

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

Monday, June 19, 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. **PLEDGE OF ALLEGIANCE**
4. **HEARING OF VISITORS OR DELEGATIONS**
5. **INFORMATIONAL ITEMS**
  - A. **Spotlight on Education: Family Engagement Focus Update**  
**Description:** Presentation Link
  - B. **Superintendent, Administrative, and Student Representative Reports**
    1. Superintendent Report
      - a. End of Year Thank You to Staff, Parents, and Students
      - b. Legislative School Finance Update (2023-25)
      - c. Project Oversight Committee (POC) Update related to the Facility Assessment Report and the February 2024 referendum prioritization process
6. **ACTION ITEMS**
  - A. **Approval of Minutes, bills, and recommended employment** **3**  
**Description:** The following have been submitted for approval:  
Item 1: May 15, 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 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 June 5, 2023 Personnel Committee recommendations** **15**  
**Description:** The Personnel Committee met on June 5, 2023, to hear a certified staffing update, to approve the English Language Program Assistant job description, to discuss 2024-25 insurance consultation services bidding timeline, to discuss the advanced learning grant awards, and to approve the 2023-24 support staff supervisor salaries and the 2023-25 administrator contracts. The 2023-24 extra-curricular salary schedule will be included as part of the proposed 2023-24 Employee Handbook at the July Personnel Committee meeting. The committee also went into executive session to discuss employee negotiations and administrator evaluations.  
**Recommended Action:**
    1. Approve the English Language Program Assistant job description.
    2. Approve 2023-24 Support Staff Supervisor salaries and 2023-25 Administrator Contracts.
  - C. **Consideration and/or Action to approve 2022-23 Budget Revisions** **20**  
**Description:** The School Board approves the final budget revisions each June which reflect the most current budget information.  
**Recommended Action:** Approve 2022-23 Budget Revisions.
  - D. **Consideration and/or Action to approve 2022-23 Fund Balance Allocations** **26**  
**Description:** The School Board approves the estimated fiscal year-end fund balances each June.  
**Recommended Action:** Approve 2022-23 Fund Balance Allocations.
  - E. **Consideration and/or Action to approve River Falls High School Dishwasher Machine Purchase** **29**  
**Description:** Administration recommends the purchase of a dishwasher machine for the High School as budgeted in the 2022-23 fiscal year.

**Recommended Action:** Approve the purchase of a dishwasher machine for the High School from TriMark with budgeted funds from the 2022-23 fiscal year.

**F. Consideration and/or Action to approve the second reading of the new School Board Policy 652 Investment Income** **30**

**Description:** The first reading of School Board Policy 652 Investment Income was approved at the May 15, 2023, Regular School Board Meeting.

**Recommended Action:** Approve the second reading of revised School Board Policy 652 Investment Income.

**G. Consideration and/or Action to approve the second reading of revised School Board Policy 421 Entrance Age, 421-Rule Early Admissions Procedures, and 421-Exhibit Early Admission Application** **31**

**Description:** The first reading of revised Policy 421 Entrance Age, Policy 421-Rule Early Admissions Procedures, and the new 421 Exhibit Early Admission Application were approved at the May 15, 2023, Regular School Board Meeting.

**Recommended Action:**

1. Approve the second reading of the revised School Board Policy 421 Entrance Age.
2. Approve the second reading of the revised School Board Policy 421-Rule Early Admissions Procedures.
3. Approve the second reading of the new School Board Policy 421-Exhibit Early Admission Application.

**H. 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.

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

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

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

Project Oversight Committee meeting: Monday, July 10, 2023, 3:00 p.m.

Educational Program Committee meeting: Monday, July 10, 2023, 6:00 p.m.

Finance and Facilities Committee meeting: Monday, July 17, 2023, 6:00 p.m.

Personnel Committee meeting: Monday, July 17, 2023, 7:00 p.m. (or immediately following Finance and Facilities)

Project Oversight Committee meeting: Monday, July 24, 2023, 3:00 p.m.

Regular Board meeting: Monday, July 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.*

**7. Request for Executive Session pursuant to Wisconsin § 19.85(1)(c) to discuss employee negotiations, administrator evaluations, and the superintendent evaluation. Roll call vote required.**

**8. CONVENE TO EXECUTIVE SESSION**

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

**10. ADJOURN**

**School District of River Falls**  
**Regular Board Meeting**  
Monday, May 15, 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, May 15, 2023 at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. President Johnson Myers called the meeting to order at 6:06 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 Mike Miller, members Bob Casey, Lindsey Curtis, and Alison Page. 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, Meyer Middle School Principal Mark Chapin, Rocky Branch Principal Ashley Bingenheimer, Greenwood Principal Nate Schurman, Westside Principal Chris Kamrath, RFPME Principal Nate Wells, Activities Director David Crail and Community Ed & Communications Director Jennifer Ames.

**HEARING OF VISITORS OR DELEGATIONS**

A member of the community expressed disappointment with the board's decision regarding a recent book appeal. A couple of parents gave the district accolades for school forest education/improvements, the GSA (Gay/Straight Alliance), and the FFA (Future Farmers of America) program.

**INFORMATIONAL ITEMS**

**A. Acknowledgement / Recognition**

Wildcat Pride Award

- a. Reese Visger was recognized for having a positive impact on fellow students and for putting character into action.
- b. Ciara Roberson's award was sent to her as she was unable to attend the meeting.

**B. Spotlight on Education: Rocky Branch Elementary**

Bingenheimer gave an overview on cultivating a culture of professional learning and teacher efficacy at Rocky Branch including peer observation and utilizing instructional coaches.

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

1. Student Representative Report - None

2. Superintendent Report\*

Benson talked about the Academic Achievement Report and shared some of the district's academic objectives for the future. He presented comparisons of the averages between River Falls, the State, and other similar districts.

3. Administrative Reports - None

**ACTION ITEMS**

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

1. The Minutes from the April 17, 2023 Regular Board of Education meeting;
2. The Minutes from the April 24, 2023 Board of Education Reorganizational meeting;
3. Checks numbered 211774 through 211867 had been prepared in the amount of \$829,647.70 and there were automatic transfers of \$739,669.13 and \$743,173.68 for a total of \$2,312,490.51. Checks 211709, 211685, 211970, and 129183 were voided.
4. 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 Emily Brennan-Bobert as 1.0 FTE Special Education Teacher at Greenwood Elementary School effective August 23, 2023 (new position). Ms. Brennan-Bobert earned her bachelor's degree from UW-Eau Claire and her master's degree from UW-La Crosse. 3

She has eleven years of experience (Madison and Prescott WI). Her salary will be based on level E1M of the salary ladder. 2. Recommended approval of the employment of Joshua Weiss as 1.0 FTE Alternative Education Teacher at Renaissance Charter Academy effective August 23, 2023 (replaces Jenny Jerry). Mr. Weiss earned his bachelor's degree from Saint John's University and his master's degree from Marian University. He has ten years of experience (Milton and Hudson WI) and his salary will be based on level D2M of the salary ladder. 3. Recommended approval of the employment of Emily Micke as 1.0 FTE long term substitute Kindergarten Teacher at Greenwood Elementary School, effective approximately April 17, 2023 through June 9, 2023 (for Emily Williamson). 4. Recommended approval of the employment of Kaitlynn White as 1.0 FTE long term substitute Kindergarten Teacher at Rocky Branch Elementary School, effective approximately April 25, 2023 through June 9, 2023 (for Lauren Thomforde). 5. Recommended approval of the employment of Nolan Bechtold as 1.0 FTE long term substitute Family and Consumer Education Teacher at River Falls School, effective approximately May 5, 2023 through June 9, 2023 (for Kayte Borchardt). 6. Recommended approval of the employment of Blake Buzay as 1.0 FTE long term substitute Kindergarten Teacher at Rocky Branch Elementary School, effective approximately May 5, 2023 through June 9, 2023 (for Kim Majerus). 7. Recommended approval of the employment of Kyla Kainz as 1.0 FTE long term substitute Kindergarten Teacher at Greenwood Elementary School, effective approximately May 8, 2023 through June 9, 2023 (for Katlin Ruble). 8. Recommended approval of the hiring of the following short-term, on call Substitute Teachers: a. Erin Desvousges b. Ronald Jirsa c. Steven Johnson d. Briana Cassellius e. Mekenzie Bisel f. Jessie Botello g. Janet Fox 9. Recommended acceptance of the resignation of Logan Moe as full-time School Counselor at River Falls High School effective the end of the 2022-23 year. 10. Recommended acceptance of the resignation of Lance Westberg as Math Teacher at River Falls High School effective the end of the 2022-23 year. 11. Recommended acceptance of the resignation of Katie Miller as full-time Eighth Grade Science Teacher at Meyer Middle School effective the end of the 2022-23 year. 12. Recommended acceptance of the resignation of Ruth Jilk as part-time Reading Teacher at River Falls Public Montessori Elementary School effective the end of the 2022-23 year. Ms. Jilk will retire after 20 years of service with the district. Motion carried unanimously (7-0).

#### **B. Consideration and/or Action to approve May 1, 2023 Educational Program Committee recommendations**

The Educational Program Committee met on May 1, 2023, to review the curriculum review cycle, to approve revised policy 421 Entrance Age, to approve revised policy 421-Rule Early Admissions Procedures & the new 421-E Early Admission Application, and finally to hear a summer school update.

Tuchtenhagen motioned, seconded by Curtis to approve the first reading of revised School Board Policy 421 - Entrance Age, the first reading of revised School Board Policy 421-Rule - Early Admissions Procedures and the first reading of the new School Board Policy 421-Exhibit - Early Admission Application. Motion carried unanimously (7-0).

#### **C. Consideration and/or Action to approve May 8, 2023 Finance & Facilities Committee recommendations**

The Finance and Facilities Committee met on May 8, 2023 to review the initial facility study report, to hear a 2022-23 budget update, to approve the new policy 652 Investment Income, and finally to approve the district membership with the Wisconsin Educators Risk Management Cooperative (WERMC) for the purpose of district liability insurance consultation and risk management resources.

1. Miller motioned, seconded by Page to approve the first reading of the new School Board Policy 652 - Investment Income. Motion carried unanimously (7-0).

2. Miller motioned, seconded by Casey to approve the District's membership with Wisconsin Educators Risk Management Cooperative (WERMC). Motion carried unanimously (7-0).

#### **D. Consideration and/or Action to approve May 8, 2023 Personnel Committee recommendations**

The Personnel Committee met on May 8, 2023, to hear a certified staffing update, to approve the student support teacher job description, to approve the middle school counseling secretary job description, to approve 2024-25 school calendar, to approve letters of appointment to support staff employees, and finally to approve the hourly support staff salary schedule. The English Language Program Assistant job description was tabled until the June Personnel Committee meeting for further revision. The committee also went into executive session to discuss negotiations with employee groups.

1. Casey motioned, seconded by Holbrook to approve the Student Support Teacher job description. Motion carried unanimously (7-0).

2. Johnson Myers motioned, seconded by Curtis to approve the Middle School Counseling Secretary job description. Motion carried unanimously (7-0).

