

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

June 24, 2024 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Personnel Committee members: Stacy Johnson Myers (Chair), Alison Page, & Alan Tuchtenhagen

A quorum of the Board may be present for information-gathering purposes only.

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. **Wildcat Pride Awards**

1. Lee Johnston

Description: For taking on the role of mentor for a younger student.

B. **Acknowledgment / Recognition**

1. Retirement - Jamie Benson

Description: Congratulations to Superintendent Jamie Benson, who will retire at the end of June after 11 years with the School District of River Falls and 39 years in education.

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

1. School Resource Officer Annual Report

- a. Officer Chris Gottfredsen

Description: Officer Gottfredsen will provide his annual Police Liaison report to the Board

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- b. Officer Bryan Jensen

Description: Officer Jensen will provide his annual Police Liaison Report to the Board.

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2. Administrative Reports

- a. General Education Diploma Option 2 Update

Description: Student Services Director Mark Inouye and the new Renaissance Charter Academy Coordinator Peggy Webb will provide an update on the GEDO-2 program.

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3. Superintendent Report

- a. School Forest Update

Description: Rotary funding for the construction of the pavilion facility.

- b. Referendum Update

Description: Schematic design detail update with the new architect.

6. **ACTION ITEMS**

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

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Description: The following have been submitted for approval:

Item 1: May 20, 2024, Regular Board of Education meeting minutes

Item 2: May 22, 2024, Special Board of Education meeting minutes

Item 3: June 3, 2024, Board of Education Retreat minutes

Item 4: Bills submitted for payment

Item 5: 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 10, 2024, Educational Program Committee recommendations 27

Description: The Educational Program Committee met on June 10, 2024, to approve the District Library Plan, to approve the District Title III Plan, to hear an open enrollment report, to approve the revised policy 345.44 Elementary School Extra Year Program, and finally to approve the new policy 342 Programs for Children with Disabilities.

Recommended Action:

1. Approve the School District of River Falls' Library Media Plan.
2. Approve the School District of River Falls' Title III plan.
3. Approve the revised School Board Policy 345.44 Elementary School Extra Year Program.
4. Approve the new School Board Policy 342 Programs for Children With Disabilities.

C. Consideration and/or Action to approve June 17, 2024, Finance & Facilities Committee recommendations 50

Description: The Finance and Facilities Committee met on June 17, 2024, to approve the 2023-24 budget revisions, to review the preliminary 2024-25 budget, and to approve the 10-year summer capital projects list. The committee also went into closed session to discuss contracts for architectural services and authorized Bray Architects.

Recommended Action:

1. Approve the 2023-24 Budget Revisions.
2. Approve the 10-Year Summer Capital Projects List.
3. Authorize the Administration to enter into an Architectural Services contract with Bray Architects.

D. Consideration and/or Action to approve June 17, 2024 Personnel Committee recommendations 60

Description: The Personnel Committee met on June 17, 2024, to hear a certified staffing update, to review the Director of Community Education & the Community Education Program Assistant job descriptions, to approve the 2024-25 Employee Handbook updates, and to discuss the advanced learning grant awards. The committee also went into closed session to discuss the 24-25 teacher ladder and high need stipend placements.

Recommended Action:

1. Approve the Director of Community Education and the Community Education Program Assistant job descriptions.
2. Approve the 2024-25 Employee Handbook revisions.

E. Consideration and/or Action to approve the second readings of revised School Board Policy 110 District Mission and Vision Statements, Policy 111 District Value Statements, Policy 130 School Board Responsibilities and Legal Status, Policy 152 Goal Setting, Policy 152-Rule Goal Setting Procedure, Policy 345.11 Class Rank for WI Act 95 Guaranteed UW System Admission Law, and Policy 372 Student Publications and Productions. 79

Description: The first readings of revised policies 110 District Mission and Vision Statements, 111 District Value Statements, 130 School Board Responsibilities and Legal Status, 152 Goal Setting, 152-Rule Goal Setting Procedure, 345.11 Class Rank for WI Act 95 Guaranteed UW System Admission Law, and 372 Student Publications and Productions were approved at the May 20, 2024, Regular Board Meeting.

