kainz e. Siobhan Cherry 4. Recommended acceptance of the resignation of Haley Dunn as full-time First Grade Teacher at Greenwood Elementary School effective the end of the 2022-23 year. 5. Recommended acceptance of the resignation of Amy 7 Maes as full-time Kindergarten Teacher at Greenwood Elementary School effective the end of the 2022-23 year. 6.

Recommended acceptance of the resignation of Karl Erickson as full-time Physical Education Teacher at Rocky Branch Elementary School effective the end of the 2022-23 year. Mr. Erickson will retire after 36 years of service with the district. 7. Recommended acceptance of the resignation of Caroline Davenport-Henk as full-time Kindergarten/First Grade Teacher at Rocky Branch Elementary School effective the end of the 2022-23 year. Ms. Davenport-Henk will retire after 32 years of service with the district. 8. Recommended acceptance of the resignation of Doug Steinbronn as full-time Math Teacher at Meyer Middle School effective the end of the 2022-23 year. Mr. Steinbronn will retire after 31 years of service with the district. 9. Recommended acceptance of the resignation of Jenny Jerry as full-time Alternative Education Teacher at Renaissance Charter Academy effective the end of the 2022-23 year. Ms. Jerry will retire after 15 years of service with the district. 10. Recommended acceptance of the resignation of CeCe Gillis as full-time Special Education Teacher at River Falls High School effective the end of the 2022-23 year. Ms. Gillis will retire after 33 years of service with the district. Motion carried unanimously (7-0).

**B. Consideration and/or Action to approve February 27, 2023 Personnel Committee recommendations**

The Personnel Committee met on February 27, 2023, to approve the 2023-24 school calendar & important dates and the 23-24 daily schedule, to hear an insurance study committee update, to hear a staffing update, to approve the academic services secretary job description and to approve commencement of contract negotiations. The committee also went into executive session for preliminary nonrenewal of certified staff and to discuss contract negotiations with employee groups.

1. Casey motioned, seconded by Curtis to approve the Academic Services Secretary Job Description. Motion carried unanimously (7-0).
2. Casey motioned, seconded by Curtis to approve Commencement of Contract Negotiations. Motion carried unanimously (7-0).

**C. Consideration and/or Action to approve March 6, 2023 Educational Program Committee recommendations**

The Educational Program Committee met on March 6, 2023, to hear a high school programming update including the approval of the Girls Hockey COOP, to hear a 4K programming update, to approve the CESA 11 shared services agreement for the 2023-2024 school year and to review the curriculum review cycle.

1. Approve the Girls Hockey COOP. *Tabled due to lack of approval from the regional athletic directors.*
2. Tuchenhagen motioned, seconded by Miller to approve the CESA 11 Shared Service Agreement for the 2023-2024 school year. Motion carried unanimously (7-0).

**D. Recommend 2023-24 School Calendar and Important Dates, and 2023-24 Daily Schedule**

District Administration will formally recommend the 2023-24 School Calendar and Important Dates, and the 2023-24 Daily Schedule.

Johnson Myers motioned, seconded by Curtis to approve the 2023-24 School Calendar and Important Dates and the 2023-24 Daily Schedule. Motion carried unanimously (7-0).

**E. Consideration and/or Action to approve the Administrative recommendation to suspend the K-8 Virtual eSchool program indefinitely**

District Administration will formally present the Board with the recommendation to suspend the K-8 Virtual eSchool program indefinitely due to district funding concerns and low enrollment.

Schultz motioned, seconded by Casey to approve the Administrative recommendation to suspend the K-8 Virtual eSchool program indefinitely. Motion carried unanimously (7-0).

**F. Approve the roof, skylights, and/or wall panel replacements at various River Falls School District buildings**

Administration will share plans to have Meyer Middle School wall panels, Meyer Middle School & Rocky Branch Elementary Kalwall skylights, and the District Office asphalt shingles replaced.

Schultz motioned, seconded by Casey to approve the replacement of MMS wall panels for the project cost of \$600,964, the replacement of MMS & RBE Kalwall skylights for the project cost of \$80,700 and replacement of DO asphalt shingles for the project cost of \$59,000. Motion carried unanimously (7-0).

**G. Approve the first reading of revised School Board Policy 453.4 - Administering Medication to Students and the accompanying Rule 1 - Procedures For Administering Medication To Students and the new accompanying Rule 2 - Naxolone Administration Flowchart**

District Administration will present revisions to Policy 453.4 - Administering Medication to Students and the accompanying Rule 1 - Procedures For Administering Medication To Students. Administration will also present the new accompanying Rule 2 - Naxolone Administration Flowchart.

Miller motioned, seconded by Curtis to approve the first reading of revised School Board Policy 453.4 -

Administering Medication to Students, the first reading of revised School Board Policy 453.4 Rule 1 - Procedures For Administering Medication To Students and the first reading of the new School Board Policy 453.4 Rule 2 - Naloxone Administration Flowchart. Motion carried unanimously (7-0).

**H. 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 were made.

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

Set the meeting schedule as follows:

Educational Program Committee meeting: No April Meeting

Finance and Facilities Committee meeting: Monday, April 10, 2023, 6:00 p.m.

Personnel Committee meeting: Monday, April 10, 2023, 7:00 p.m. (or immediately following Finance and Facilities)

Regular Board meeting: Monday, April 17, 2023, 6:00 p.m.

Board Reorganizational meeting: Monday, April 24, 2023, 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.*

J. Schultz motioned, seconded by Tuchtenhagen to move into **Executive Session pursuant to Wisconsin § 19.85 (1)(c)(e) for the purpose of preliminary nonrenewal of certified staff and to discuss contract negotiations with employee groups.** Roll call vote: Miller yes, Curtis yes, Casey yes, Shultz yes, Tuchtenhagen yes, Johnson Myers yes and Holbrook yes. Motion carried unanimously (7-0).

**CONVENE TO EXECUTIVE SESSION**

President Johnson Myers declared the meeting into executive session at 7:30 p.m.

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Alan Tuchtenhagen, Clerk

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

Checks for Approval at the April 2023 Board Meeting

<b>AP CHECK NUMBERS</b>	<b>AMOUNT</b>
211386 - 211773	\$945,051.43

**PAYROLL**

3/3/23 Auto Tsf. Payroll	\$721,049.29
3/20/23 Auto Tsf. Payroll	\$800,661.42
3/23/23 Auto Tsf. Payroll	\$1,110.91

**\$2,467,873.05**

**VOID CHECKS**

**210454 - River City Stitch LLC**

**211149 - Travis Ahlberg**

	<b>Actual</b>
FNB - General Money Market Balance	\$12,980,516.38
RCU - Money Market Balance	\$42,154.63