3. Casey motioned, seconded by Page to approve the 2024-25 School Calendar. Motion carried unanimously (7-0).

4. Curtis motioned, seconded by Casey to approve letters of appointment to support staff employees. Motion carried unanimously (7-0).

5. Casey motioned, seconded by Miller to approve the hourly support staff salary schedule. Motion carried unanimously (7-0).

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

As always, Board members will be given the opportunity to suggest items for future Board member agendas. Policy revisions, annual Superintendent evaluation, Project Oversight Committee (POC) updates.

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

Set the meeting schedule as follows:

Finance and Facilities Committee meeting: Monday, June 5, 2023, 6:00 p.m.

Personnel Committee meeting: Monday, June 5, 2023, 7:00 p.m. (or immediately following Finance and Facilities)

Educational Program Committee meeting: Monday, June 12, 2023, 6:00 p.m.

Regular Board meeting: Monday, June 19, 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.*

G. Curtis motioned, seconded by Casey to move into **Executive Session pursuant to Wisconsin § 19.85(1)(a)(c)(f) to discuss negotiations with employee groups and to discuss student expulsion procedures**. Roll call vote: Page yes, Curtis yes, Casey yes, Miller 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 7:20 p.m.

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

**ADJOURN**

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Alan Tuchtenhagen, Clerk

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

Checks for Approval at the June 2023 Board Meeting

<b>AP CHECK NUMBERS</b>	<b>AMOUNT</b>
212208 - 212646	\$891,188.40

**PAYROLL**

5/5/23 Auto Tsf. Payroll	\$718,381.94
5/19/23 Auto Tsf. Payroll	\$825,909.98

**\$2,435,480.32**

**VOID CHECKS**  
**212022 - Erin Fenton**

	<b>Actual</b>
FNB - General Money Market Balance	\$7,243,493.57
RCU - Money Market Balance	\$67,297.66

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

POST	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
5/3/2023	212208	3 SCHWEET SISTERS, LLC	CE Class Pymt	\$ 522.00
5/3/2023	212209	ADAPTIVE SPECIALTIES, LLC	Wheelchair parts	\$ 455.94
5/3/2023	212210	AIR COMMUNICATIONS OF WI, INC	Repeat Monthly Rent	\$ 544.32
5/3/2023	212211	ALBRECHT, VICTOR	CE Class Pymt	\$ 253.00
5/3/2023	212214	AMAZON CAPITAL SERVICES, INC.	Multiple Invoices	\$ 3,518.21
5/3/2023	212217	ANDERSEN, VICTORIA	CE Class Pymt	\$ 665.44
5/3/2023	212218	AUTO VALUE	Multiple Invoices	\$ 339.65
5/3/2023	212219	BALDWIN LIGHTSTREAM	internet and phone	\$ 1,601.84
5/3/2023	212220	BERMAN, TAYLOR	Multiple Invoices	\$ 362.92
5/3/2023	212221	BJORNSTAL, CARL	officiating fees	\$ 140.00
5/3/2023	212225	BRENNER, KAILEY	CE Class Pymt	\$ 273.60
5/3/2023	212227	CAPITAL ONE	Multiple Invoices	\$ 680.08
5/3/2023	212228	CARPENTER ST CROIX VALLEY	Field Trip Fee	\$ 190.00
5/3/2023	212229	CESA 11	invoice 230581	\$ 16,425.25
5/3/2023	212230	CHIPPEWA VALLEY SPORTING GOODS	supplies	\$ 645.00
5/3/2023	212231	CINTAS	BG Expense	\$ 221.56
5/3/2023	212232	CONTINENTAL CLAY	Clay	\$ 394.61
5/3/2023	212238	EXPRESS SERVICES INC	Sub fulfillment	\$ 5,285.00
5/3/2023	212239	FAST COPY CENTER	Multiple Invoices	\$ 220.64
5/3/2023	212240	FEISTHAUER, CHRISTINA	CE Class Pymt	\$ 513.00
5/3/2023	212242	GRAPHIC DESIGN INC.	CE Catalog Pymt	\$ 5,955.37
5/3/2023	212243	GUNNELL, LAURA	Multiple Invoices	\$ 358.94
5/3/2023	212245	HAPPINESS IN A CUP WI	supplies	\$ 250.00
5/3/2023	212248	HILLYARD, INC.-MPLS	Multiple Invoices	\$ 8,197.00
5/3/2023	212251	JOSTENS INC	Diploma Covers	\$ 2,559.95
5/3/2023	212252	KINETIC LEASING, INC.	Lease Payments	\$ 1,659.19
5/3/2023	212255	KLUNDT, SHANE	officiating fees	\$ 160.00
5/3/2023	212256	LAKESHORE LEARNING MATERIALS	supplies	\$ 196.73
5/3/2023	212259	MACKIN EDUCATIONAL RESOURCES	Library books	\$ 22,536.24
5/3/2023	212262	MCMASTER-CARR	pool supplies	\$ 124.44
5/3/2023	212264	MENARDS	Multiple Invoices	\$ 1,977.06
5/3/2023	212266	MINNESOTA COACHES, INC./HASTINGS BUS CO.	Bus-CE Trip	\$ 1,921.56
5/3/2023	212267	MISSISSIPPI WELDERS SUPPLY	Tech Ed Supplies	\$ 214.50
5/3/2023	212270	NATIONAL ASSOC. OF SCHOOL NURSES	Conf Reg	\$ 320.00
5/3/2023	212271	NEO ELECTRICAL SOLUTIONS LLC	Electrical Work	\$ 2,200.00
5/3/2023	212272	NOTABLE INC	license renewal	\$ 594.00
5/3/2023	212274	O'ROURKE MEDIA GROUP-MINNESOTA, LLC	Multiple Invoices	\$ 301.87
5/3/2023	212276	PIERCE COUNTY SOLID WASTE DEPT	Tire Disposal	\$ 240.00
5/3/2023	212279	RIVER MOON COFFEE ROASTING CO	french roast	\$ 180.00
5/3/2023	212280	RIVER STATES TRUCK & TRAILER	Multiple Invoices	\$ 209.00
5/3/2023	212282	SECURITY CHECK ME INC	Multiple Invoices	\$ 630.00
5/3/2023	212284	SHOPK12, INC.	supplies	\$ 469.50
5/3/2023	212285	SHOWTIME ENTERTAINMENT	Sweetheart dance	\$ 475.00
5/3/2023	212288	STAPLES -(PAPER)	Multiple Invoices	\$ 846.76

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

5/3/2023	212289	STEEL TOWNE R.F.	Multiple Invoices	\$ 358.20
5/3/2023	212292	TOOLS FOR SCHOOLS, INC.	Book Creator	\$ 120.00
5/3/2023	212293	TRANSFINDER CORPORATION	Map upgrades	\$ 3,990.00
5/3/2023	212294	VERTICAL ENDEAVORS, INC.	Outdoor Ed	\$ 920.00
5/3/2023	212295	WAAE	Conf Reg	\$ 1,200.00
5/3/2023	212296	WALKER, JACY	Reim supplies	\$ 912.05
5/3/2023	212297	WARD, ERIN	CE Class Pymt	\$ 807.30
5/3/2023	212298	WATSON, MARGARET	Reim supplies	\$ 136.43
5/3/2023	212300	WIAA	Multiple Invoices	\$ 9,107.68
5/3/2023	212301	YOURMEMBERSHIP.COM INC	Job Posting	\$ 359.00
5/10/2023	212302	5 STAR RESTROOM RENTALS	Restroom Rental	\$ 290.00
5/10/2023	212303	ALFVEBY, DENNIS	accompanist fee	\$ 255.00
5/10/2023	212304	ALL STAR CUSTOM AWARDS INC	awards	\$ 170.00
5/10/2023	212305	ALLEN, ZACHARY	Driver Meals	\$ 134.00
5/10/2023	212307	AMAZON CAPITAL SERVICES, INC.	Multiple Invoices	\$ 2,633.06
5/10/2023	212309	AMERICAN TIME	Dist Wide Clocks	\$ 347.65
5/10/2023	212310	AMPLIFIED IT, LLC	Licenses	\$ 5,450.00
5/10/2023	212311	ANDERSEN, VICTORIA	CE Class Pymt	\$ 514.86
5/10/2023	212312	APPLE AWARDS, INC.	Retirement bells	\$ 627.91
5/10/2023	212315	AT&T	715 425-1803 147 0	\$ 1,358.89
5/10/2023	212316	AUTO VALUE	Multiple Invoices	\$ 226.05
5/10/2023	212317	BADGER SWIMPOOLS	Pool Repairs	\$ 21,463.00
5/10/2023	212318	BAILEY, LINDA	April Services	\$ 300.00
5/10/2023	212319	BENSON, JAMES	Reim Mileage	\$ 125.95
5/10/2023	212321	BOESPFLUG, PAUL	Driver Meals	\$ 111.00
5/10/2023	212322	BOWERS HYNES, SOMMER	Reim supplies	\$ 134.32
5/10/2023	212323	BRANDVOLD, KARIN	Reim Travel Expenses	\$ 347.48
5/10/2023	212325	BRICKHOUSE MUSIC, LLC	Multiple Invoices	\$ 2,839.85
5/10/2023	212326	BSN SPORTS	Multiple Invoices	\$ 776.25
5/10/2023	212327	C & L COMMUNICATIONS INC	April Locates	\$ 431.50
5/10/2023	212332	CONTINENTAL CLAY	supplies	\$ 189.55
5/10/2023	212333	CRAIL, DAVID	Reim phone	\$ 260.00
5/10/2023	212335	CYCLONE FENCE INC	Fence Repair	\$ 1,760.00
5/10/2023	212336	DECHEINE, LAURA	Musical Pymt	\$ 500.00
5/10/2023	212337	DICK'S MARKET	Multiple Invoices	\$ 2,775.83
5/10/2023	212339	DUET RESOURCE GROUP/DJMI	Furniture	\$ 6,527.37
5/10/2023	212340	ELK MOUND AREA SCHOOL DISTRICT	MMS Entry Fee	\$ 150.00
5/10/2023	212342	EPSTEIN, GARY	Driver Meals	\$ 252.00
5/10/2023	212346	FILARSKY, SARA	Reim supplies	\$ 157.02
5/10/2023	212347	FOOD SERVICE-SDRF	Prom	\$ 1,534.00
5/10/2023	212348	GIBBS FARM/RCHS	Multiple Invoices	\$ 1,688.00
5/10/2023	212350	GLASS EXPRESS INC	Window Repair	\$ 704.18
5/10/2023	212354	HOFFMAN, KALEENA	Reim supplies	\$ 186.00
5/10/2023	212355	HORIZON COMMERCIAL POOL SUPPLY-INC	Pool Chemicals	\$ 723.12
5/10/2023	212356	HUB 70 DESIGN AND PRINT	Multiple Invoices	\$ 140.20
5/10/2023	212357	HUEBSCH	Multiple Invoices	\$ 1,485.92
5/10/2023	212358	INSTRUMENTAL MUSIC CO.,INC.	Band Supplies	\$ 1,658.00