Recommended Action:

1. Approve the second reading of revised School Board Policy 110 District Mission and Vision Statements.
2. Approve the second reading of revised School Board Policy 111 District Value Statements.
3. Approve the second reading of revised School Board Policy 130 School Board Responsibilities and Legal Status.
4. Approve the second reading of revised School Board Policy 152 Goal Setting.
5. Approve the second reading of revised School Board Policy 152-Rule Goal Setting Procedure.
6. Approve the second reading of the new School Board Policy 345.11 Class Rank for Wisconsin Act 95 2

Guaranteed UW System Admission Law.

7. Approve the second reading of revised School Board Policy 372 Student Publications and Productions.

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:

Educational Program Committee meeting: Monday, July 15, 2024, 6:00 p.m.

Finance and Facilities Committee meeting: Monday, July 15, 2024, 7:00 p.m. (or immediately following Educational Program)

Personnel Committee meeting: Monday, July 15, 2024, 8:00 p.m. (or immediately following Finance and Facilities)

Regular Board meeting: Monday, July 22, 2024, 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. Consideration of adjourning to closed session pursuant to Wis. Stat. sec. 19.85(1)(e), which permits convening in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for a debt issue discussion. Roll call vote required.

7. CONVENE TO CLOSED SESSION

8. RECONVENE INTO OPEN SESSION AND AFFIRM ACTION TAKEN IN CLOSED SESSION IF NECESSARY

9. ADJOURN

2023/2024 Yearly Report

As I write this report and reflect on my year I can't help but reflect on my entire 16 years and all the great memories this position has brought me. I have made so many relationships and memories with students, parents and staff members. To think that some of the students my first year are 34 years old now, many with children of their own in the school district, reminds me that time flies!

This year was very similar to so many other past years. There are always some times that are unfortunate and a few bumpy roads but those are very small in comparison to many, many great times and proactive situations I was involved with. I'm sure there were many student's lives that were positively affected. I cherish working with our areas youth. They made this position extremely rewarding.

I plan for this to be my last school year serving the school district. I greatly appreciate the trust given to me to protect the students by the police department, school board, staff and parents! I trust the police department and school district will continue to keep moving forward in a positive and safe environment. I say this knowing the high quality Officers in River Falls and the high standards of the River Falls School District.

Officer Bryan Jensen
School Resource Officer
River Falls Police Department
2815 Prairie Drive; River Falls, WI 54022
PH: 715-425-0909

River Falls High School & Renaissance Charter Academy Annual School Resource Officer Report School Year 2023-2024

This is my 6th year serving River Falls School District as a School Resource Officer (SRO). I'm grateful that I have this opportunity to continuing to work with RFSD students and staff daily.

At the beginning of the school year, my focus was the review ALICE program to teachers and students. I was able to show a student-created video of the steps of ALICE that that was created last year by students. The video was shown in the high school classrooms. The video consisted of me talking about ALICE and the steps to keep safe. For the Renaissance School, I put together an ALICE-program PowerPoint presentation for students and presented this to all the students and staff.

Throughout the athletic seasons, I was present for various games, matches and events. This included spending time at Ramer Field during football games, the Wildcat Center during hockey games and in the RFHS gym for basketball. Aside athletic events, I have been present for several heavily attended RFSD events including the homecoming dance, prom, the senior lock-in and RFHS graduation. My role at these events has generally been to address and diffuse altercations and monitor for behavior that violates school and city code and law. My goal is to provider and insure security and well-being for all students and staff.

I have continued to work hand-in-hand with Renaissance Program Director Chris Silver, Assistant Principals Lisa Goihl, and Mark Stoesz on attendance issues (i.e. Truancy). My role is to conduct home-visits, referrals, and issue citations.