## Publication List - Checks over \$100 - April 2023 Meeting

POST	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
3/1/2023	211387	AMAZON CAPITAL SERVICES, INC.	Multiple Invoices	\$ 2,790.01
3/1/2023	211388	AMUNDSON, BRIAN	reim mileage	\$ 756.36
3/1/2023	211390	BAILEY, LINDA	Feb services	\$ 600.00
3/1/2023	211391	BALDWIN LIGHTSTREAM	Internet & phone	\$ 1,601.84
3/1/2023	211393	BESTUL, DAVE	officiating fees	\$ 133.10
3/1/2023	211394	BOARDMAN & CLARK, LLP	Legal Fees	\$ 5,424.50
3/1/2023	211395	BRATHOL, DYLAN	Multiple Invoices	\$ 120.00
3/1/2023	211396	BRICKHOUSE MUSIC, LLC	Multiple Invoices	\$ 109.99
3/1/2023	211398	CAMPBELL, GARY	officiating fees	\$ 120.00
3/1/2023	211399	CAPITAL ONE	supplies	\$ 123.14
3/1/2023	211402	CESA 11	Multiple Invoices	\$ 2,666.00
3/1/2023	211403	CHIPPEWA VALLEY SPORTING GOODS	Multiple Invoices	\$ 733.21
3/1/2023	211404	CINTAS	BG Expense	\$ 210.76
3/1/2023	211405	COMPUTER INTEGRATION TECHNOLOGIES INC	Tech Care Basic	\$ 1,371.00
3/1/2023	211406	CRAIL, DAVID	Multiple Invoices	\$ 131.57
3/1/2023	211407	DNR ACCOUNTS RECEIVABLE	WI State Park Passes	\$ 10,923.00
3/1/2023	211409	EXPRESS SERVICES INC	Sub fulfillment	\$ 2,589.67
3/1/2023	211411	FENTON, ERIN	Book Fair Money	\$ 200.00
3/1/2023	211412	FERGUSON, DYLAN	officiating fees	\$ 120.00
3/1/2023	211414	FLETCHER, LEAH	Reim supplies	\$ 143.15
3/1/2023	211416	FOOD SERVICE-SDRF	Multiple Invoices	\$ 3,981.15
3/1/2023	211420	HARRIS, ANNE	Reim supplies	\$ 565.85
3/1/2023	211421	HASKINS, MAXWELL	officiating fees	\$ 120.00
3/1/2023	211422	HEIDEL HOUSE RESORT	Conf Hotel	\$ 360.00
3/1/2023	211423	HILLYARD, INC.-MPLS	Multiple Invoices	\$ 834.83
3/1/2023	211424	HOLIDAY INN HOTEL & SUITES DULUTH-DOW	Conf Hotel	\$ 238.00
3/1/2023	211425	HUB 70 DESIGN AND PRINT	supplies	\$ 122.72
3/1/2023	211427	JOHANSSON, JENNIFER	Reim Travel Expenses	\$ 231.01
3/1/2023	211432	LARSON, CARRIE	lunch account refund	\$ 183.50
3/1/2023	211433	LENSING, BRIDGETTE	Gym. State Food	\$ 574.00
3/1/2023	211435	MACKIN EDUCATIONAL RESOURCES	CSF Books	\$ 714.16
3/1/2023	211440	MIDWEST BUS PARTS INC	BG Supplies	\$ 210.74
3/1/2023	211442	NASCO	Multiple Invoices	\$ 825.62
3/1/2023	211443	NATIONAL RESTAURANT ASSOC. SOLUTIONS I	ServSafe Good Guide	\$ 450.91
3/1/2023	211445	NELSON'S BUS SERVICE INC	Cylinder latch	\$ 120.63
3/1/2023	211446	NEO ELECTRICAL SOLUTIONS LLC	Service Call	\$ 148.75
3/1/2023	211450	PARAGON DEVELOPMENT SYSTEMS INC	Multiple Invoices	\$ 2,334.08
3/1/2023	211453	RIVER CITY STITCH LLC	T-Shirts	\$ 1,932.88
3/1/2023	211454	RIVER STATES TRUCK & TRAILER	BG Supplies	\$ 1,065.49
3/1/2023	211455	SCHOLASTIC, INC.	Multiple Invoices	\$ 562.00
3/1/2023	211456	SCHULTZ, RICHARD	officiating fees	\$ 101.00
3/1/2023	211457	SHEBOYGAN SOUTH FORENSICS	Tournament Reg	\$ 645.00
3/1/2023	211458	SILVER, CHRISTOPHER	Multiple Invoices	\$ 626.95
3/1/2023	211463	STAPLES -(PAPER)	Multiple Invoices	\$ 2,029.14

## Publication List - Checks over \$100 - April 2023 Meeting

3/1/2023	211467	TRIMARK	WS convection oven	\$ 14,576.73
3/1/2023	211468	TWIN CITY HARDWARE CO INC.	Door Actuators	\$ 322.61
3/1/2023	211470	WHEELER HARDWARE COMPANY	Door Lock & Hardware	\$ 1,508.94
3/1/2023	211471	WI FBLA	FBLA Conf	\$ 900.00
3/1/2023	211473	WILS	Multiple Invoices	\$ 10,915.99
3/1/2023	211475	YOURMEMBERSHIP.COM INC	job posting	\$ 359.00
3/9/2023	211476	3 SCHWEET SISTERS, LLC	CE Class Pymt	\$ 663.00
3/9/2023	211477	ABDO PUBLISHING COMPANY	Library books	\$ 1,037.75
3/9/2023	211478	AIR COMMUNICATIONS OF WI, INC	Repeat Monthly Rent	\$ 544.32
3/9/2023	211479	ALBRECHT, VICTOR	CE Class Pymt	\$ 264.00
3/9/2023	211480	ALLEN, ZACHARY	Driver Meals	\$ 299.00
3/9/2023	211483	AMAZON CAPITAL SERVICES, INC.	Multiple Invoices	\$ 2,632.76
3/9/2023	211487	BAILEY, LINDA	February Services	\$ 300.00
3/9/2023	211488	BLUE STAR MEDICAL SALES	Wall Mount/supplies	\$ 735.38
3/9/2023	211489	BOESPFLUG, PAUL	Driver Meals	\$ 129.00
3/9/2023	211490	BRANDVOLD, KARIN	NASN Membership	\$ 160.00
3/9/2023	211491	BRICKHOUSE MUSIC, LLC	Multiple Invoices	\$ 179.65
3/9/2023	211494	CAMPBELL, BROOKE	CE Class Pymt	\$ 487.35
3/9/2023	211497	CHANHASSEN DINNER THEATRES	CE Pymt-Jersey Boys	\$ 260.00
3/9/2023	211498	CHARTWELLS	Feb Invoice	\$ 201,530.95
3/9/2023	211500	CHROMEBOOKPARTS.COM	Chromebook Panels	\$ 574.95
3/9/2023	211504	CONNECTING POINT COMPUTER CENTER	Solution Proposal	\$ 15,226.00
3/9/2023	211508	DICK'S MARKET	Multiple Invoices	\$ 1,856.57
3/9/2023	211510	EAU CLAIRE MEMORIAL HIGH SCHOOL	Forensics Tourn.	\$ 525.00
3/9/2023	211512	EPSTEIN, GARY	Driver Meals	\$ 183.00
3/9/2023	211515	EXPRESS SERVICES INC	Multiple Invoices	\$ 5,837.04
3/9/2023	211516	FACILITIES MANAGEMENT EXPRESS, LLC	Switchover to FMX	\$ 6,390.33
3/9/2023	211519	FILARSKY, SARA	MMS Vending Machine	\$ 450.00
3/9/2023	211521	GRAHAM, JACQUELINE	Reim supplies	\$ 399.37
3/9/2023	211524	HILLYARD, INC.-MPLS	Multiple Invoices	\$ 1,383.29
3/9/2023	211526	HUDSON PHYSICIANS	Multiple Invoices	\$ 1,030.00
3/9/2023	211527	HUEBSCH	Multiple Invoices	\$ 1,582.72
3/9/2023	211530	ION, INC.	Walkies & supplies	\$ 354.55
3/9/2023	211531	IXL LEARNING	IXL Conf Reg	\$ 285.00
3/9/2023	211536	KILKARNEY HILLS GOLF COURSE	B Swim/dive banquet	\$ 1,423.50
3/9/2023	211537	KINETIC LEASING, INC.	Lease Payments	\$ 1,659.19
3/9/2023	211539	KWIK TRIP, INC.	Fuel	\$ 2,853.93
3/9/2023	211541	LEFEBER, JUDY	Reim Supplies	\$ 450.00
3/9/2023	211543	MACKIN EDUCATIONAL RESOURCES	Multiple Invoices	\$ 31,487.69
3/9/2023	211546	MAGNA-TILES	library order	\$ 713.85
3/9/2023	211547	MANSFIELD OIL COMPANY OF GAINSVILLE, IN	Fuel	\$ 23,865.70
3/9/2023	211550	MARCO TECHNOLOGIES LLC	Multiple Invoices	\$ 4,239.34
3/9/2023	211551	MARK'S PLUMBING PARTS	Multiple Invoices	\$ 1,331.83
3/9/2023	211552	MDROFFERS CONSULTING, LLC	Proj Assistance	\$ 2,398.13
3/9/2023	211553	MENARDS	supplies	\$ 247.45
3/9/2023	211555	MIDWEST BUS PARTS INC	Multiple Invoices	\$ 639.11
3/9/2023	211557	MINNESOTA CLAY	Art Supplies	\$ 434.31