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

5/10/2023	212360	IRELAND, DENNIS	Reim Forest Supplies	\$ 390.00
5/10/2023	212361	J&S LAWN CARE, LLC	Fertilization	\$ 37,501.60
5/10/2023	212362	JACKSON & ASSOCIATES LLC	Multiple Invoices	\$ 5,081.00
5/10/2023	212363	J H LARSON COMPANY	Multiple Invoices	\$ 151.50
5/10/2023	212364	JUNIOR LIBRARY GUILD	Renewal	\$ 1,545.46
5/10/2023	212365	KAUTH, AMANDA	Reim Travel Expenses	\$ 310.77
5/10/2023	212366	KWIK TRIP, INC.	Fuel	\$ 2,776.48
5/10/2023	212367	LAWSON PRODUCTS INC	Supplies	\$ 132.08
5/10/2023	212369	LOCKIE, LISA	Reim supplies	\$ 132.12
5/10/2023	212371	MACKIN EDUCATIONAL RESOURCES	Library CSF	\$ 4,896.05
5/10/2023	212373	MARCO TECHNOLOGIES LLC	Multiple Invoices	\$ 1,668.91
5/10/2023	212374	MERIDIAN CONSULTING GROUP	Remaining visits	\$ 1,440.00
5/10/2023	212375	MIDWEST BUS PARTS INC	Multiple Invoices	\$ 1,047.42
5/10/2023	212378	NELCO	AP Checks	\$ 1,416.25
5/10/2023	212380	NELSON, CRAIG	Driver Meals	\$ 115.00
5/10/2023	212381	NEW RICHMOND HIGH SCHOOL	Track meet fee	\$ 125.00
5/10/2023	212382	NORTHWOOD TECHNICAL COLLEGE	KB & JK Tuition	\$ 981.40
5/10/2023	212384	PIERCE COUNTY PUBLIC HEALTH	Pool Permit	\$ 254.00
5/10/2023	212385	PLUM, SARAH	Multiple Invoices	\$ 306.60
5/10/2023	212387	RIVER CITY DISPOSAL, INC.	Garbage	\$ 2,998.34
5/10/2023	212388	RIVER CITY STITCH LLC	Multiple Invoices	\$ 2,471.28
5/10/2023	212390	RIVER FALLS ACE HARDWARE	Multiple Invoices	\$ 1,050.90
5/10/2023	212392	RIVER FALLS MUNICIPAL	Multiple Invoices	\$ 67,644.78
5/10/2023	212393	RIVER FALLS GOLF CLUB	Boys HS Golf	\$ 1,500.00
5/10/2023	212397	SAUMER, ANNAH	Reim supplies	\$ 107.38
5/10/2023	212398	SCIENCE MUSEUM OF MINNESOTA	Field Trip Fee	\$ 696.00
5/10/2023	212399	SHEBOYGAN SOUTH FORENSICS	Forensic Hotel Fee	\$ 884.99
5/10/2023	212401	SMITH, MATTHEW	Reim teambuilding	\$ 550.00
5/10/2023	212404	STAPLES -(PAPER)	Multiple Invoices	\$ 1,307.92
5/10/2023	212405	ST CROIX GAS	Multiple Invoices	\$ 10,064.23
5/10/2023	212407	SUMMIT COMPANIES	Doors Magnetic Hold	\$ 1,989.00
5/10/2023	212408	TAG PERFORMANCE & NUTRITION	Wellness Grant	\$ 450.00
5/10/2023	212409	THE JOURNAL	Multiple Invoices	\$ 607.21
5/10/2023	212410	TOTAL EXCAVATING LLC	Softball Field Repair	\$ 15,286.50
5/10/2023	212411	TRI STATE BOBCAT, INC.	Multiple Invoices	\$ 717.07
5/10/2023	212412	ULINE	Multiple Invoices	\$ 817.66
5/10/2023	212413	UNITED WAY ST.CROIX VALLEY	Multiple Invoices	\$ 110.00
5/10/2023	212414	UW-EAU CLAIRE ATHLETICS	Soccer Tourn.	\$ 215.00
5/10/2023	212415	UWRF	Multiple Invoices	\$ 2,480.00
5/10/2023	212416	VERIZON WIRELESS	4/2/2023-5/1/2023	\$ 1,879.36
5/10/2023	212417	VOYAGER SOPRIS LEARNING	supplies	\$ 124.30
5/10/2023	212419	WI COUNCIL FOR THE SOCIAL STUDIES	Conf Reg	\$ 150.00
5/10/2023	212420	WEBER, MADELINE	Reim supplies	\$ 776.09
5/10/2023	212421	WI SCTF	Multiple Invoices	\$ 197.47
5/10/2023	212423	YALE MECHANICAL LLC	BAS Issues	\$ 6,459.75
5/12/2023	212424	CERNOHOUS CHEVROLET	Repair Suburban	\$ 6,980.34
5/17/2023	212425	ALLINA HEALTH SYSTEM	Multiple Invoices	\$ 27,785.00

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

5/17/2023	212428	AMAZON CAPITAL SERVICES, INC.	Multiple Invoices	\$ 3,906.49
5/17/2023	212430	ARROW LIFT ACCESSIBILITY	Preventative Maint	\$ 912.00
5/17/2023	212432	AT&T BUSINESS DIRECT	Multiple Invoices	\$ 1,652.51
5/17/2023	212434	AVS COMPANIES	Vending Machine	\$ 7,442.00
5/17/2023	212435	B & H PHOTO-VIDEO	Projector	\$ 536.24
5/17/2023	212436	BAUER BUILT INC	Multiple Invoices	\$ 1,030.05
5/17/2023	212437	BJORNSTAL, CARL	officiating fees	\$ 140.00
5/17/2023	212438	BLAIS MICROSCOPE COMPANY LLC	Microscope Maint	\$ 735.00
5/17/2023	212441	BRATHOL, DYLAN	Multiple Invoices	\$ 480.00
5/17/2023	212442	BRATLAND, ANDREW	Multiple Invoices	\$ 320.00
5/17/2023	212443	BRICKHOUSE MUSIC, LLC	Multiple Invoices	\$ 170.96
5/17/2023	212448	CESA 9	WVS Enrollments	\$ 4,790.00
5/17/2023	212449	COMPUTER INTEGRATION TECHNOLOGIES INC	Multiple Invoices	\$ 23,426.14
5/17/2023	212451	DEMCO INC	Book Tape	\$ 105.14
5/17/2023	212452	DEMPSEY, JACK	Ski Club Reim	\$ 144.00
5/17/2023	212454	DNA AV INTEGRATORS LLC	Auditorium Mics	\$ 1,815.54
5/17/2023	212456	EXPRESS SERVICES INC	Sub Fulfillment	\$ 3,823.80
5/17/2023	212457	FAST COPY CENTER	Multiple Invoices	\$ 440.45
5/17/2023	212458	FERGUSON, DYLAN	Multiple Invoices	\$ 160.00
5/17/2023	212460	FLEX CRAFT	supplies	\$ 1,093.56
5/17/2023	212461	FOOD SERVICE-SDRF	Multiple Invoices	\$ 2,334.80
5/17/2023	212462	GIBBS FARM/RCHS	Field Trip Fee	\$ 480.00
5/17/2023	212465	HANSEN, MELISA	Multiple Invoices	\$ 1,562.17
5/17/2023	212467	HAYWARD COMMUNITY SCHOOLS	WIAA BGO - 5/6/23	\$ 250.00
5/17/2023	212468	HEALING ROOTS WELLNESS CENTER, LLC	Wellness Grant	\$ 250.00
5/17/2023	212470	HILLYARD, INC.-MPLS	Multiple Invoices	\$ 15,636.01
5/17/2023	212471	HORIZON COMMERCIAL POOL SUPPLY-INC	Pool Chemicals	\$ 908.71
5/17/2023	212472	HUB 70 DESIGN AND PRINT	Multiple Invoices	\$ 247.45
5/17/2023	212473	HUDSON PHYSICIANS	Multiple Invoices	\$ 2,127.00
5/17/2023	212474	IGOU, KYLE	Multiple Invoices	\$ 180.00
5/17/2023	212475	INSPIRE TO CREATE ENTERPRISES LLC	Forward Grant	\$ 665.64
5/17/2023	212480	KLUNDT, SHANE	officiating fees	\$ 140.00
5/17/2023	212483	LEMIRE, PARKER	officiating fees	\$ 140.00
5/17/2023	212484	LOGICK, DANA	Wellness Grant	\$ 126.29
5/17/2023	212486	LOY, KATRINA	Wellness Grant	\$ 216.84
5/17/2023	212487	LUEDTKE, KRISTOPHER	Multiple Invoices	\$ 122.56
5/17/2023	212488	MACKIN EDUCATIONAL RESOURCES	books	\$ 7,552.96
5/17/2023	212489	MAGEE, TIMOTHY	Multiple Invoices	\$ 180.00
5/17/2023	212490	MANSFIELD OIL COMPANY OF GAINSVILLE, INC	Fuel	\$ 21,685.56
5/17/2023	212491	MARCO TECHNOLOGIES, LLC.	Multiple Invoices	\$ 1,306.67
5/17/2023	212492	MARCUM, CHRISTOPHER	officiating fees	\$ 160.00
5/17/2023	212493	MASTERCARD CORPORATE CLIENTS	Multiple Invoices	\$ 24,469.16
5/17/2023	212497	MIDWEST BUS PARTS INC	Multiple Invoices	\$ 192.25
5/17/2023	212499	MINUTEMAN PRESS	Multiple Invoices	\$ 3,328.25
5/17/2023	212501	MORELAND STORY	Speaker at MMS	\$ 650.00
5/17/2023	212502	NDGROUP LLC	Multiple Invoices	\$ 3,150.00
5/17/2023	212505	NORTH CENTRAL INTERNATIONAL, LLC	Parts	\$ 167.76