Throughout the school year, several students had minor motor vehicle accidents on RFHS grounds. Regarding incidents such as these, I assisted the students, confirmed their safety and the safety of others, documented these incidents by taking photos of the accident scene/damage and I helped notify the parents.

Throughout the year, I get invited into classrooms at the high school as well at the Renaissance School on various topics such as: dangers of vaping, alcohol, drugs, and why I became a police officer. I have also continued to work with the student lifeguard class at RFHS. My role with this class is to help put together a Mock Drowning event that students can learn from EMS professionals. Allina Health EMS staff assists and worked closely with the student lifeguards. This gives students a firsthand experience of what it is like to call 911 and performing CPR.

In my SRO free time, I enjoy being with the students to get to know them and develop positive relationships with police. I spend most lunch periods with them. I was able to continue my tradition and made pies for the Renaissance school for their thanksgiving festival and celebrate their festival with them. I really enjoyed my time at the High School and the Renaissance School, I look forward to build positive relationships with staff and students at the Meyer Middle School and all of the elementary schools next year.

Officer Bryan Jensen

School Resource Officer

06/09/2024

Alternative Graduation Pathway

**GEDO Option 2 ~
Application Approved!**



Congratulations!!!

June 14th, 2024

- Sherry Holly from the Wisconsin Department of Public Instruction approved the School District of River Falls' Application for the GED Option #2 Program (GEDO #2), creating a pathway for our students to use the GED test battery to earn a River Falls High School Diploma
- Student Services staff and administration have been working to identify (and if needed assess) students who may be appropriate candidates for the program.
- Actively working to gain approval to be an approved testing site, which will eliminate the need for students to travel to North Woods Tech for testing.



Why was this so important?

- A small number of students have no pathway to graduation
- Economic investment in our region
- Option for students who struggle with traditional school schedule
- Surrounding districts offer as a pathway for a select group of students
- Gives ALL students a chance to earn a HS diploma regardless of their individual circumstances
- GEDO-2 program counts as 'graduates' and is reflected on:
 - School Report Card
 - Joint Federal IDEA Notification
- Reduces need for individual contracts with the CVTC HSED program (GEDO-1 Option).



Who may qualify for Option 2?

- Students served will be at least 17 years of age;
- Students will be at least one year (8 credits/16 courses) behind their 9th grade class in credits earned;
- Students served should be able to demonstrate an ability to read at or above the 9th grade level using a district approved reading assessment that is appropriate, valid, and reliable assessment of literacy.
 - A district may use any district approved or standardized test to screen for reading ability. We are currently using Fastbridge.



Where will the program take place?

Renaissance Charter Academy

Room 170

Where will testing take place?

Northwood Technical College

New Richmond, WI

Renaissance Charter Academy

Designated Testing Site

Room 112

(in progress)



Schedule

In-Person Five Days/Week

Monday - Friday

9:00 am - 12:00 pm

15 hours/week

Monday, Tuesday, Thursday, Friday

GED Prep Coursework:

- Math
- Science
- English

Wednesday

Electives including but not limited to:

- Life Skills
- Employability Skills
- CTE Coursework
- Post-Secondary



Enrollment/Section Process and Staffing

Formal meeting is required prior to beginning the GEDO #2 program.
Outlines academic, attendance and behavioral expectations

Access to Staff

- GEDO #2 Academic Instruction
Mr. Mitchell Kallenbach
- Work-Based Learning/CTE
Ms. Jenna Hanson
- School Guidance
Ms. Geri Muller
- Program Compliance and Reporting
Ms. Peggy Webb



This is exciting!!!

**The River Falls School District continues to meet
the various needs of all students**

~ Thank you!