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## Publication List - Checks over \$100 - April 2023 Meeting

3/9/2023	211558	MINVALCO, INC.	Part for Boiler #2	\$ 827.33
3/9/2023	211559	MISSISSIPPI WELDERS SUPPLY	Multiple Invoices	\$ 702.70
3/9/2023	211560	MN CHILD SUPPORT PAYMENT CTR	Payroll accrual	\$ 258.60
3/9/2023	211564	NASP, INC	PE Supplies	\$ 198.00
3/9/2023	211565	NELSON, BRIAN	Driver Meals	\$ 230.00
3/9/2023	211566	NELSON, CRAIG	Driver Meals	\$ 156.00
3/9/2023	211567	NEO ELECTRICAL SOLUTIONS LLC	service	\$ 588.47
3/9/2023	211570	PARAGON DEVELOPMENT SYSTEMS INC	new projector	\$ 1,099.00
3/9/2023	211571	PECHACEK, RYAN	Reim supplies	\$ 112.06
3/9/2023	211572	PESAVENTO, MICHAEL	Homeless Transport	\$ 275.10
3/9/2023	211573	POWELL, JENNIFER	Multiple Invoices	\$ 513.49
3/9/2023	211575	PURELAND SUPPLY	Projector Bulb	\$ 106.40
3/9/2023	211578	RIESTER REFRIGERATION INC	Service Call	\$ 423.00
3/9/2023	211579	RIVER CITY DISPOSAL, INC.	Garbage/Recycling	\$ 2,848.34
3/9/2023	211580	RIVER CITY STITCH LLC	Play T-shirts	\$ 1,611.00
3/9/2023	211581	RIVER FALLS ACE HARDWARE	supplies	\$ 684.95
3/9/2023	211583	RIVER FALLS MUNICIPAL	Multiple Invoices	\$ 64,132.52
3/9/2023	211584	RIVER STATES TRUCK & TRAILER	BG Expense	\$ 324.80
3/9/2023	211585	RIXMANN, JEFFREY	Driver Meals	\$ 133.00
3/9/2023	211586	ROGERS, NANCY	reim mileage	\$ 142.40
3/9/2023	211587	ROSEN, TIFFANY	Donation	\$ 152.00
3/9/2023	211589	SCHERZ, RYAN	reim; Team building	\$ 268.12
3/9/2023	211590	SECURITY CHECK ME INC	Multiple Invoices	\$ 315.00
3/9/2023	211592	SILVER BISON RANCH & SHOP LLC	Multiple Invoices	\$ 2,148.00
3/9/2023	211595	SOLBERG, STACY	CE Class Pymt	\$ 630.00
3/9/2023	211596	ST. NORBERT COLLEGE BURSAR OFFICE	Soccer Tourn.	\$ 325.00
3/9/2023	211597	STAPLES -(PAPER)	Multiple Invoices	\$ 354.63
3/9/2023	211601	THE VAIL CORPORATION	ski club	\$ 9,224.00
3/9/2023	211603	THOMPSON, KRISTOPHER	Reim supplies	\$ 148.32
3/9/2023	211604	TOOLS FOR SCHOOLS, INC.	subscription	\$ 120.00
3/9/2023	211605	TOTAL EXCAVATING LLC	Snow Removal	\$ 22,880.00
3/9/2023	211607	UNITED STATES TREASURY	ESRP	\$ 8,685.09
3/9/2023	211608	UNITED WAY ST.CROIX VALLEY	Multiple Invoices	\$ 110.00
3/9/2023	211609	UNIVERSITY OF WI- EAU CLAIRE	Choral Invite	\$ 150.00
3/9/2023	211610	UWRF	Climbing Wall	\$ 405.00
3/9/2023	211611	WHOLE EARTH MARKET CO-OP	CE Class Pymt	\$ 193.20
3/9/2023	211612	WINSOR LEARNING INC	Supplies	\$ 2,849.00
3/9/2023	211614	WI SCTF	Payroll accrual	\$ 127.51
3/9/2023	211615	WONDER WORKSHOP INC	launchers for Dash	\$ 239.92
3/22/2023	211616	ALFVEBY, DENNIS	Choir Accompanist	\$ 250.00
3/22/2023	211620	AMAZON CAPITAL SERVICES, INC.	Multiple Invoices	\$ 4,763.82
3/22/2023	211622	ARCHKEY TECHNOLOGIES	Entrance Door Repair	\$ 1,103.60
3/22/2023	211623	AT&T	715-425-1803 147 0	\$ 1,361.53
3/22/2023	211625	AT&T BUSINESS DIRECT	Multiple Invoices	\$ 1,669.19
3/22/2023	211626	AUTO VALUE	Multiple Invoices	\$ 240.23
3/22/2023	211627	BATTERIES PLUS BULBS-HUDSON	Scrubber Batteries	\$ 269.90
3/22/2023	211628	BAUER BUILT INC	BG Expense	\$ 2,308.00

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## Publication List - Checks over \$100 - April 2023 Meeting