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

5/17/2023	212506	O'REILLY AUTO PARTS	Multiple Invoices	\$ 275.99
5/17/2023	212509	ONALASKA HIGH SCHOOL	WIAA - GSO - 3/31/23	\$ 275.00
5/17/2023	212510	PAR, INC.	forms	\$ 117.00
5/17/2023	212512	PARSONS, JEFF	Multiple Invoices	\$ 160.00
5/17/2023	212514	PECHACEK, RYAN	Fruit sales advance	\$ 2,607.00
5/17/2023	212515	PLATE, WILLIAM	Multiple Invoices	\$ 180.00
5/17/2023	212516	POCERNICH, DALE	officiating fees	\$ 140.00
5/17/2023	212524	REGISTRATION FEE TRUST	Multiple Invoices	\$ 140.00
5/17/2023	212525	RIVER FALLS CHAMBER OF COMMERCE	membership renewal	\$ 199.00
5/17/2023	212526	RICKERT, REMY	officiating fees	\$ 140.00
5/17/2023	212529	ROETZER, CONNIE	Multiple Invoices	\$ 442.60
5/17/2023	212530	SEGUIN, CHADBOURNE	Multiple Invoices	\$ 300.00
5/17/2023	212531	SELLECK, CALEB	officiating fees	\$ 120.00
5/17/2023	212532	SEW COMPLETE, INC.	Multiple Invoices	\$ 17,078.00
5/17/2023	212533	SILVER, CHRISTOPHER	Multiple Invoices	\$ 549.94
5/17/2023	212534	SKYWARD ACCOUNTING DEPARTMENT	Electronic Signatures	\$ 250.00
5/17/2023	212535	SORENSEN, ANDREA	Reim supplies	\$ 182.31
5/17/2023	212539	STAPLES -(PAPER)	Multiple Invoices	\$ 1,187.49
5/17/2023	212541	STICHT, IAN	officiating fees	\$ 200.00
5/17/2023	212542	STOJAN, AMANDA	Wellness Grant	\$ 498.56
5/17/2023	212546	TORMACH, INC.	Multiple Invoices	\$ 42,656.65
5/17/2023	212547	WEBER, MADELINE	Musical Pymt	\$ 600.00
5/17/2023	212548	WELD RILEY SC	Legal Fees	\$ 365.50
5/17/2023	212549	WEVIDEO, INC.	License Renewal	\$ 7,581.39
5/24/2023	212552	ALTOONA HIGH SCHOOL	Tennis center fee	\$ 180.00
5/24/2023	212554	AMAZON CAPITAL SERVICES, INC.	Multiple Invoices	\$ 9,528.65
5/24/2023	212555	AUTO VALUE	Multiple Invoices	\$ 566.81
5/24/2023	212556	BAILEY, LINDA	May Services	\$ 500.00
5/24/2023	212557	BAUER BUILT INC	Multiple Invoices	\$ 2,916.67
5/24/2023	212558	BINGENHEIMER, ASHLEY	Reim luncheon	\$ 140.10
5/24/2023	212562	BRATHOL, DYLAN	officiating fees	\$ 180.00
5/24/2023	212563	BRIH DESIGN	GH Brih Design April	\$ 1,020.00
5/24/2023	212566	CESA 11	Multiple Invoices	\$ 540.00
5/24/2023	212567	CESA 9	Multiple Invoices	\$ 490.00
5/24/2023	212568	CHARTWELLS	April Invoice	\$ 216,428.53
5/24/2023	212569	COMPUTER INTEGRATION TECHNOLOGIES INC	Multiple Invoices	\$ 5,394.00
5/24/2023	212570	CLOG UN-BOGGLER, INC.	Service Call	\$ 575.00
5/24/2023	212571	DEMCO INC	Library supplies	\$ 1,686.19
5/24/2023	212574	EXPRESS SERVICES INC	sub fulfillment	\$ 2,580.84
5/24/2023	212576	FENTON, ERIN	Reim supplies	\$ 202.00
5/24/2023	212580	FOOD SERVICE-SDRF	Multiple Invoices	\$ 638.12
5/24/2023	212583	HANSEN, MELISA	Reim Travel Expense	\$ 278.00
5/24/2023	212584	HARRIS	Multiple Invoices	\$ 4,576.50
5/24/2023	212585	HERUM, NATASHA	Reim supplies	\$ 123.05
5/24/2023	212586	HILLYARD, INC.-MPLS	Multiple Invoices	\$ 2,500.69
5/24/2023	212587	HOLMEN HIGH SCHOOL	Holmen Golf Invite	\$ 200.00
5/24/2023	212588	HUDSON FOOD WALK LLC	CE Class Pymt	\$ 425.00

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

5/24/2023	212589	IDENTISYS INC	Badges	\$ 789.21
5/24/2023	212591	INOUYE, MARK	Reim Travel	\$ 212.06
5/24/2023	212593	J W PEPPER & SON INC	Multiple Invoices	\$ 103.43
5/24/2023	212595	KAMRATH, SONJA	Reim mileage	\$ 235.00
5/24/2023	212597	KING, KELYN	Reim supplies	\$ 100.45
5/24/2023	212600	LAROUÉ, HELEN	Wellness Grant	\$ 500.00
5/24/2023	212601	LARSON, NICHOLE	Reim mileage	\$ 308.11
5/24/2023	212605	MACKIN EDUCATIONAL RESOURCES	Multiple Invoices	\$ 5,354.43
5/24/2023	212607	MARCO TECHNOLOGIES LLC	Multiple Invoices	\$ 3,645.98
5/24/2023	212608	MARCO TECHNOLOGIES, LLC.	Multiple Invoices	\$ 798.29
5/24/2023	212609	MENARDS	Multiple Invoices	\$ 3,032.10
5/24/2023	212610	MIDWEST BUS PARTS INC	Multiple Invoices	\$ 591.14
5/24/2023	212613	MISSISSIPPI WELDERS SUPPLY	Tech Ed Supplies	\$ 728.87
5/24/2023	212614	MITHUN, TERESA	accompanist fee	\$ 350.00
5/24/2023	212615	MTI DISTRIBUTING INC	Toro Parts	\$ 168.42
5/24/2023	212616	NELSON, STEPHANIE	Reim supplies	\$ 174.52
5/24/2023	212617	O'REILLY AUTO PARTS	Multiple Invoices	\$ 135.11
5/24/2023	212618	O'SULLIVAN BROTHERS, INC.	supplies	\$ 795.00
5/24/2023	212619	OTIS ELEVATOR COMPANY	Elevator Contract	\$ 5,117.10
5/24/2023	212620	PARTS TOWN, LLC	Multiple Invoices	\$ 241.82
5/24/2023	212621	PERMA-BOUND	Media supplies	\$ 4,699.38
5/24/2023	212622	PIONEER MANUFACTURING COMPANY	Field Markers	\$ 188.95
5/24/2023	212624	RIVER CITY STITCH LLC	supplies	\$ 207.00
5/24/2023	212625	RIVER MOON COFFEE ROASTING CO	supplies	\$ 180.00
5/24/2023	212630	SCHOLASTIC INC.	supplies	\$ 251.16
5/24/2023	212632	SHERWIN WILLIAMS CO	paint	\$ 615.79
5/24/2023	212634	STAPLES -(PAPER)	Multiple Invoices	\$ 1,141.80
5/24/2023	212638	T-MOBILE	Wifi for Bus Trips	\$ 172.20
5/24/2023	212640	TEAM SPORTING GOODS INC	youth singlets	\$ 692.50
5/24/2023	212641	ULINE	FCS Supplies	\$ 592.58
5/24/2023	212642	UNITED WAY ST.CROIX VALLEY	Multiple Invoices	\$ 110.00
5/24/2023	212643	VERNIER SOFTWARE & TECHNOLOGY	Science Supplies	\$ 627.76
5/24/2023	212644	WI SCTF	Multiple Invoices	\$ 183.48
5/24/2023	212646	ZIELSKI, DENNIS	Sign Supply Reim	\$ 148.41

## RIVER FALLS BOARD OF EDUCATION MEETING

Monday, June 19, 2023

### Personnel Agenda:

1. Recommended approval of the employment of Kathryn J. Skappel as Principal at Greenwood Elementary School effective July 1, 2023 (replaces Nate Schurman). Ms. Skappel earned her bachelor's degree from Winona State University and her master's degree from Saint Mary's University of MN. She has fifteen years of experience (Cottage Grove and Mendota Heights MN).
2. Recommended approval of the employment of Chase Nelson as 1.0 FTE Physical Education Teacher at Rocky Branch Elementary School effective August 23, 2023 (replaces Karl Erickson). Mr. Nelson earned his bachelor's degree from St. Cloud State University and has twelve years of experience (Merrill and Baldwin WI). His salary will be based on level D3 of the salary ladder.
3. Recommended approval of the employment of Blake Buzay as 1.0 FTE Second Grade Teacher at Rocky Branch Elementary School effective August 23, 2023 (replaces Katy Huneke). Ms. Buzay earned her bachelor's degree from UW-River Falls and her salary will be based on level BASE of the salary ladder.
4. Recommended approval of the employment of Kelley Nelson as 1.0 FTE Math Teacher at Meyer Middle School effective August 23, 2023 (replaces Doug Steinbronn). Ms. Nelson earned her bachelor's degree from UW-Platteville and her salary will be based on level BASE of the salary ladder.
5. Recommended approval of the employment of Erin Desvousges as 1.0 FTE Library Media Specialist at Greenwood Elementary School effective August 23, 2023 (replaces Judy Lefeber). Ms. Desvousges earned her bachelor's degree from UW-Eau Claire and has one year of experience (New Richmond WI). Her salary will be based on level A1 of the salary ladder.
6. Recommended approval of the employment of Megan Thoennes as 1.0 FTE Math Teacher at River Falls High School effective August 23, 2023 (replaces Lance Westberg). Ms. Thoennes earned her bachelor's degree from UW-River Falls and her salary will be based on level BASE of the salary ladder.
7. Recommended approval of the employment of Lauren Johnson as 1.0 FTE Fifth Grade Teacher at Westside Elementary School effective August 23, 2023 (replaces Andy Keiser). Ms. Johnson earned her bachelor's degree from UW-Eau Claire and has one year of experience (Plum City WI). Her salary will be based on level A1 of the salary ladder.
8. Recommended approval of the transfer of employment of Zachary Campbell from Physical Education Teacher to Student Support Teacher at River Falls High School effective August 28, 2023 (new position).
9. Recommended approval of the transfer of employment of Nathan Wells from Principal at River Falls Public Montessori Elementary to Fourth Grade Teacher at Rocky Branch Elementary School effective August 28, 2023 (replaces Emma Gray).
10. Recommended approval of the transfer of employment of Courtney Menter from General Education Paraprofessional to Limited Term First Grade Teacher at Greenwood Elementary School effective August 23, 2024 (for Kayla Hayes).

11. Recommended acceptance of the reduced employment of Andrea Ganske, School Psychologist at Greenwood Elementary School, from 1.0 FTE to 0.9 FTE effective August 28, 2023.
12. Recommended acceptance of the increased employment of Mikayla Sanocki, Physical Therapist for the District, from 0.8 FTE to 0.9 FTE effective August 28, 2023.
13. Recommended acceptance of the resignation of Claire Stokes as full-time English Teacher at River Falls High School effective the end of the 2022-23 year.
14. Recommended acceptance of the resignation of Kris Thompson as full-time Business Education Teacher at River Falls High School effective the end of the 2022-23 year.
15. Recommended acceptance of the resignation of Katy Huneke as full-time Second Grade Teacher at Rocky Branch Elementary School effective the end of the 2022-23 year.
16. Recommended acceptance of the resignation of Patricia Kemper as full-time Special Education Teacher at Rocky Branch Elementary School effective the end of the 2022-23 year.

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

Monday, June 5, 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, June 5, 2023 at District Office, 852 E. Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 6:00. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star- Observer*, *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, Alison Page, and Alan Tuchtenhagen were present. Director of Finance and Facilities Lynette Edwards and Director of Human Resources and Leadership Development David Bell were also present.

**1. CALL TO ORDER - 6:00 PM**

**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 upcoming certified staff openings.

**Action:** None, informational only.

**5. ENGLISH LANGUAGE PROGRAM ASSISTANT JOB DESCRIPTION**

The committee discussed updates to the English Language Program Assistant Job Description that was originally proposed in May 2023.