School District of River Falls
Regular Board Meeting
Monday, May 20, 2024 - 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 20, 2024 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 Alan Tuchtenhagen, Clerk Lindsey Curtis, Treasurer Mike Miller, members Bo Hirstein, Monica LaVold, Alison Page, and student representative Lilliana Ehresmann. Also present were Superintendent Jamie Benson, Director of Human Resources and Leadership Development David Bell, Director of Academic Services Nate Schurman, and Director of Finance & Facilities Lynette Coy. Student Services Director Mark Inouye, River Falls High School Principal Kit Luedtke, Meyer Middle School Principal Mark Chapin, Rocky Branch Principal Ashley Bingenheimer, Greenwood Principal Kate Skappel, and Montessori Principal Kai Rodger.

HEARING OF VISITORS OR DELEGATIONS – None

INFORMATIONAL ITEMS

A. Wildcat Pride Awards

1. Eileen Brownlee was honored for her 11 years of legal service to the School District of River Falls.
2. Lilliana Ehresmann was recognized for her service as a 2023-24 Student Board Representative.
3. Anika Hovland’s award was sent to her as she was unable to attend the meeting. She served as a 2023-2024 Student Board Representative.

B. Superintendent, Administrative, and Student Representative Reports

1. Student Representative Reports
Ehresmann spoke briefly about the end of the year wrap-up happening at the high school.
2. Administrative Reports related to Building-Level SMART Goals 2023-24
 - a. Greenwood and River Falls Public Montessori Elementary
Skappel shared an update on Greenwood’s SMART goals including progress made on strengthening the character education program. Rodgers updated the Board on the Montessori’s SMART goals including the progress made on increasing student achievement in reading.
3. Superintendent Report
Benson updated the Board on the construction progress of the Design & Planning Team. He mentioned that, based on feedback from the user groups, the multipurpose space will be two stories instead of a single-floor design. Benson also noted that the user groups were meeting to discuss the layout of the transportation center.

ACTION ITEMS

- A. Johnson Myers reviewed the minutes, bills, and recommended employment items on the Agenda. Curtis moved, seconded by LaVold that the Board approve the following:
1. The Minutes from the April 15, 2024 Regular Board of Education meeting.
 2. The Minutes from the April 22, 2024 Board of Education Reorganizational meeting minutes.
 3. Accounts Payable and Payroll payments in the amount of \$4,912,188.99.
 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 Kylee Armbrust as Fifth Grade Teacher at Greenwood Elementary School effective August 20, 2024 (replaces Kiersten Jacobson). Ms. Armbrust earned her bachelor’s degree from UW-River Falls and has 5 years of experience (Prescott). Her salary will be based on level B2 of the salary ladder. 2. Recommended approval of the employment of Reagan Stocker as 1.0 FTE School Counselor at River Falls High School effective August 20, 2024 (replaces Emma Fowler). Ms. Stocker earned her 11 bachelor’s degree from UW-Stout and her master’s degree from UW-River Falls. Her salary will be based on level

BASE M of the salary ladder. 3. Recommended approval of the employment of Betsy Manning as 1.0 FTE Special Education Teacher at River Falls Public Montessori Elementary School effective August 20, 2024 (replaces Molly Chapman). Ms. Manning earned bachelor's degrees from Winona State University. She has 19.5 years of experience (Red Wing and Lake City MN) and her salary will be based on level G2 of the salary ladder. 4. Recommended approval of the transfer of employment for Madison Bosshart from Grade 2 Teacher at Greenwood Elementary School to Grade 1 Teacher at Rocky Branch Elementary School effective August 26, 2024 (replaces Caitlyn Severson). 5. Recommended approval of the transfer of employment for Caitlyn Severson from Grade 1 Teacher to Kindergarten Teacher at Rocky Branch Elementary School effective August 26, 2024 (increased enrollment). 6. Recommended approval of the reduction of employment for Karen Swanson, School Counselor at River Falls Public Montessori Elementary School, from 1.0 FTE to 0.8 FTE effective August 26, 2024 (employee request). 7. Recommended approval of the hiring of the following short-term, on call Substitute Teachers: a. Elly Bjork b. Sarah Knolmayer c. Madalyn Krizek-Score d. Lauren Scribner 8. Recommended acceptance of the resignation of Amanda Whipkey as full-time English Teacher at River Falls High School effective the end of the 2023-24 year. 9. Recommended acceptance of the resignation of Carrie Loney as full-time Choir Teacher at River Falls High School effective the end of the 2023-24 year. Ms. Loney will retire after 23 years of service with the district. 10. Recommended acceptance of the resignation of Nicole McKone as full-time English Language Arts Teacher at Meyer Middle School effective the end of the 2023-24 year. 11. Recommended acceptance of the resignation of Kirsten Crowe as full-time Special Education Teacher at Rocky Branch Elementary School effective the end of the 2023-24 year. Motion carried unanimously (7-0).