3/22/2023	211631	BRICKHOUSE MUSIC, LLC	Multiple Invoices	\$ 926.51
3/22/2023	211633	CARDIO PARTNERS INC.	AED Wall Cabinet	\$ 219.00
3/22/2023	211634	CARPENTER ST CROIX VALLEY	Kindergarten Field Trip	\$ 320.00
3/22/2023	211635	CERNOHOUS CHEVROLET	Multiple Invoices	\$ 1,360.87
3/22/2023	211638	COMPUTER INTEGRATION TECHNOLOGIES INC	Managed Backup	\$ 832.00
3/22/2023	211639	CONTINENTAL CLAY	Clay	\$ 430.79
3/22/2023	211640	CONFIDENTIAL RECORDS, INC.	Multiple Invoices	\$ 100.90
3/22/2023	211641	CRAIL, DAVID	Multiple Invoices	\$ 126.99
3/22/2023	211643	DYKSTRA, PATRICIA	Reim supplies	\$ 208.05
3/22/2023	211645	EHLERS & ASSOCIATES INC	Cont.Disclosure Fee	\$ 3,150.00
3/22/2023	211646	EWELL EDUCATIONAL SERVICES INC	invoice#: 216-16545	\$ 280.00
3/22/2023	211647	EXPRESS SERVICES INC	Sub Fulfillment	\$ 3,241.00
3/22/2023	211649	GENESIS TECHNOLOGIES INC	Adobe Lic Renewal	\$ 2,500.00
3/22/2023	211650	H & F FURNISHINGS, INC.	Tile Replacement	\$ 1,862.00
3/22/2023	211651	HARRIS	Chiller Maint	\$ 452.75
3/22/2023	211652	HEALING ROOTS WELLNESS CENTER, LLC	Wellness Grant	\$ 500.00
3/22/2023	211653	HILLYARD, INC.-MPLS	Multiple Invoices	\$ 9,869.98
3/22/2023	211654	HORIZON COMMERCIAL POOL SUPPLY-INC	Startup Supplies	\$ 880.00
3/22/2023	211655	HUB 70 DESIGN AND PRINT	Multiple Invoices	\$ 161.58
3/22/2023	211656	IMPACT APPLICATIONS INC	Invoice#: 20226919	\$ 974.00
3/22/2023	211657	ITEEA	Gate to Tech	\$ 199.00
3/22/2023	211658	J H LARSON COMPANY	Multiple Invoices	\$ 192.47
3/22/2023	211659	JOURNEY EDUCATION	Adobe Pro license	\$ 140.00
3/22/2023	211660	J W PEPPER & SON INC	Multiple Invoices	\$ 163.50
3/22/2023	211661	KANIA, TESSA	Reim Travel Expenses	\$ 793.23
3/22/2023	211663	LAMOTHE, KATHRYN	Fed Med Card Physical	\$ 110.00
3/22/2023	211665	MARCO TECHNOLOGIES, LLC.	Multiple Invoices	\$ 1,491.62
3/22/2023	211666	MASTERCARD CORPORATE CLIENTS	Multiple Invoices	\$ 21,486.82
3/22/2023	211668	MIDWEST BUS PARTS INC	Multiple Invoices	\$ 201.89
3/22/2023	211670	NEO ELECTRICAL SOLUTIONS LLC	Entrance Door Repair	\$ 1,293.29
3/22/2023	211674	PARAGON DEVELOPMENT SYSTEMS INC	Multiple Invoices	\$ 2,249.00
3/22/2023	211676	PREMIER WIRELESS BUSINESS TECHNOLOGY S	Bus Wi-fi set up	\$ 12,179.94
3/22/2023	211677	REINDERS	Salt	\$ 1,350.35
3/22/2023	211678	RIVER CITY STITCH LLC	Multiple Invoices	\$ 940.00
3/22/2023	211679	RIVER MOON COFFEE ROASTING CO	coffee supplies	\$ 360.00
3/22/2023	211680	RIVERSIDE INSIGHTS	WJ Protocols	\$ 1,603.25
3/22/2023	211682	SHERWIN WILLIAMS CO	Paint	\$ 759.55
3/22/2023	211684	SORENSEN, SHELLY	Two office chairs	\$ 601.28
3/22/2023	211685	ST CROIX CENTRAL SCHOOLS	Solo Ensemble Entries	\$ 1,540.20
3/22/2023	211687	STAPLES -(PAPER)	Multiple Invoices	\$ 1,944.99
3/22/2023	211688	ST CROIX GAS	Multiple Invoices	\$ 30,040.44
3/22/2023	211689	T-MOBILE	Wifi for Bus Trips	\$ 160.74
3/22/2023	211691	TWIN CITY HARDWARE CO INC.	Door Repair	\$ 5,495.00
3/22/2023	211693	UNITED WAY ST.CROIX VALLEY	Multiple Invoices	\$ 110.00
3/22/2023	211694	VERIZON WIRELESS	2/2/2023-3/1/2023	\$ 1,905.94
3/22/2023	211695	VOYAGER SOPRIS LEARNING	Intervention	\$ 314.60
3/22/2023	211696	WAINWRIGHT, JIM	Accompanist-Choir	\$ 150.00

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3/22/2023	211698	WILD RIVERS CONSERVANCY-ST CROIX & NAM	Field Trip	\$ 250.00
3/22/2023	211699	WILS	Subscription Renewal	\$ 1,176.00
3/22/2023	211700	WI SCTF	Payroll accrual	\$ 127.51
3/22/2023	211701	WSBA	membership dues	\$ 220.00
3/22/2023	211702	WSMA	Solo Ensemble	\$ 814.20
3/29/2023	211708	AMAZON CAPITAL SERVICES, INC.	Multiple Invoices	\$ 5,782.87
3/29/2023	211710	AMBIENT ENTERTAINMENT LLC	Prom balance	\$ 1,068.75
3/29/2023	211712	AUTO VALUE	Multiple Invoices	\$ 217.56
3/29/2023	211713	BAILEY, LINDA	March 2-13 Invoice	\$ 600.00
3/29/2023	211714	BENSON, JAMES	Reim mileage/supplies	\$ 273.42
3/29/2023	211716	BLUE STAR MEDICAL SALES	Wall Mount/supplies	\$ 302.20
3/29/2023	211722	BSN SPORTS	Multiple Invoices	\$ 16,966.58
3/29/2023	211724	CAMPBELL, GARY	Multiple Invoices	\$ 126.24
3/29/2023	211725	CANNON VALLEY GARAGE DOORS, LLC	Panel Replacement	\$ 2,325.35
3/29/2023	211726	CAPITAL ONE	Multiple Invoices	\$ 319.66
3/29/2023	211727	CARDIO PARTNERS INC.	AED/Health Supplies	\$ 1,276.00
3/29/2023	211728	CESA 9	Multiple Invoices	\$ 33,810.00
3/29/2023	211729	CHIPPEWA VALLEY SPORTING GOODS	Multiple Invoices	\$ 2,075.21
3/29/2023	211730	CHIPPEWA VALLEY TECH COLLEGE	Multiple Invoices	\$ 12,555.97
3/29/2023	211731	CINTAS	Multiple Invoices	\$ 826.79
3/29/2023	211732	CITY OF RIVER FALLS	Cops In Schools Prog	\$ 141,846.99
3/29/2023	211734	EDUMEDIA	Subscription Renewal	\$ 700.00
3/29/2023	211735	ELECTRONIX EXPRESS	supplies	\$ 177.01
3/29/2023	211736	FACTORY MOTOR PARTS COMPANY	BG Supplies	\$ 352.96
3/29/2023	211737	FAIRVIEW CLINICS	Multiple Invoices	\$ 308.00
3/29/2023	211738	GOLDEN VALLEY SUPPLY CO	Multiple Invoices	\$ 302.80
3/29/2023	211739	H&B SPECIALIZED PRODUCTS, INC	Bleacher Repair	\$ 4,191.00
3/29/2023	211740	H & F FURNISHINGS, INC.	Pool Tile Replacement	\$ 8,421.20
3/29/2023	211741	HERUM, NATASHA	Multiple Invoices	\$ 144.44
3/29/2023	211742	HORIZON COMMERCIAL POOL SUPPLY-INC	Startup Supplies	\$ 2,821.84
3/29/2023	211743	HUB 70 DESIGN AND PRINT	newsletter design	\$ 500.00
3/29/2023	211745	ION, INC.	walkies & supplies	\$ 445.90
3/29/2023	211746	J H LARSON COMPANY	Multiple Invoices	\$ 316.04
3/29/2023	211747	JUNIORS BAR AND RESTAURANT	GBB Banquet	\$ 1,020.00
3/29/2023	211748	J W PEPPER & SON INC	Choir Supplies	\$ 196.50
3/29/2023	211749	KILKARNEY HILLS GOLF COURSE	RFHS Boys Golf	\$ 240.00
3/29/2023	211750	KINETIC LEASING, INC.	Lease Payment	\$ 1,659.19
3/29/2023	211751	KOMRO, DALE	Graduation Tassels	\$ 144.00
3/29/2023	211753	LOFFLER COMPANIES, INC.	New Printer/Copier	\$ 934.36
3/29/2023	211754	MACKIN EDUCATIONAL RESOURCES	Library CSF	\$ 8,591.14
3/29/2023	211755	MARCO TECHNOLOGIES, LLC.	Multiple Invoices	\$ 592.89
3/29/2023	211759	PEARSON, MARSHA	Accompanist- Choir	\$ 260.00
3/29/2023	211760	PETER, COURTNEY	Reim Supplies	\$ 103.98
3/29/2023	211761	RIVER FALLS YOUTH HOCKEY ASSOC	payments 2 & 3	\$ 19,557.00
3/29/2023	211762	SCHOLASTIC BOOK FAIRS - 15	Bookfair invoice	\$ 2,328.35
3/29/2023	211765	TARASEWICZ, ERIC	Reim vault supplies	\$ 622.50
3/29/2023	211766	ULINE	add'l beams-racks	\$ 331.81