**Action:** Motion by Casey, second by Holbrook to approve the ELPA Job Description. Motion approved unanimously.

**6. DISCUSS BIDDING FOR 2024-25 INSURANCE CONSULTATION SERVICES**

The administrative team shared a timeline for requesting proposals from qualified insurance brokers/consultants to provide on-going comprehensive employee benefit consultation services. The request for proposal will be shared in July.

**Action:** None, informational only.

**7. ADVANCED LEARNING GRANT AWARDS**

The administrative team shared that 17 employees earned Advanced Learning Grants. Over the past four years the district has awarded 61 grants totaling \$40,000 in tuition assistance to employees.

**Action:** None, informational only.

**8. EXECUTIVE SESSION PURSUANT TO WISCONSIN § 19.85(1)(c) FOR THE PURPOSE OF THE DISCUSSION OF EMPLOYEE NEGOTIATIONS AND ADMINISTRATOR EVALUATIONS. ROLL CALL REQUIRED.**

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

**9. CONVENED TO EXECUTIVE SESSION**

**10. RECONVENED INTO OPEN SESSION TO AFFIRM ACTION TAKEN IN EXECUTIVE SESSION**

**11. 2023-24 EXTRA CURRICULAR SALARY SCHEDULE**

The recommended salary schedule will be included as part of proposed 2023-24 Employee Handbook updates in July. 15

**Action:** None, informational only.

**12. 2023-24 SUPPORT STAFF SUPERVISOR SALARIES AND 2023-25 ADMINISTRATOR CONTRACTS.**

The recommended contracts are effective on 6/30/23. The average support staff supervisor salary increase is 3.18% and the average administrator salary increase is 2.24%.

**Action:** Motion by Casey, seconded by Holbrook to approve 2023-24 Support Staff Supervisor salaries and 2023-25 Administrator Contracts. Motion approved unanimously.

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

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

**The committee requested continued updates on 2023-24 negotiations, the RFP for insurance consultation services, and 2023-24 Handbook updates.**

**14. SCHEDULE NEXT PERSONNEL COMMITTEE MEETING**

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

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

Personnel Committee meeting, Monday, July 17, 2023, 7:00 p.m. *(or immediately following Finance & Facilities)*

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

**15. ADJOURNED AT 8:30 PM.**

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Stacy Johnson Myers, Personnel Committee Chair

**School District of River Falls**  
**PERSONNEL COMMITTEE MEETING - EXECUTIVE SESSION REPORT**  
Monday, June 5, 2023  
District Office  
852 E Division Street  
River Falls, Wisconsin 54022

**THE PERSONNEL COMMITTEE CONVENED TO EXECUTIVE SESSION AT 7:04 PM PURSUANT TO WISCONSIN § 19.85(1)(c) FOR THE PURPOSE OF THE DISCUSSION OF EMPLOYEE NEGOTIATIONS AND ADMINISTRATOR EVALUATIONS. ROLL CALL REQUIRED.**

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

**PRESENT**

- Committee Members Cindy Holbrook, Stacy Johnson Myers, and Bob Casey
- Board members Mike Miller, Lindsey Curtis, Alison Page, and Alan Tuchtenhagen
- Director of Human Resources and Leadership Development David Bell
- Director of Finance and Facilities Management Lynette Edwards
- Activities Director David Crail

**1. DISCUSS EXTRA-CURRICULAR SALARY SCHEDULE**

**Background:** Updates to the Extra-Curricular Salary Schedule are approved in conjunction with the 2023-24 Handbook. Prior to including these recommendations, the administrative team discussed potential recommendations.

**Action:** None → Action will be taken as part of the 2023-24 Handbook adoption.

**2. NEGOTIATIONS DISCUSSION**

**Background:** The Personnel Committee met with Teachers on 6-1-23. A summarization of this meeting was provided. The Personnel Committee will complete its second meeting with Bus Drivers and Teachers on 6-7-23.

**Action:** None → we remain hopeful that both agreements could be approved at the June Board Meeting.

**3. SUPPORT STAFF SUPERVISOR SALARIES AND ADMINISTRATOR CONTRACTS**

**Background:** Updated support staff supervisor salaries and administrator contracts were discussed.

**Action:** Approved the 2023-24 Support Staff Supervisor and 2023-25 Administrator Salaries (acted on in open session).

**4. ADJOURNED AT 8:25 PM.**

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Stacy Johnson Myers, Personnel Committee Chair

**School District of River Falls**  
**Job Description**  
**ENGLISH LANGUAGE PROGRAM ASSISTANT (ELPA)**

**MINIMUM QUALIFICATIONS**

1. Ability to serve as a Spanish language interpreter and translator.
2. Proficient in the use of technology.
3. Strong organizational, interpersonal, collaboration, and communication skills.
4. Ability to work independently, take initiative, solve problems, and manage diverse personalities.
5. Experience leading others in an educational setting.
6. Ability to adhere to confidentiality in the workplace.

**POSITION SUMMARY**

The English Language Program Assistant (ELPA) provides support to students and teachers in the English Language program. The ELPA assists in the coordination of district wide EL activities; shares compliance information to English Language teachers; collaborates with building administrators to ensure EL students needs are accounted for; provides information about potential professional development opportunities for EL teachers; collects data to help monitor progress on EL program goals; and schedules interpreter and translation services.

**REPORTS TO**

Director of Academic Services

**PERFORMANCE RESPONSIBILITIES**

1. Assist the Director of Academic Services in the following areas:
  - a. Document the processes for the identification, placement, and annual progress monitoring of English Language Learners (ELL).
  - b. Create reports for EL teacher case-load and school assignments to ensure equitable services to students.
  - c. Communicate district EL policies and procedures.
  - d. Maintain confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board policy, and the procedure of the school's ELL education program.
2. Distribute the agenda for regular collaboration meetings with EL program staff.
3. Provide EL teachers with information related to timelines, reporting requirements, and other information to stay in compliance with federal/state rules and regulations.
4. Participate in student success team (SST) meetings, IEP meetings, and any other meetings pertaining to ELL student achievement as requested by EL teachers.
5. Attend regional and state EL network meetings and share relevant information with appropriate stakeholders.
6. Communicate the WIDA testing schedule, compliance requirements, and training expectations to EL teachers.
7. Monitor ACCESS testing to ensure the accurate placement of ELL students.
8. Ensure all school secretaries administer the home-language survey in conjunction with the student registration process.
9. Schedule **and register** classroom teachers and paraprofessionals **for training** that supports ELL student success.
10. Support the implementation of proper accommodations for ELL students on district and school-wide assessments.
11. Communicate with building administrators and student services in the scheduling of interpreters and translators.
12. Train and mentor bilingual paraprofessionals.
13. Support EL teachers in developing strategies that engage EL families with on-going communication.
14. Assist EL teachers in creating a classroom environment that is conducive to learning and appropriate to the maturity and interests of ELL students.
15. Participate in on-going professional development and training.

**School District of River Falls**  
**Job Description**  
**ENGLISH LANGUAGE PROGRAM ASSISTANT (ELPA)**

16. Provide instructional support when bilingual paraprofessionals are absent.
17. Advocate for the EL program by raising awareness in schools of student native cultures.
18. Act in a professional and ethical manner at all times and comply with school policies, procedures, and expectations.
19. Perform other duties and responsibilities as assigned by the Director of Academic Services.

Approved by Personnel: 6/5/23  
Approved by Board of Education: 6/19/23

<u>Fd</u>	<u>Beginning Balance</u>	<u>May 2022-23 Beginning Balance</u>	<u>Month End Balance Current Year</u>	<u>Month End Balance Prior Year</u>
10 GENERAL FUND	12,546,023.68CR	13,049,907.13CR	10,316,001.52CR	9,188,031.57CR
21 STATE PROJECTS	358,455.65CR	757,386.05CR	774,943.11CR	514,878.80CR
27 SPECIAL PROJECTS/SPECIAL EDUC.	0.00	2,304,257.19	3,551,100.49	3,495,934.33
39 REFERENDUM APPROVED DEBT SRVC	1,305,147.59CR	1,061,554.23	1,061,554.23	1,301,244.59CR
46 LONG TERM CAPTL IMPVMT TRUST	656,004.00CR	656,004.00CR	656,004.00CR	652,285.25CR
50 FOOD SERVICE FUND	713,364.83CR	725,128.75CR	823,937.96CR	722,609.21CR
60 AGENCY FUND	39,398.53CR	83,143.45CR	82,200.17CR	87,890.75CR
73 PENSION AND OPEB TRUST FUND	4,777,063.45CR	4,777,063.45CR	4,777,063.45CR	4,541,909.41CR
80 COMMUNITY SERVICE FUND	135,990.96CR	278,698.27CR	261,637.73CR	227,576.70CR
<b>Grand Equity Totals</b>	<b>20,531,448.69CR</b>	<b>16,961,519.68CR</b>	<b>13,079,133.22CR</b>	<b>13,740,491.95CR</b>