B. Consideration and/or Action to approve May 6, 2024, Educational Program Committee recommendations

The Educational Program Committee met on May 6, 2024, to hear a high school PLC update, to hear the pupil nondiscrimination report, to hear a summer school update, to approve the new policy 345.11 Class Rank for Wisconsin Act 95 Guaranteed UW System Admission Law, and to review policy 372/378 Student Publications and Productions. Tuchtenhagen motioned, seconded by Page to approve the first reading of the new School Board Policy 345.11 Class Rank for Wisconsin Act 95 Guaranteed UW System Admission Law. Motion carried unanimously (7-0).

C. Consideration and/or Action to read and acknowledge the Pupil Nondiscrimination Report and the self-evaluation process

Director of Student Services, Mark Inouye, will provide a brief summary of the 5-year pupil nondiscrimination report. The report was presented at the May 6, 2024, Educational Program Committee. Tuchtenhagen motioned seconded by LaVold to read and acknowledge the self-evaluation process and report. Motion carried unanimously (7-0).

D. Consideration and/or Action to approve the first reading of revised School Board Policy 372/378 Student Publications and Productions

District Administration will provide recommendations for minor updates to Policy 372/378. Curtis motioned, seconded by Page the first reading of revised School Board Policy 372 Student Publications and Productions. Motion carried unanimously (7-0).

E. Consideration and/or Action to approve May 13, 2024, Finance & Facilities Committee recommendations

The Finance and Facilities Committee met on May 13, 2024, to hear the 23-24 budget update, to hear the design & planning team update, to hear a food service update, to approve the 24-25 meal prices, to approve the debt issue and financing plan from the \$28M capital referendum, and finally to approve the house sale/disposal plan.

1. Miller motioned, seconded by Hirstein to approve food service meal prices for 2024-25. Motion carried unanimously (7-0).
2. Miller motioned, seconded by Curtis to approve the sale/disposal plan for the house at the bus garage property. Motion carried unanimously (7-0).

F. Adopt Resolution Establishing Parameters for the Sale of Not to Exceed \$28,000,000 General Obligation Promissory Notes

The administration will provide a recommendation to approve the debt issue and financing plan for the \$28 million capital referendum. Page motioned, seconded by Miller to adopt Resolution Establishing Parameters for the Sale of Not to Exceed \$28,000,000 General Obligation Promissory Notes. Motion carried unanimously (7-0).

G. Approval of a resolution authorizing entry into an intergovernmental cooperation agreement relating to the "Wisconsin Investment Series Cooperative" and authorizing participation in the service programs of the fund

The Director of Finance, Lynette Coy, will provide a recommendation to join WISC, using PMA for bond proceeds management and reporting.

Page motioned, seconded by Hirstein to approve a Resolution authorizing entry into an Intergovernmental Cooperation Agreement relating to the "Wisconsin Investment Series Cooperative" and authorizing participation in the service programs of the fund. Motion carried unanimously (7-0).

H. Consideration and/or Action to approve May 13, 2024 Personnel Committee recommendations

The Personnel Committee met on May 13, 2024, to hear a certified staffing update, to review the RF4C Coordinator job description, to approve letters of appointment for support staff, to approve the 24-25 hourly support staff salary schedule, to approve the 24-25 bus driver and teacher collective bargaining agreements, to update the employee handbook related to summer school employment, to approve revisions to computer workstation technician, software and staff development facilitator and supervisor of information technology services job descriptions. The committee also went into closed session to discuss 24-25 administrator and supervisor contacts.