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## Publication List - Checks over \$100 - April 2023 Meeting

3/29/2023	211767	UNITED RENTALS (NORTH AMERICA), INC	Lift Repairs	\$ 2,326.96
3/29/2023	211768	UNITED RENTALS	Lift Replacement	\$ 7,175.00
3/29/2023	211770	WATSON, MARGARET	Multiple Invoices	\$ 327.60
3/29/2023	211771	WFCA	Forensics; State	\$ 270.00
3/29/2023	211772	WILLIAM V MACGILL AND CO	Multiple Invoices	\$ 389.88
3/29/2023	211773	WISCONSIN NURSES ASS'N	Conference Reg	\$ 400.00

## RIVER FALLS BOARD OF EDUCATION MEETING

Monday, April 17, 2023

### Personnel Agenda:

1. Recommended approval of the transfer of employment for Nate Schurman, from Principal at Greenwood Elementary School to Director of Academic Services at the Administrative Office, effective July 1, 2023 (replaces Jennifer Peterson).
2. Recommended approval of the employment of Aubree Greske as 1.0 FTE Fourth Grade Teacher at Greenwood Elementary School effective August 23, 2023 (replaces Stephanie Linehan). Ms. Greske earned her bachelor's degree from UW-River Falls and has seven years of experience (Spooner and New Richmond WI). Her salary will be based on level C1 of the salary ladder.
3. Recommended approval of the employment of Rachel Hosszu as 1.0 FTE Second Grade Teacher at Greenwood Elementary School effective August 23, 2023 (replaces Kari LaPoint). Ms. Hosszu earned her bachelor's degree from UW-River Falls and her master's degree from Saint Mary's University of Minnesota. She has six years of experience (Inver Grove Heights and South St. Paul MN) and her salary will be based on level C1M of the salary ladder.
4. Recommended approval of the employment of Madison Bosshart as 1.0 FTE First Grade Teacher at Greenwood Elementary School effective August 23, 2023 (replaces Amy Maes). Ms. Bosshart earned her bachelor's degree from UW-River Falls and her salary will be level BASE of the salary ladder.
5. Recommended approval of the employment of Amber Nadeau as 1.0 FTE long term substitute Second Grade Teacher at Greenwood Elementary School, effective approximately March 20, 2023 through May 1, 2023 (for Anna Clark).
6. Recommended approval of the employment of Samantha Bluhm as 0.6 FTE long term substitute Alternate Education Teacher at Renaissance Charter Academy, effective approximately April 12, 2023 through June 9, 2023 (for Jenny Jerry).
7. Recommended approval of the employment of Emma Kohlbeck as 1.0 FTE long term substitute Fifth Grade Teacher at Greenwood Elementary School, effective approximately April 13, 2023 through June 9, 2023 (for Kiersten Jacobson).
8. Recommended approval of the transfer of employment of Courtney Menter, from General Education Paraprofessional to 1.0 FTE long term substitute Second Grade Teacher at Greenwood Elementary School, effective approximately May 1, 2023 through June 9, 2023 (for Anna Clark).
9. Recommended approval of the employment of Philip Dumont as 1.0 FTE long term substitute Science Teacher at River Falls High School, effective approximately May 8, 2023 through June 9, 2023 (for Hannah Wachtler).
10. Recommended acceptance of the reduced employment of Kate Dulaney, Speech Language Pathologist at Meyer Middle School, from 0.7 FTE to 0.6 FTE effective August 28, 2023.
11. Recommended acceptance of the increased employment of Mara Shepherd, Special Education Teacher for Early Childhood, from 0.8 FTE to 1.0 FTE effective August 28, 2023.

12. Recommended approval of the hiring of the following short-term, on call Substitute Teachers:
  - a. Ida-Ellen Dabruzzo
  - b. Caeli Sorenson
  - c. Kaitlynn White
  - d. Michele Arndt
  - e. Victoria Wood
  - f. Wesley Phillips
  
13. Recommended acceptance of the resignation of Emma Gray as full-time Fourth Grade Teacher at Rocky Branch Elementary School effective the end of the 2022-23 year.
  
14. Recommended acceptance of the resignation of Andy Keiser as full-time Fifth Grade Teacher at Westside Elementary School effective the end of the 2022-23 year.
  
15. Recommended acceptance of the resignation of Sarah Luman as full-time Sixth Grade Math Teacher at Meyer Middle School effective the end of the 2022-23 year.
  
16. Recommended acceptance of the resignation of Karl Erickson as full-time Physical Education Teacher at Rocky Branch Elementary School effective the end of the 2022-23 year. Mr. Erickson will retire after 35 years of service with the district.

**School District of River Falls**  
**Finance and Facilities Committee meeting Report**

Monday, April 10, 2023 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

The Board of Education's Finance and Facilities Committee meeting was held on Monday, April 10, 2023 at District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Schultz 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*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

**PRESENT**

Committee members Todd Schultz (Chair), Bob Casey and Mike Miller were present. Also present were Board members Lindsey Curtis, Cindy Holbrook, Stacy Johnson Myers, and Alan Tuchtenhagen. Superintendent Jamie Benson, Director of Finance and Facilities Lynette Edwards, Director of Human Resources David Bell and Director of Buildings & Grounds Joe Haselman were also present.

**1. CALL TO ORDER - 6:00 p.m. in the District Office Conference Room**

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

**3. HEARING OF VISITORS OR DELEGATIONS**

**4. Review District's Comprehensive Roof Replacement Plan**

Director of Buildings & Grounds, Joe Haselman and Director of Finance and Facilities, Lynette Edwards, provided the committee with a comprehensive roof replacement plan update.

**Action:** None, informational only.

**5. 2022-23 Budget Update Through February 2023**

Director of Finance and Facilities, Lynette Edwards, provided the committee with a 2022-23 budget update through February 2023.

**Action:** None, informational only.

**6. Review & Discuss the District's Investments & Policy**

Director of Finance and Facilities, Lynette Edwards, discussed the district's investments and policy updates.

**Action:** None, informational only.

**7. Review & Discuss the District's Fund Balance & Policy**

Director of Finance and Facilities, Lynette Edwards, discussed the district's fund balance policy.

**Action:** None, informational only.

**8. Review & Discuss the Budget Model Projections**

Director of Finance and Facilities, Lynette Edwards, provided the committee with budget model projections.

**Action:** None, informational only.

**9. Proposed/suggested items for the next regular and future Finance & Facilities meeting agenda(s)**

Request for Administration to draft an Investment Income policy for review/adoption. Request for Administration to provide a recommendation on the District's fund balance.

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

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

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

Finance and Facilities Committee meeting, Monday, May 8, 2023, 6:00 p.m.

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

11. ADJOURN

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Todd Schultz, Finance and Facilities Committee Chair

**School District of River Falls**  
**Personnel Committee Meeting - EXECUTIVE SESSION Report**

Monday, April 3, 2023 - 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, April 3, 2023 at District Office 852 E Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 6:03 PM. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

**PRESENT**

Committee Members Stacy Johnson Myers (Chair), Bob Casey, and Cindy Holbrook were present. Superintendent Jamie Benson; Lynette Edwards Director of Finance and Facilities; and Director of Human Resources and Leadership Development David Bell were also present.