Number of Accounts: 26

\*\*\*\*\* End of report \*\*\*\*\*

Fd	Obj	Obj	2021-22 FY Activity	2022-23 Original Budget	2022-23 Revised Budget	2022-23 FYTD Activity	2022-23 FYTD %	2021-22 FYTD %
10		GENERAL FUND						
10	1--	EMPLOYEE SALARIES	19,538,740.20	20,345,385.00	20,345,385.00	16,068,594.22	78.98	79.76
10	2--	EMPLOYEE BENEFITS	7,765,963.37	7,372,905.00	7,372,905.00	6,076,668.28	82.42	75.34
10	3--	PURCHASED SERVICES	6,681,936.49	7,778,043.00	7,768,043.00	4,908,417.70	63.19	61.78
10	4--	NON-CAPITAL OBJECTS	1,199,910.55	1,484,204.08	1,494,204.08	1,203,818.67	80.57	84.83
10	5--	CAPITAL OBJECTS	940,509.10	566,871.00	566,871.00	327,312.09	57.74	85.03
10	6--	DEBT RETIREMENT	327,533.64	168,359.00	168,359.00	168,360.29	100.00	0.00
10	7--	INSURANCE & JUDGMENTS	635,697.99	330,000.00	330,000.00	323,459.72	98.02	99.79
10	8--	OPERATING TRANSFERS-OUT	3,553,592.84	3,924,791.00	3,924,791.00	0.00	0.00	0.00
10	9--	OTHER OBJECTS	195,610.13	153,554.00	153,554.00	56,812.47	37.00	50.75
10	---	GENERAL FUND	40,839,494.31	42,124,112.08	42,124,112.08	29,133,443.44	69.16	68.81
			=====	=====	=====	=====	=====	=====
21		STATE PROJECTS						
21	1--	EMPLOYEE SALARIES	9,142.99	0.00	0.00	3,775.38	0.00	0.00
21	2--	EMPLOYEE BENEFITS	799.42	0.00	0.00	259.31	0.00	0.00
21	3--	PURCHASED SERVICES	69,708.99	0.00	0.00	81,728.05	0.00	0.00
21	4--	NON-CAPITAL OBJECTS	202,414.36	0.00	0.00	279,212.22	0.00	0.00
21	5--	CAPITAL OBJECTS	11,315.00	0.00	0.00	80,537.19	0.00	0.00
21	6--	DEBT RETIREMENT	34,326.20	0.00	0.00	0.00	0.00	0.00
21	9--	OTHER OBJECTS	49,570.17	0.00	0.00	79,394.31	0.00	0.00
21	---	STATE PROJECTS	377,277.13	0.00	0.00	524,906.46	0.00	0.00
			=====	=====	=====	=====	=====	=====
27		SPECIAL PROJECTS/SPECIAL EDUC.						
27	1--	EMPLOYEE SALARIES	4,198,029.66	4,537,117.00	4,537,117.00	3,487,778.92	76.87	78.34
27	2--	EMPLOYEE BENEFITS	1,634,865.96	1,643,238.00	1,643,238.00	1,277,783.38	77.76	75.32
27	3--	PURCHASED SERVICES	112,303.96	108,765.00	108,765.00	121,361.61	111.58	107.32
27	4--	NON-CAPITAL OBJECTS	62,725.31	65,200.00	65,200.00	36,854.75	56.53	99.25
27	9--	OTHER OBJECTS	9,711.19	12,500.00	12,500.00	4,199.70	33.60	43.80
27	---	SPECIAL PROJECTS/SPECIAL	6,017,636.08	6,366,820.00	6,366,820.00	4,927,978.36	77.40	78.16
			=====	=====	=====	=====	=====	=====
39		REFERENDUM APPROVED DEBT SRVC						
39	6--	DEBT RETIREMENT	5,953,305.00	6,088,855.00	7,113,514.00	7,113,514.08	100.00	100.00
39	---	REFERENDUM APPROVED DEBT	5,953,305.00	6,088,855.00	7,113,514.00	7,113,514.08	100.00	100.00
			=====	=====	=====	=====	=====	=====
46		LONG TERM CAPTL IMPVMNT TRUST						
46	3--	PURCHASED SERVICES	0.00	625,000.00	625,000.00	0.00	0.00	0.00
46	---	LONG TERM CAPTL IMPVMNT T	0.00	625,000.00	625,000.00	0.00	0.00	0.00
			=====	=====	=====	=====	=====	=====

Fd	Obj	Obj	2021-22 FY Activity	2022-23 Original Budget	2022-23 Revised Budget	2022-23 FYTD Activity	2022-23 FYTD %	2021-22 FYTD %
50		FOOD SERVICE FUND						
50	1--	EMPLOYEE SALARIES	10,668.40	9,513.00	9,513.00	9,954.50	104.64	0.00
50	2--	EMPLOYEE BENEFITS	1,543.74	1,133.00	1,133.00	1,383.18	122.08	0.00
50	3--	PURCHASED SERVICES	986,244.23	970,324.00	970,324.00	819,248.78	84.43	88.83
50	4--	NON-CAPITAL OBJECTS	981,348.88	857,270.00	857,270.00	895,775.03	104.49	94.46
50	5--	CAPITAL OBJECTS	57,674.92	170,640.00	170,640.00	115,784.65	67.85	0.00
50	7--	INSURANCE & JUDGMENTS	7,968.00	0.00	0.00	0.00	0.00	0.00
50	9--	OTHER OBJECTS	20,488.17	16,379.00	16,379.00	13,972.12	85.31	86.16
50	---	FOOD SERVICE FUND	2,065,936.34	2,025,259.00	2,025,259.00	1,856,118.26	91.65	92.71
			=====	=====	=====	=====	=====	=====
60		AGENCY FUND						
60	9--	OTHER OBJECTS	101,906.41	0.00	0.00	80,240.72	0.00	0.00
60	---	AGENCY FUND	101,906.41	0.00	0.00	80,240.72	0.00	0.00
			=====	=====	=====	=====	=====	=====
73		PENSION AND OPEB TRUST FUND						
73	9--	OTHER OBJECTS	653,515.80	638,125.00	638,125.00	0.00	0.00	0.00
73	---	PENSION AND OPEB TRUST FU	653,515.80	638,125.00	638,125.00	0.00	0.00	0.00
			=====	=====	=====	=====	=====	=====
80		COMMUNITY SERVICE FUND						
80	1--	EMPLOYEE SALARIES	631,407.99	644,780.00	644,780.00	506,577.86	78.57	91.49
80	2--	EMPLOYEE BENEFITS	137,797.06	161,153.00	161,153.00	139,478.17	86.55	86.67
80	3--	PURCHASED SERVICES	76,668.42	81,175.00	81,175.00	76,693.85	94.48	94.39
80	4--	NON-CAPITAL OBJECTS	47,617.43	51,000.00	51,000.00	27,618.92	54.15	80.58
80	6--	DEBT RETIREMENT	5,171.50	0.00	0.00	0.00	0.00	0.00
80	9--	OTHER OBJECTS	57,457.22	91,900.00	91,900.00	64,353.50	70.03	52.98
80	---	COMMUNITY SERVICE FUND	956,119.62	1,030,008.00	1,030,008.00	814,722.30	79.10	88.06
			=====	=====	=====	=====	=====	=====
Grand Expense Totals			56,965,190.69	58,898,179.08	59,922,838.08	44,450,923.62	74.18	74.95

Number of Accounts: 2323

\*\*\*\*\* End of report \*\*\*\*\*

Fd	Src	Src	2021-22 FY Activity	2022-23 Original Budget	2022-23 Revised Budget	2022-23 FYTD Activity	2022-23 FYTD %	2021-22 FYTD %
10		GENERAL FUND						
10	211	PROPERTY TAX	14,377,996.00	13,118,056.00	13,118,056.00	9,381,162.80	71.51	56.79
10	212	CHARGE BACK- PROPERTY TAXES	3,074.00	542.00	542.00	366.78	67.67	100.00
10	213	MOBILE HOME TAX	13,052.90	13,000.00	13,000.00	14,592.91	112.25	100.01
10	219	OTHER TAXES	0.00	0.00	0.00	9,103.06	0.00	0.00
10	249	BUS TRANSPORTATION REVENUE	18,808.12	18,000.00	18,000.00	12,957.73	71.99	97.95
10	264	Non-Cap Asset Sales	3,932.62	1,000.00	1,000.00	1,884.05	188.41	77.00
10	271	ADMISSIONS	47,263.00	45,000.00	45,000.00	42,421.75	94.27	94.53
10	284	INTEREST EARNINGS	24,125.59	160,000.00	160,000.00	270,626.24	169.14	229.37
10	291	GIFTS	33,152.07	40,000.00	40,000.00	39,707.47	99.27	100.00
10	292	STUDENT FEES	223,026.42	220,000.00	220,000.00	211,884.46	96.31	106.93
10	293	RENTALS	7,605.70	7,000.00	7,000.00	8,509.20	121.56	86.23
10	297	STUDENT FINES	0.00	0.00	0.00	544.50	0.00	0.00
10	343	Hockey Cost Sharing	13,991.56	14,000.00	14,000.00	0.00	0.00	0.00
10	345	OPEN ENROLLMENT	1,584,636.00	1,601,322.00	1,601,322.00	0.00	0.00	0.00
10	348	TRANS COST SHARE	17,162.40	17,000.00	17,000.00	4,130.00	24.29	100.00
10	515	STATE AID THRU CESA	0.00	0.00	0.00	4,500.00	0.00	0.00
10	517	FEDERAL AID THRU CESA	3,424.50	3,322.00	3,322.00	0.00	0.00	0.00
10	612	TRANSPORTATION AID	89,211.00	85,000.00	85,000.00	77,430.00	91.09	100.00
10	613	LIBRARY AID	157,817.00	183,807.00	183,807.00	205,868.00	112.00	100.00
10	619	SPECIAL AID- GROUP HOME	2,328.79	2,000.00	2,000.00	2,312.51	115.63	100.03
10	621	EQUALIZATION AID	19,542,455.00	20,796,400.00	20,796,400.00	13,517,660.00	65.00	65.00
10	630	STATE GRANT	82,147.38	76,000.00	76,000.00	3,679.00	4.84	32.52
10	660	DNR - PILT PROGRAM PAYMENTS	41,445.75	41,000.00	41,000.00	26,699.22	65.12	100.00
10	691	TAX EXEMPT COMPUTER AID	48,251.82	48,252.00	48,252.00	37,605.68	77.94	77.94
10	695	PER PUPIL AID	2,506,476.00	2,506,476.00	2,506,476.00	2,506,476.00	100.00	100.02
10	699	State Grant-Misc	272,934.51	248,300.00	248,300.00	25,000.00	10.07	14.05
10	713	VOCATIONAL ED. ACT	18,118.00	17,419.00	17,419.00	0.00	0.00	0.00
10	730	FEDERAL GRANT	969,443.14	2,139,958.00	2,139,958.00	8,488.82	0.40	55.44
10	751	TITLE 1 GRANT	253,377.00	125,375.00	125,375.00	0.00	0.00	100.00
10	780	SBS MEDICAID	623,371.01	393,996.00	393,996.00	362,947.00	92.12	98.80
10	799	OTHER FED REVENUE	349,446.67	41,600.00	41,600.00	-11,200.00	-26.92	83.80
10	861	CAPITAL ASSET SALE	1,538.50	5,000.00	5,000.00	15,812.25	316.25	86.82
10	878	CAPITAL LEASES	169,508.48	72,291.00	72,291.00	0.00	0.00	0.00
10	964	INSURANCE	0.00	0.00	0.00	15,546.80	0.00	0.00
10	971	INS DIV / E-RATE	185,168.60	0.00	0.00	102,163.13	0.00	100.90
10	990	MISC. REFUND	4,644.76	5,000.00	5,000.00	4,541.92	90.84	94.90
10	---	GENERAL FUND	41,688,934.29	42,046,116.00	42,046,116.00	26,903,421.28	63.99	62.71
=====								
21		STATE PROJECTS						
21	001	PRIOR YR CARRYOVER FUNDS	-1,200.00	0.00	0.00	357,973.28	0.00	0.00
21	262	NON-CAP FOR RESALE	99,215.79	0.00	0.00	134,103.74	0.00	0.00
21	279	OTHER SCHOOL ACTIVITY INCOME	158,430.39	0.00	0.00	162,236.32	0.00	0.00
21	291	GIFTS	259,082.75	0.00	0.00	287,080.58	0.00	0.00
21	971	INS DIV / E-RATE	32,681.36	0.00	0.00	0.00	0.00	0.00
21	---	STATE PROJECTS	548,210.29	0.00	0.00	941,393.92	0.00	0.00
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Fd	Src	Src	2021-22 FY Activity	2022-23 Original Budget	2022-23 Revised Budget	2022-23 FYTD Activity	2022-23 FYTD %	2021-22 FYTD %
27		SPECIAL PROJECTS/SPECIAL EDUC.						
27 110		OPERATING TRANSFER/GENERAL	3,553,524.84	3,924,791.00	3,924,791.00	0.00	0.00	0.00
27 247		BRIDGE PAYMENT	41,169.03	0.00	0.00	0.00	0.00	100.37
27 346		TUITION - 66:30	121,597.89	133,000.00	133,000.00	90,565.54	68.09	103.52
27 349			669.07	0.00	0.00	0.00	0.00	0.00
27 611		HANDICAPPED AID	1,460,106.00	1,477,035.00	1,477,035.00	1,215,454.54	82.29	75.00
27 697		Transition Grant	19,128.50	12,000.00	12,000.00	0.00	0.00	0.00
27 699		State Grant-Misc	1,459.24	0.00	0.00	0.00	0.00	0.00
27 730		FEDERAL GRANT	707,722.48	719,994.00	719,994.00	0.00	0.00	0.00
27 780		SBS MEDICAID	112,259.03	100,000.00	100,000.00	70,857.79	70.86	77.07
27 ---		SPECIAL PROJECTS/SPECIAL EDUC.	6,017,636.08	6,366,820.00	6,366,820.00	1,376,877.87	21.63	21.39
			=====	=====	=====	=====	=====	=====
39		REFERENDUM APPROVED DEBT SRVC						
39 211		PROPERTY TAX	5,883,580.00	7,014,405.00	7,014,405.00	4,746,812.26	67.67	100.00
39 284		INTEREST EARNINGS	3,903.00	10,000.00	10,000.00	0.00	0.00	0.00
39 ---		REFERENDUM APPROVED DEBT SRVC	5,887,483.00	7,024,405.00	7,024,405.00	4,746,812.26	67.58	100.00
			=====	=====	=====	=====	=====	=====
46		LONG TERM CAPTL IMPVMNT TRUST						
46 284		INTEREST EARNINGS	3,718.75	8,000.00	8,000.00	0.00	0.00	0.00
46 ---		LONG TERM CAPTL IMPVMNT TRUST	3,718.75	8,000.00	8,000.00	0.00	0.00	0.00
			=====	=====	=====	=====	=====	=====
50		FOOD SERVICE FUND						
50 110		OPERATING TRANSFER/GENERAL	68.00	0.00	0.00	0.00	0.00	0.00
50 251		PUPILS	43,315.00	876,220.00	876,220.00	710,822.25	81.12	98.87
50 252		ADULTS	14,985.70	16,749.00	16,749.00	17,453.20	104.20	96.39
50 259		OTHER FOOD SERV. SALES	367,289.60	354,123.00	354,123.00	474,046.19	133.86	95.92
50 284		INTEREST EARNINGS	4.27	0.00	0.00	6.39	0.00	82.20
50 617		FOOD SERVICE AID-STATE	63,786.64	0.00	0.00	30,988.13	0.00	99.67
50 715		CASH IN LIEU OF COMMODITIES	119,785.00	120,448.00	120,448.00	162,176.00	134.64	99.82
50 717		FOOD SERVICE AID-FEDERAL	2,042,509.15	700,503.00	700,503.00	571,199.23	81.54	85.88
50 ---		FOOD SERVICE FUND	2,651,743.36	2,068,043.00	2,068,043.00	1,966,691.39	95.10	88.50
			=====	=====	=====	=====	=====	=====
60		AGENCY FUND						
60 001		PRIOR YR CARRYOVER FUNDS	0.00	0.00	0.00	39,398.53	0.00	0.00
60 262		NON-CAP FOR RESALE	48,004.74	0.00	0.00	54,869.15	0.00	0.00
60 279		OTHER SCHOOL ACTIVITY INCOME	20,729.40	0.00	0.00	21,018.86	0.00	0.00
60 291		GIFTS	27,654.59	0.00	0.00	7,755.82	0.00	0.00
60 ---		AGENCY FUND	96,388.73	0.00	0.00	123,042.36	0.00	0.00
			=====	=====	=====	=====	=====	=====