1. Curtis motioned, seconded by Page to approve the revised RF4C Coordinator job description. Motion carried unanimously (7-0).
2. Johnson Myers motioned, seconded LaVold to approve sending letters of intent to all support staff positions. Motion carried unanimously (7-0).
3. Page motioned, seconded by Curtis to approve 2024-25 Support Staff Salary Schedule. Motion carried unanimously (7-0).
4. LaVold motioned, seconded by Hirstein to approve 2024-25 Driver Collective Bargaining Agreement. Motion carried unanimously (7-0).
5. Tuchtenhagen motioned, seconded by Page to approve 2024-25 Teacher Collective Bargaining Agreement. Motion carried unanimously (6-0). LaVold abstained.
6. Curtis motioned, seconded by Hirstein to approve employee handbook updates pertaining to 2024 summer school. Motion carried unanimously (7-0).
7. Page motioned, seconded by Miller to approve updates to the Computer Workstation Technician, Software and Staff Development Facilitator, and Supervisor of Information Technology Services job descriptions. Motion carried unanimously (7-0).

I. Consideration and/or Action to approve the 2024-25 Supervisor Contracts

The Personnel Committee is recommending the approval of the 2024-25 Supervisor Contracts. The average salary increase is 4.24%.

Curtis motioned, seconded by Hirstein to approve 2024-25 Supervisor Contracts as presented. Motion carried unanimously (7-0).

J. Consideration and/or Action to approve the 2024-25 Administrator Contracts

The Personnel Committee is recommending the approval of the 2024-25 Administrator Contracts. The average salary increase is 4.0%.

Tuchtenhagen motioned, seconded by Page to approve 2024-25 Administrator Contracts as presented. Motion carried unanimously (7-0).

K. Consideration and/or Action to approve the first readings of revised School Board Policy 110 District Mission and Vision Statements, Policy 111 District Value Statements, Policy 130 School Board Responsibilities and Legal Status, Policy 152 Goal Setting, and Policy 152-Rule Goal Setting Procedure

The administrative team is recommending minor updates to the following policies in the 100 series.

Tuchtenhagen motioned, seconded by Curtis to approve the first reading of revised School Board Policy 110 District Mission and Vision Statements, revised School Board Policy 111 District Value Statements, revised School Board Policy 130 School Board Responsibilities and Legal Status, revised School Board Policy 152 Goal Setting and the revised School Board Policy 152-Rule Goal Setting Procedure. Motion carried unanimously (7-0).

L. Consideration and/or Action to approve the second reading of revised School Board Policies 535.1 Professional Staff Time Schedules and 535.3 Job Sharing

The first readings of revised policies 535.1 Professional Staff Time Schedules and 535.3 Job Sharing were approved at the March 25, 2024, Regular Board Meeting.

Tuchtenhagen motioned, seconded by Hirstein to approve the second reading of revised School Board Policy 535.1 Professional Staff Time Schedules and revised School Board Policy 535.3 Job Sharing. Motion carried unanimously (7-0).

M. 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 review was mentioned.

N. Schedule next Board/Committee meetings

Set the meeting schedule as follows:

Board of Education Retreat: Monday, June 3, 2024, 3:00 p.m.

Educational Program Committee meeting: Monday, June 10, 2024, 6:00 p.m.

Finance and Facilities Committee meeting: Monday, June 17, 2024, 6:00 p.m.

Personnel Committee meeting: Monday, June 17, 2024, 7:00 p.m. (or immediately following Finance and Facilities)

Regular Board meeting: Monday, June 24, 2024, 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.

O. Consideration of adjourning to closed session pursuant to Wis. Stat. Sec. 19.85(1)(c), which permits convening in closed session for the purpose of considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to discuss 2024-25 administrator and supervisor contracts. The Board did not go into closed session.