**1. CALL TO ORDER - 6:03 P.M. AT THE DISTRICT OFFICE CONFERENCE ROOM**

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

**3. HEARING OF VISITORS OR DELEGATIONS**

No visitors.

**4. REQUEST FOR EXECUTIVE SESSION PURSUANT TO WISCONSIN § 19.85(1)(C) TO DISCUSS CONTRACT NEGOTIATIONS WITH EMPLOYEE GROUPS.**

Roll call vote: Johnson Myers-Yes, Holbrook-Yes, Casey-Yes.

**5. RECONVENE INTO OPEN SESSION AND AFFIRM ACTION TAKEN IN EXECUTIVE SESSION**

No action taken.

**6. ADJOURN**

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Stacy Johnson Myers, Personnel Committee Chair

**School District of River Falls  
Personnel Committee Meeting Report**

Monday, April 10, 2023 - at 7:00 PM or immediately following the 6:00 PM Finance & Facilities meeting  
District Office  
852 E Division Street  
River Falls, Wisconsin 54022

The Board of Education's Personnel Committee meeting was held on Monday, April 10, 2023 at District Office 852 E Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 7:33 PM. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, 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, and Todd Schultz were present. Superintendent Jamie Benson, Director of Human Resources and Leadership Development David Bell, High School Principal Kit Luedtke, and Director of Finance and Facilities Management Lynette Edwards were also present.

**1. CALL TO ORDER - 7:33 PM**

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

**3. HEARING OF VISITORS OR DELEGATIONS-NONE**

**4. CERTIFIED STAFFING PLAN UPDATE**

The committee discussed the recruitment, selection, and hiring timeline for upcoming certified staff openings.

**Action:** None, informational only.

**5. APPROVE SENDING LETTERS OF INTENT TO CERTIFIED STAFF**

Under the terms of Wisconsin Statue 118.22, on or before May 15 of the school year during which a teacher holds a contract, the Board by which the teacher is employed shall give the teacher written notice of renewal for the ensuing school year.

**Action:** Motion by Casey, seconded by Holbrook to approve sending letters of intent to certified staff. Motion passed unanimously.

**6. INSURANCE STUDY COMMITTEE UPDATE**

The committee reviewed 2023-24 health/dental insurance renewals.

**Action:** None, informational only.

**7. VOLUNTEER COORDINATOR/VIRTUAL LEARNING SECRETARY JOB DESCRIPTION**

The committee discussed revisions to the job description in response to the suspension of the K-8 Virtual E-School and an update of volunteer coordinator responsibilities.

**Action:** Motion by Casey, seconded by Holbrook to approve revisions to the Volunteer Coordinator/Virtual Learning Secretary. Motion passed unanimously.

**8. RETIREE BENEFIT COMMITTEE UPDATE**

The Teacher Retiree Benefit Committee (TRBC) was formed to review the current district retirement benefits and analyze the impact that this benefit has on teacher retention.

**Action:** None, informational only.

**9. PROPOSED/SUGGESTED ITEMS FOR THE NEXT REGULAR AND FUTURE PERSONNEL MEETING AGENDA(S)**

As always, committee members were given the opportunity to suggest items for future committee and/or Board meeting agendas.

**No specific items were identified.**

**10. SCHEDULE NEXT PERSONNEL COMMITTEE MEETING**

Upcoming committee meeting dates, times, and locations will be reviewed.

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

Personnel Committee meeting, Monday, May 8, 2023, 7:00 p.m. *(or immediately following Finance & Facilities)*

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

**11. EXECUTIVE SESSION PURSUANT TO WISCONSIN § 19.85(1)(c) FOR THE PURPOSE OF ISSUING FINAL NOTICE OF NON-RENEWAL OF CERTIFIED STAFF AND TO DISCUSS NEGOTIATIONS WITH EMPLOYEE GROUPS. ROLL CALL REQUIRED.**

**Action:** Motion by Casey, second by Holbrook to move to executive session. Johnson Myers-Yes, Holbrook-Yes, Casey-Yes.

**12. CONVENE TO EXECUTIVE SESSION**

**13. RECONVENE INTO OPEN SESSION AND AFFIRM ACTION TAKEN IN EXECUTIVE SESSION IF NECESSARY**

**Action:** Motion by Casey, seconded by Holbrook to affirm action taken in executive session. Motion passed unanimously.

**14. ADJOURN-9:09 PM**

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Stacy Johnson Myers, Personnel Committee Chair

## PERSONNEL COMMITTEE EXECUTIVE SESSION REPORT

Monday, April 10, 2023

District Administrative Office Conference Room

The Personnel Committee convened to executive session at 8:42 PM pursuant to Wisconsin § 19.85(1)(c)(e). For the purpose of final nonrenewal of certified staff and to discuss contract negotiations with employee groups. Roll call vote: Johnson Myers-Yes, Holbrook-Yes, Casey-Yes.

### PRESENT

- Committee Members Cindy Holbrook, Stacy Johnson Myers, and Bob Casey.
- Board members Mike Miller, Lindsey Curtis, and Todd Schultz
- Superintendent Jamie Benson
- Director of Human Resources and Leadership Development David Bell
- Director of Finance and Facilities Management Lynette Edwards
- RFHS Principal Kit Luedtke

#### 1. NONRENEWAL FOR CERTIFIED STAFF LAYOFF

Background: Certified staff layoff needs to be done through the nonrenewal process and timelines. These employees were issued preliminary notices of non-renewal on 3/21/23. In the preliminary notice, each was given the opportunity to schedule a private hearing before the board prior to being given written notice of non-renewal. No meetings were requested.

Action: Motion be Casey, second by Holbrook to issue final notices of non-renewal to certified staff as recommended by the Administrative team.

#### 2. SET NEGOTIATIONS TEAM MEETINGS

Background: The negotiations team discussed the timeline and goals for upcoming negotiations meetings.

Action: Information only. No action required.

#### 3. ADJOURNED AT 9:09 PM



Date

Name

School

Dear FIRST NAME,

Greetings! Even though we are all fully immersed in the present school year, the board and administration are making plans for the 2023-24 academic year. While we have many decisions to make for next year, one thing we have already committed to is continuing the implementation of our strategic plan. One of the most important components of that plan is to attract, retain, and support you and all of our teachers.

The board understands that you and your colleagues are at the core of our district. It is through your work and relationships with students that we accomplish the district's mission. Thank you for all you have done and continue to do to support the young people whose education is entrusted to our school district.

On an annual basis, the school board reaches out to you to extend an offer of continued employment for the coming school year. Please accept this letter as the school board's offer of continued employment for the 2023-2024 school year. I hope you will accept this offer and return to teach in the River Falls School District. Please use Skyward to electronically sign your letter by June 15, 2023. If you decide to decline this offer of employment, a resignation is respectfully requested.

Along with our board colleagues, Alan and I know how important you are to the school district. We recognize your tremendous work and dedication to the students and families in the River Falls community. You have our abiding thanks and appreciation.

Sincerely,

Stacy Johnson Myers, School Board President

Alan Tuchtenhagen, School Board Clerk

**School District of River Falls**  
**Job Description**  
**VOLUNTEER COORDINATOR AND VIRTUAL LEARNING /E-SCHOOL SECRETARY**

**MINIMUM QUALIFICATIONS:**

1. Be proficient in the use of technology. Computer skills including word processing and spreadsheets.
2. Have strong organizational, interpersonal, collaboration, and communication skills. Strong human relations and communication skills.
3. Be able to work independently, take initiative, solve problems, and manage diverse personalities.
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.
6. Be able to adhere to confidentiality in the workplace.
7. Telephone reception experience.
8. The ability to work on multiple projects at the same time and meet deadlines.