Fd	Src	Src	2021-22 FY Activity	2022-23 Original Budget	2022-23 Revised Budget	2022-23 FYTD Activity	2022-23 FYTD %	2021-22 FYTD %
73		PENSION AND OPEB TRUST FUND						
73	284	INTEREST EARNINGS	71,198.84	90,000.00	90,000.00	0.00	0.00	0.00
73	951	OPEB ADC CONTRIBUTION	817,471.00	277,003.00	277,003.00	0.00	0.00	0.00
73	---	PENSION AND OPEB TRUST FUND	888,669.84	367,003.00	367,003.00	0.00	0.00	0.00
			=====	=====	=====	=====	=====	=====
80		COMMUNITY SERVICE FUND						
80	211	PROPERTY TAX	220,000.00	220,000.00	220,000.00	148,879.15	67.67	100.00
80	272	DUES	734,556.86	809,500.00	809,500.00	790,064.43	97.60	96.83
80	284	INTEREST EARNINGS	5.72	8.00	8.00	5.49	68.63	0.00
80	291	GIFTS	1,465.00	500.00	500.00	1,420.00	284.00	146.50
80	878	CAPITAL LEASES	13,853.03	0.00	0.00	0.00	0.00	0.00
80	---	COMMUNITY SERVICE FUND	969,880.61	1,030,008.00	1,030,008.00	940,369.07	91.30	97.63
			=====	=====	=====	=====	=====	=====

Number of Accounts: 324

\*\*\*\*\* End of report \*\*\*\*\*



## Memorandum

Date: June 19, 2023  
To: Board of Education  
From: Lynette Edwards, Director of Finance & Facilities  
Re: 2022-23 Fund Balance Designations

It's important to understand that fund balance is the difference between assets & liabilities and is reported as a snapshot of one day, June 30. A common misconception is that fund balance is a cash account and therefore corresponds to the district's bank balance. However, fund balance also includes accounts receivables and payables. In addition, Districts do not receive significant revenue until September, three months into the new fiscal year, therefore maintaining an appropriate balance is crucial for meeting financial obligations.

The Governmental Accounting Standards Board defines 5 fund balance classifications - Nonspendable, Restricted, Committed, Assigned & Unassigned - see attachment for definitions.

Per the District's Fund Balance policy #662.3, fund balance resources will be reviewed annually to determine the allocation between the classifications, requires a majority vote to commit or assign fund balance, and states that the District will maintain an unassigned fund balance between 25-30%.

It is my recommendation that the District:

1. Restrict unspent revenue from Common School Funds & the Get Kids Ahead Grant, as required by DPI.
2. Set Committed Fund Balance to \$0. The purposes for which the funds were committed have been (or will be) completed using other funding sources, including Referendum and Capital Projects Fund 46.
3. Set Assigned Fund Balance to \$0. This could change if previously approved 2022-23 expenditures aren't completed by the fiscal year end.
4. Maintain an unassigned fund balance within the policy range of 25-30%.



<b>School District of River Falls</b>					
<b>Fund Balance Designations &amp; Percentages</b>					
	<b>2021-22</b>			<b>2022-23*</b>	
<b>Classification</b>	<b>Amount</b>	<b>%</b>		<b>Amount</b>	<b>%</b>
Nonspendable	\$0.00	0.00%		\$0.00	0.00%
Restricted	\$119,124.00	0.28%		\$97,290.00	0.22%
Committed	\$3,961,954.00	9.16%		\$0.00	0.00%
Assigned	\$93,253.00	0.22%		\$0.00	0.00%
Unassigned	\$8,371,694.00	19.36%		\$12,372,238.00	27.67%
<b>Total Fund Balance</b>	\$12,546,025.00	29.02%		\$12,469,528.00	27.88%
<b>Expenditures</b>	\$43,238,917.00			\$44,720,563.00	
				<b>*estimated as of 6.19.23</b>	

These recommendations will ensure that the District maintains an adequate balance to meet cash flow requirements and remain within policy guidelines.

As indicated above, these are estimates until the end of July 2023.

## Fund Balance Classifications

A definition of the five different fund balance classifications as outline in GASB Statement 54 follows:

### **Nonspendable Fund Balance**

The nonspendable fund balance classification includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. This would include items not expected to be converted to cash including inventories and prepaid amounts. It may also include the long-term amount of loans and receivables as well as property acquired for resale and the corpus (principal) of a permanent fund.

### **Restricted Fund Balance**

The restricted fund balance classification should be reported when constraints placed on the use of resources are either externally imposed by creditors, grantors, contributors or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.

### **Committed Fund Balance**

The committed fund balance classification reflects specific purposes pursuant to constraints imposed by formal action of the district's highest level of decision-making authority (generally the governing board). Also, such constraints can only be removed or changed by the same form of formal action.

### **Assigned Fund Balance**

The assigned fund balance classification reflects amounts that are constrained by the government's intent to be used for specific purposes but meet neither the restricted nor committed forms of constraint.

### **Unassigned Fund Balance**

The unassigned fund balance classification is the residual classification for the general fund only. It is also where *negative residual amounts for all other* governmental funds would be reported.



Date: June 19, 2023  
To: Board of Education  
From: Lynette Edwards, Director of Finance & Facilities  
Re: HS Dishwasher Purchase

The Administration is recommending that the Board of Education approve the purchase of a dishwashing machine for the High School in the amount of \$74,826.67 from Trimark Marlinn, LLC. as budgeted in the 2022-23 fiscal year.

The Request for Proposals were printed in the local newspaper and two vendors were also contacted directly. A prebid onsite walkthrough of the area was required. Trimark was the one vendor that responded to the request.

If the machine does not arrive within the 2022-23 fiscal year the expense will be made in 2023-24 fiscal year.

SCHOOL DISTRICT OF RIVER FALLS  
River Falls, Wisconsin 54022

INVESTMENT INCOME

The Board of Education authorizes a safe and sound investment program for the purpose of securing additional revenues in support of the District’s education programs. An investment program is viewed as a critical ingredient of sound fiscal management.

The primary objectives of the District’s investment activities, in priority order, shall be:

- 1. Safety – Safety of the principal is the foremost objective of the investment program. Investments shall be made in a conservative manner that seeks to ensure the preservation of capital in the overall investment portfolio and maintains a positive bond rating.
- 2. Liquidity – The District’s investment portfolio shall remain sufficiently liquid to meet all operating requirements that might reasonably be anticipated.
- 3. Return on Investments – The District’s investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles consistent with the safety of those monies and with the desired liquidity of the investments.
- 4. Aligned with District Values – The District’s investment portfolio shall be aligned with its values and principles.

The Board authorizes the Superintendent or Director of Finance to make proper and prudent investments of available monies from the funds of the District in accordance with provisions in this policy and as authorized by law. This responsibility includes an annual review and assessment of the District’s investment program and recommendation for changes to this policy when applicable.

Legal Ref:        Sections        25.50, 66.0603 Wisconsin Statutes

Adopted:        May 15, 2023

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

421

ENTRANCE AGE

**A No child may will** be admitted to 4-year-old kindergarten in the District **unless when** the child is **reaches the age of** four years old on or before September 1 in the year he/she proposes to enter school. A child may be admitted to 4-year-old kindergarten under the legal age if he/she meets the conditions and standards of the district's early admission to 4-year-old kindergarten procedures. **Once a child is granted early admission, she/he will be promoted to Kindergarten unless unforeseen circumstances warrant further consideration.** (421-Rule).