**POSITION SUMMARY:**

The Volunteer Coordinator (VC) and Virtual Learning Secretary (VLS) is a combined position that supports Community Education by overseeing the district volunteer program and supports the students participating in virtual learning. The VC works an average of 25 hours per week during the school year and the VLS works an average of 10 hours per week during the school year, plus up to four weeks during the summer. Hours can be adjusted with approval from the Director of Human Resources and Leadership Development.

**REPORTS TO:**

Director of Community Education and Communications and HS Virtual Learning Teacher

**PERFORMANCE RESPONSIBILITIES:**

*VOLUNTEER COORDINATOR (VC)*

1. Promote the volunteer program to families and community members.
2. Maintain district volunteer eligibility database.
3. Monitor online form submissions and complete background checks in a timely manner for all volunteers and STEP employees.
4. Provide leadership and support to school PTOs and staff members in need of volunteers for activities.
5. Oversee district volunteer events.
6. Consult with the Director of Community Education if a background check doesn't meet volunteer standards.
7. Maintain and update the District Volunteer Handbook, which contains guidelines, policies, background check standards, and procedures for school volunteers and STEP participants.
8. Interview, train and supervise STEP employees and school volunteers.
9. Develop a community mentoring program.
10. Match STEP employee and school volunteer strengths to the needs of students and staff.
11. Oversee STEP employee schedule and timecards
12. Organize volunteer appreciation week.
13. Contribute to the creation and distribution of the district e-newsletter and community e-blast.
14. Provide editing support to community education and district communications.
15. Support and track staff recognition programs.
16. Perform all other duties as assigned by the Director of Community Education and Communications.
17. Responsible for initial start-up of the district-wide volunteer program.
18. Supervise Assistant District Volunteer Coordinator, district volunteers and STEP participants; provide leadership for school PTO's and staff members as needed.

School District of River Falls

Job Description

**VOLUNTEER COORDINATOR AND VIRTUAL LEARNING ~~E-SCHOOL~~ SECRETARY**

- ~~19. Responsible for district volunteer and STEP budgets.~~
- ~~20. Oversee district volunteer events, Rocky Branch volunteer coordination and training, and Meyer Middle School parent organization.~~
- ~~21. Responsible for district-wide expansion of STEP including marketing, implementation, supervision and evaluation of the program.~~
- ~~22. Responsible for payment of STEP participants.~~
- ~~23. Solicit funding from outside community groups for STEP programs each year.~~

*VIRTUAL LEARNING SECRETARY (VLS)*

1. Oversee student application and enrollment into HS virtual learning.
2. Handle all aspects of registration and enrollment of students in Wisconsin Virtual School (WVS), or similar virtual learning programming.
3. Ensure student schedules align to district graduation requirements.
4. Organize on-going communication to students and families participating in virtual learning.
5. Prepare and deliver announcements to virtual learning students.
6. Monitor attendance, progress monitoring, and report cards.
7. Maintain attendance records, behavior reports, and grade reporting.
8. Prepare and process virtual learning correspondence and other materials that support the virtual learning coordinator and Director of Academic Services.
9. Support orientation for students participating in virtual learning.
10. Coordinate distribution of district technology.
11. Support technology department by managing the Schoology database as directed by the IT Supervisor.
- ~~12. Serve as building receptionist.~~
- ~~13. Direct callers and visitors to accurate information to meet their needs.~~
- ~~14. Prepare and process correspondence and other materials that support the principal and staff.~~
- ~~15. Troubleshoot problems with the office machines (copiers, laminator, fax, binding) and call for service as needed.~~
- ~~16. Handle all aspects of registration and enrollment.~~
- ~~17. Maintain attendance records and behavior reports.~~
- ~~18. Prepare announcements and deliver them when needed.~~
- ~~19. Maintain building and principal calendars and schedule meetings.~~
- ~~20. Prepare orientation materials.~~
- ~~21. Prepare and process correspondence (newsletters, emails, attendance letters, etc).~~
- ~~22. Maintain school website and Facebook group if applicable.~~
- ~~23. Manage absences and organize coverage for unfilled positions.~~
- ~~24. Approve time off and timesheets for staff.~~
- ~~25. Update building information such as calling tree, phone directory, birthday groups, etc.~~
- ~~26. Schedule interviews, and organize interview packets.~~
- ~~27. Maintain a thorough and efficient filing system.~~
- ~~28. Serve as school budget officer~~
- ~~29. Work independently and take initiative.~~
30. Perform all other duties as assigned.

Approved: 4/10/23

# SCHOOL DISTRICT OF RIVER FALLS

River Falls, Wisconsin 54022

453.4

## ADMINISTERING MEDICATION TO STUDENTS

Medication should be administered to school children at home rather than at school whenever possible. **Some students may require administration of medications during the regular school day. This policy is designed to protect the health and safety of students and provide clear guidance to employees and volunteers related to the administration of medication.**

School personnel, authorized in writing by the building principal, may administer medication to students in **accordance with Policy 453.4-Rule 1 Procedures for Administering Medication To Students.** Before any prescription or nonprescription medication may be administered to a student by school personnel, school personnel must receive written consent from the student's parent/guardian. In addition, before any prescription medication may be administered to a student by school personnel, school personnel must receive written instructions from a practitioner.

**All medication must be stored in a locked area, except as otherwise provided.**

**Exceptions include, but are not limited to:**

- An asthmatic student may use and possess a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity, or under the supervision of a school authority if all of the following are true:
  - the student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms;
  - the student has the written approval of the student's physician and, if the student is a minor, the written approval of the student's parent/guardian; and,
  - the student has provided the building principal **health office** with a copy of the required approval(s).
- A student with a known allergy may use and possess an epinephrine auto-injector while in school, at a school-sponsored activity or under the supervision of a school authority, if all of the following are true:
  - the student uses the epinephrine auto-injector to prevent the onset or alleviate the symptoms of an emergency situation;
  - the student has the written approval of the student's physician and, if the student is a minor, the written approval of the student's parent or guardian;
  - the student has provided the school principal **health office** with a copy of the approval(s).

All written consent forms and instructions shall be filed in the electronic student record and maintained in the health office of the district nurse. The School Nurse shall be responsible for

reviewing the written medication instructions periodically, maintaining complete and accurate records and, except as otherwise provided, storing all medication in a safe and secure place.

School personnel authorized to administer medication to students shall be provided appropriate instruction and shall not be required to administer any medication to a student by any means other than ingestion.

### **Administration of Medication in Cases of Emergency**

#### **Epinephrine Auto-Injector**

Pursuant to the provisions of the Board-adopted and physician and School Board approved Students with Food Allergies Policy, the Board authorizes the school nurse and other employees of the District designated by the principal and delegated by the school nurse to administer, in accordance with a standing protocol from a physician, an epinephrine auto-injector to a student or other person who the school nurse or designated employee in good faith believes is experiencing anaphylaxis, regardless of whether the student or other person has a prescription for an epinephrine auto-injector. If the student or other person does not have a prescription for an epinephrine auto injector, or the person who administers the epinephrine auto-injector does not know whether the student or other person has a prescription, the administering person shall as soon as possible report the administration by dialing “911”.

Individuals designated by the District to administer medications to students shall be exempt from civil liability in the course of administering medications unless they exhibit gross negligence. This exemption also applies to individuals designated to administer an epinephrine auto-injector to a student and other person in emergency circumstances regardless of whether the student or other person has a prescription for an epinephrine auto-injector. This exemption does not apply to health care professionals defined as registered nurse, licensed practical nurse, emergency medical technician, first responder and any other professional specified under Wis. Stats. 118.29, 256.15, 441, or 446 to 449. In addition, the District, the Board of Education, and any employee (including health care professionals) shall not be civilly liable for an injury incurred by a student as a result of using an epinephrine auto-injector or by any person as a result of a student possessing or using an epinephrine auto-injector under the conditions outlined in this policy.