**A No child may will** be admitted to 5-year-old kindergarten in the District **unless when** the child is **reaches the age of** five years old on or before September 1 in the year he/she proposes to enter school. A child may be admitted to 5-year-old kindergarten under the legal age if he/she meets the conditions and standards of district early admission to 5-year-old kindergarten procedures. **Once a child is granted early admission, she/he will be promoted to first grade unless unforeseen circumstances warrant further consideration.** (421-Rule).

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

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

**Special Educational Programs: Enrollment Age**

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

LEGAL REF.: Sections 115.777 Wisconsin Statutes  
115.782  
118.14  
120.12(25)

CROSS REF.: 421AP, Procedures for Early Admission to Kindergarten

APPROVED: March 31, 1969  
REVISED: March 19, 1973  
March 17, 1980

January 19, 1990  
February 19, 1990  
September 16, 1991  
May 15, 2006  
April 18, 2011  
July 20, 2015  
**May 15, 2023**

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

421-Rule

EARLY ADMISSION PROCEDURES

Early Admissions Requests

Parents interested in early entrance to either Four-Year-Old Kindergarten, Five-Year-Old Kindergarten, or First Grade must **complete a copy of the “Request for Early Admission” form and** submit ~~a written request~~ to the Director of Academic Services by April 1 prior to the proposed fall the child would begin attendance. ~~The written request should outline reasons why the child should be considered for early admittance.~~ If the child meets the age requirements for early admittance outlined below, school district personnel will administer a district-selected screener, that is developmentally and age-appropriate, to validate the parents’ request. If the initial screener supports early admission, the process will continue with the procedures outlined below. If at any point throughout the screening process, the child does not reach the identified baseline, testing will cease and early admission will be denied.

Early Entrance to Four-Year-Old Kindergarten

To be considered for early admission to four-year old kindergarten in the School District of River Falls, the school board requires that the following conditions and standards be met.

1. The child must reach the age of four on or before October 1 of the school year he/she proposes to enter school.
2. Parent(s) or guardian(s) considering early entrance must ~~submit their request in writing~~ **complete a copy of the “Request for Early Admission” form and submit it** to the Director of Academic Services by April 1<sup>st</sup> of the preceding school year. (421-Exhibit)
3. The RF4C Program Coordinator will hold a personal interview with the parent/guardian to discuss reasons for requesting early admissions, medical history, summary of developmental milestones, general behavior at home, pre-school experiences and to inform the parent/guardian of the early admissions criteria and screeners.
4. Parents or guardians will be required to complete a district selected developmental age-appropriate screener.
5. The child must be observed in their current classroom, daycare, or home setting with their peers in order to assess the potential for success in the school setting intellectually, socially, physically, and emotionally.
  - A. The observation shall include evaluating the child on their ability to:
    - Follow multi-step directions
    - Play with or alongside peers
    - Sit and attend for a minimum of 10 minutes
    - Find their name in a list of other names
    - Identify basic colors, numbers, and 12 uppercase letters

- Ability to demonstrate age appropriate fine, gross motor and self-help skills.

If the child meets the criteria above, the assessment will continue.

6. Parent(s) or guardian(s) permission to begin testing will be requested from and received by the building-specified school psychologist.
7. Testing will be scheduled by the school psychologist.
8. Assessment continues using the following criteria:
  - A. The child must demonstrate physical, social-emotional and adaptive behavior at or above the 95th percentile. The child's development in these areas is assessed utilizing the district selected developmental assessment.
  - B. The child must attain a full scale IQ at or above the 95<sup>th</sup> percentile on the district administered IQ test that is developmentally appropriate.
9. Within two weeks after the evaluation has been completed, the Director of Academic Services shall notify the child's parent(s) or guardian(s) of the evaluation results regarding admission to 4-year-old kindergarten, including details of criteria met and not met. A written decision regarding the request will be provided to the parent(s) or guardian(s) and a copy kept on file in the District.
  - A. If the request is approved, the child's placement shall be reviewed within 30 days of admission or after the first term to ensure their successful adjustment to the school setting and that they are making satisfactory progress. The decision to continue shall be made by the classroom teacher, RF4C Coordinator and RF4C Administrator. The decision will be communicated to the child's parent(s) or guardian(s) once it is made.
  - B. A decision not to recommend early admission to school may be appealed to the Superintendent, whose decision may be appealed to the School Board. The School Board has the final authority for deciding whether or not the child is to be admitted to 4-year-old kindergarten in accordance with the conditions and standards specified in this procedure.

#### Early Entrance to 5-Year-Old Kindergarten

To be considered for early admission to 5-year-old kindergarten in the School District of River Falls, the School Board requires that the following conditions and standards be met.

1. The child must reach the age of five on or before October 1 of the school year he/she proposes to enter school.
2. Parent(s) or guardian(s) considering early entrance must ~~submit their request in writing~~ **complete a copy of the "Request for Early Admission" form and submit it** to the Director of Academic Services by April 1<sup>st</sup> of the preceding school year. (421-Exhibit)
3. The child and parent(s) or guardian(s) will meet with a building-specified

school psychologist for a personal interview with the parent/guardian to discuss reasons for requesting early admissions, medical history, summary of developmental milestones, general behavior at home, pre-school experiences, and to inform the parent/guardian of the early admissions criteria and screeners.

4. Parents or guardians will be required to complete a district selected development age-appropriate screener.
5. The child must be observed in their current classroom, daycare, or home setting with their peers in order to assess the potential for success in the school setting intellectually, socially, physically, and emotionally.
  - A. The observation shall include evaluating the child on their ability to successfully:
    - identify all lower and upper case letters;
    - identify all numbers from 0-10;
    - identify all colors; and
    - demonstrate age-appropriate fine, gross motor and self-help skills.If the child meets the criteria above, the assessment will continue.
6. Parent or guardian permission to begin testing will be requested and received by the school psychologist, who will then schedule testing.
7. Assessment continues using the following criteria:
  - A. The child must demonstrate physical, social-emotional and adaptive behavior at or above the 95th percentile. The child's development in these areas is assessed utilizing the district selected developmental assessment.
  - B. The child must attain a full scale IQ at or above the 95<sup>th</sup> percentile on the district administered IQ test that is developmentally appropriate.
8. Within two weeks after the evaluation has been completed, the Director of Academic Services shall notify the child's parent(s) or guardian(s) of the evaluation results regarding admission to 5-year-old kindergarten, including details of criteria met and not met. A written decision regarding the request will be provided to the parent(s) or guardian(s) and a copy kept on file in the District.
  - A. If the request is approved, the child's placement shall be reviewed within 30 days of admission or after the first term. The decision to continue or change the placement shall be made by the classroom teacher, principal and student services personnel as necessary. The decision will be communicated to the child's parent(s) or guardian(s) once it is made.
  - B. A decision not to recommend early admission to school may be appealed to the Superintendent, whose decision may be appealed to the School Board. The School Board has the final authority for deciding whether or not the child is to be admitted to kindergarten in accordance with the conditions and standards specified in this procedure.

To be considered for early admission to first grade in the School District of River Falls, the School Board requires that the following conditions and standards be met.

1. The child must reach the age of six on or before October 1 of the school year he/she proposes to enter school.
2. Parent(s) or guardian(s) considering early entrance must ~~submit their request in writing~~ **complete a copy of the "Request for Early Admission" form and submit it** to the Director of Academic Services by April 1<sup>st</sup> of the preceding school year. (421-Exhibit)
3. Admissions information will be collected to identify the child's eligibility for early admission to first grade including:
  - A. Admission to and successful completion of kindergarten under state law verified by records and/or phone contact;
  - B. Successful completion of a program for kindergarten children which the school district deems equivalent to kindergarten verified by records and/or phone contact;
  - C. Demonstration of the social, emotional, physical and mental maturity normally expected for successful participation in first grade.
  - D. Completion of a personal interview conducted by the building-specified school psychologist with the child's parent/guardian to discuss reasons for requesting early admissions, medical history, summary of developmental milestones, general behavior at home, pre-school experiences, and to inform the parent/guardian of the early admissions criteria and screeners.
4. Parents or guardians will be required to complete a district selected age-appropriate development screener.
5. The child must be observed in their current classroom setting with their peers in order to assess the potential for success in the new setting intellectually, socially, physically, and emotionally.
6. Parent or guardian permission to begin testing will be requested and received by the building-specified school psychologist.
7. Testing is scheduled by the building-specified school psychologist.
8. Assessment continues using the following criteria.
  - A. The child must demonstrate physical, social-emotional, and adaptive behavior at or above the 95th percentile. The child's development in these areas is assessed utilizing the district selected developmental assessment.
  - B. The child must attain a full scale IQ at or above the 95<sup>th</sup> percentile on the district administered IQ test that is developmentally appropriate.

9. Within two weeks after the evaluation has been completed, the Director of Academic Services shall notify the child's parents(s) or guardian(s) of the evaluation results regarding admission to first grade, including details of criteria met and not met. A written decision regarding the request will be provided to the parent(s) or guardian(s) and a copy kept on file in the District.
  - C. If the request is approved, the child's placement shall be reviewed within 30 days of admission or after the first term. The decision to continue or change the placement shall be made by the classroom teacher, principal and student services personnel as necessary. The decision will be communicated to the child's parent(s) or guardian(s) once it is made.
  - D. A decision not to recommend early admission to school may be appealed to the Superintendent, whose decision may be appealed to the School Board. The School Board has the final authority for deciding whether or not the child is to be admitted to first grade in accordance with the conditions and standards specified in this procedure.

CROSS REF.: Policy 421, Entrance Age

APPROVED: March 19, 1973

REVISED: March 17, 1980

September 16, 1991

DELETED AS BOARD POLICY: December 17, 2007

ADOPTED AS ADMINISTRATIVE PROCEDURE: December 17, 2007

REVISED: May 18, 2009

March 21, 2011

June 1, 2015

REINSTATED AS BOARD POLICY: MAY 16, 2016

REVISED: February 21, 2022

**May 15, 2023**



421-Exhibit (Draft)

### Early Admission Application

The School Board has final authority for deciding whether or not the child is to be admitted to school in accordance with the conditions and standards specified in policy 421.

#### If you wish to request early admission to 4k or Kindergarten

Child's legal name: \_\_\_\_\_ Child's date of birth: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Child's primary home language: \_\_\_\_\_

Name, age, and gender of child's siblings :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list your child's experience(s) with groups of other children outside of home and separate from his/her parent(s), such as preschool, daycare, etc.?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact: \_\_\_\_\_

How/Why would it benefit your child to start school a year early?

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In what ways do you feel your child is above average in intellectual readiness for school?  
(Be as specific/descriptive as possible).

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In what ways do you feel your child is above average in social readiness for school? (Be as  
specific/descriptive as possible).

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Is there anything else you would like us to know?

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Guardian/Parent signature for permission to complete an observation and interview of  
the child.

\_\_\_\_\_ Date:\_\_\_\_\_

**Please return this form to the Director of Academic Services before April 1.**