#### **Naloxone**

**Naloxone, commonly known as Narcan, is a medication that can reverse an overdose that is caused by an opioid drug. Naloxone has no potential for abuse and is a non-narcotic and non-addicting prescription medication.**

**Naloxone shall be available and maintained on school grounds. To treat a suspected case of opioid overdose in a school setting, any trained staff member may administer naloxone, during an emergency, to any individual suspected of having an opioid-related drug overdose whether or not there is a previous history of opioid abuse. Trained individuals will be expected to follow the Naloxone administrative procedures outlined in [453.4-Rule \(2\) Naloxone Administration Flowchart](#)**

**No trained staff member shall be liable for civil damages which may result from acts of omissions relating to the use of the Naloxone which may constitute ordinary negligence; nor shall the school personnel be subject to criminal prosecution which may result from acts of omissions in the good faith administration of Naloxone. This immunity does not apply if the staff member has not received the required training or if the employee acts with a high degree of negligence. No school employee shall be subject to penalty or disciplinary action for refusing to be trained in the administration of the Naloxone.**

**Before any school district employee may administer Naloxone under this policy, the employee must successfully complete the Department of Public Instruction training about recognizing opioid-related overdoses, administering naloxone, and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be kept on file by the district nurse.**

**The school nurse shall maintain a current standing medical order from the school medical advisor that prescribes naloxone for use on school grounds. Naloxone will be clearly marked and stored in an accessible storage cabinet/medical kit in the health office and near some AED stations. The school nurse will ensure that all other trained staff are aware of the naloxone storage locations.**

**Naloxone will be stored in accordance with the manufacturer's instructions. Nothing in this policy is intended to regulate, restrict, or otherwise deter a law enforcement officer, emergency medical technician, volunteer fire company member, licensed medical professional, or other authorized individual from administering naloxone when responding in good faith to a suspected drug overdose occurring on school property.**

~~Specific medication administration procedures shall be developed.~~

LEGAL REF.: Sections 118.29 Wisconsin Statutes

118.291

118.292

121.02(1)(g)

256.15

441

446

449

PI 8.01(2)(g), Wisconsin Administrative Code

CROSS REF.: 453.4-Rule **(1)**, Procedures for Administering Medication to Students

**[453.4-Rule \(2\), Naloxone Administration Flowchart](#)**

**[WI DPI Opioid Antagonist Resources LINK](#)**

**[National Association of School Nurses](#)**

APPROVED: September 16, 1991

REVISED: July 19, 1993  
July 17, 2006  
March 23, 2015  
October 15, 2018  
**March 20, 2023**

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

453.4-Rule **(1)**

**PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS**

1. All nonprescription medication must be in the original manufacturer's container. All prescription medication must be in the original bottle labeled by a pharmacist. Pharmacists will provide an extra labeled container upon request.
2. All medication must be stored in a locked area, except as otherwise provided.
3. Before any nonprescription or prescription medication may be administered to a student by school personnel, school personnel must receive written consent from the student's parent/guardian. Phone messages shall not be accepted.
4. Staff may refuse to give any medication if:
  - a. The student appears to have negative reactions to the medication;
  - b. The medication does not provide the desired effect within a reasonable time; and,
  - c. The medication is not appropriate for the symptoms exhibited by the student.

Parents/guardians shall be notified when a medication is not given for one of the reasons above.

5. If a parent/guardian requests a dose, duration or schedule that is not in accordance with the manufacturer's instructions or a prescribed medication label, a practitioner's order is required.
6. Physician's standing orders shall be used for the administering of emergency medication (i.e., adrenalin, glucose). Injectable medication prescribed on an emergency basis shall be administered to students only by the School Nurse or trained medical personnel. If the School Nurse or trained medical personnel are not available when the emergency occurs, the student shall be immediately transferred to the hospital to receive the emergency medication. However, if the emergency demands "on the spot" attention and/or transportation to the hospital is not possible or feasible (i.e., on field trips), the injection shall be administered by identified building personnel who have had appropriate training in the administration of injections. The student shall then be transported to the hospital as soon as it becomes possible/feasible to do so. Identified building personnel who have volunteered to administer injections if the situation demands shall receive periodic training as deemed appropriate by the School Nurse.
7. School staff with whom the student works shall be informed of any medication being administered and shall be asked to monitor the student for any adverse effects. Such adverse effects should be reported immediately to the parent/guardian and School Nurse.

8. All nonprescription and prescription medication shall be supplied by the parent/guardian. Left-over medications will be released only to the parent/guardian.
9. A record shall be completed for all students receiving the medication.
10. The school will do everything possible to cooperate with parents/ in implementing these procedures. If there are concerns, such concerns shall be handled on an individual basis by the School Nurse.

CROSS REF.: 453.4 Administering Medication to Student

**453.4-Rule (2), Naloxone Administration Flowchart**

APPROVED: March 17, 1975

REVISED: June 20, 1977  
July 21, 1980  
September 16, 1991  
July 19, 1993  
July 17, 2006  
March 23, 2015  
**March 20, 2023**

## 1. RECOGNIZE

### Observe for signs of overdose:

- Pale, clammy skin
- Speech infrequent
- Not breathing or very shallow breathing
- Deep snorting or gurgling
- Unresponsive to stimuli (calling name, shaking, sternal rub)
- Slowed heart beat/pulse
- Blue lips or fingertips
- Pinpoint pupils

## 2. RESPOND

### Immediately call for help:

- Call for help- Dial 911
  - Request Advanced Life Support
- Place the person on their back
- Tilt head
- Lift chin
- Check breathing for no more than 10 seconds
- Check to see if there is anything in their mouth blocking their airway, such as gum, toothpick, undissolved pills, syringe cap, cheeked Fentanyl patch
  - If present, remove it
- If using mask, place and hold mask over mouth and nose
- If not using mask, pinch their nose with one hand and place your mouth over their mouth
- Give 2 even, regular-sized breaths
- Blow enough air into their lungs to make their chest rise
  - If you are using a mask and don't see their chest rise, out of the corner of your eye, tilt the head back more and make sure the seal around the mouth and nose is secure
  - If you are not using a mask and don't see their chest rise, out of the corner of your eye, make sure you're pinching their nose
- Breathe again
- Give one breath every 5 seconds

## 4. REFER

- Have the individual transported to nearest medical facility, even if symptoms seem to get better
- Contact parent/guardians per school protocol
- Complete Naloxone Administration Report form
- Follow up with treatment referral recommendations

## 3. REVERSE

### Administer Intra-Nasal Narcan:

- Tilt head back and give spray (4 mg) into one nostril
- If additional doses are needed, give in the other nostril

### Give NARCAN Nasal Spray

**Remove** NARCAN Nasal Spray from the box. Peel back the tab with the circle to open the NARCAN Nasal Spray.



**Hold** the NARCAN nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.



**Gently insert the tip of the nozzle into either nostril.**

- Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril**, until your fingers on either side of the nozzle are against the bottom of the person's nose.



**Press the plunger firmly** to give the dose of NARCAN Nasal Spray.

- Remove the NARCAN Nasal Spray from the nostril after giving the dose.



Graphic credit: (ADAPT Pharma, 2015)

- Stay with the person until help arrives
- Maintain airway, monitor circulation, start CPR as necessary
- Continue rescue breathing until spontaneous respirations have returned to greater than 12 resp/min then place in recovery position
- Seize all illegal and/or non-prescribed opioid narcotics found on victim and process in accordance with school district protocols