ADJOURNMENT

President Johnson Myers declared the meeting adjourned at 7:20 p.m.

Lindsey Curtis, Clerk

School District of River Falls
Special Board Meeting
Wednesday, May 22, 2024 - 11:00 AM
District Office, 852 E Division Street
River Falls, Wisconsin 54022

The special meeting of the River Falls Board of Education was called to order on Wednesday, May 22, 2024 at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. President Johnson Myers called the meeting to order at 11:04 a.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 Alan Tuchtenhagen, Clerk Lindsey Curtis, members Bo Hirstein, and Alison Page. Also present were Superintendent Jamie Benson and Director of Finance & Facilities Lynette Coy.

HEARING OF VISITORS OR DELEGATIONS - None

ACTION ITEMS

A. Adopt Resolution Establishing Parameters for the sale of Not to Exceed \$28,000,000 General Obligation Promissory Notes.

The administration will provide a recommendation to approve the debt issue and financing plan for the \$28 million capital referendum.

Curtis motioned, seconded by LaVold to Adopt Resolution Establishing Parameters for the Sale of Not to Exceed \$28,000,000 General Obligation Promissory Notes. (Motion carried unanimously 6-0).

ADJOURNMENT

President Johnson Myers declared the meeting adjourned at 11:07 a.m.

Lindsey Curtis, Clerk

School District of River Falls
School Board Retreat
Monday, June 3, 2024 - 3:00 PM
District Office, 852 E Division Street
River Falls, Wisconsin 54022

The River Falls Board of Education Retreat was called to order on Monday, June 3, 2024 at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. President Johnson Myers called the meeting to order at 3:05 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 Alan Tuchtenhagen, Clerk Lindsey Curtis, Treasurer Mike Miller (arrive 3:26 p.m.), members Bo Hirstein, Monica LaVold, and Alison Page. Also present were Director of Human Resources and Leadership Development David Bell, Director of Academic Services Nate Schurman, Director of Finance & Facilities Lynette Coy and Student Services Director Mark Inouye. Wisconsin Association of School Boards Facilitator Cheryl Gullicksrud.

BOARD PLANNING SESSION

Cheryl Gullicksrud, a WASB Consultant, facilitated a two-part discussion.

A. Roles and Responsibilities of the Board and the Superintendent

The first portion included expectations of the Superintendent, communicating outside of meetings, responding to requests/concerns from the public, and building/department representative responsibilities.

B. Establishing Norms and Sustaining Trust

The second portion included a quick review of parliamentary procedure, response to public comment, discussion protocols, and preparations for board meetings.

The group had a dinner break from 4:30-5:00 p.m.

BOARD PLANNING SESSION

David Bell and Nate Schurman led the final part of the retreat, which consisted of a three-part discussion: strategic plan monitoring framework, administrative team data review, and goal monitoring plan.

ADJOURNMENT

Human Resources and Leadership Development Director Bell declared the meeting adjourned at 7:33 p.m.

Lindsey Curtis, Clerk

SCHOOL DISTRICT OF RIVER FALLS
River Falls , Wisconsin 54022

June 2024 Board Meeting

Accounts Payable	AMOUNT
Checks # 217718 - 218119	\$802,440.08
ACH # 232400056-232400114	\$221,086.58
Wires The Standard, Mn Life, Medica, Payroll Taxes Delta, WEA, Wis Deferred Comp, EBC Postage, HSA Bank,, WRS-Retirement	\$1,525,508.50

NSF/Return of Funds		
Void Ck #217903		-\$400.00

PAYROLL

Checks #		\$0.00
ACH # 997387338 - 997388555		\$1,601,937.58
Void		\$0.00

\$4,150,572.74

Actual

FNB - General Money Market Balance	\$11,188,476.33
RCU - Money Market Balance	\$144,125.88

Publication List - Checks over \$100 - June 2024 Meeting

POST	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
5/3/2024	217719	AMERY HIGH SCHOOL	WIAA/BGO 4-30-24	\$ 125.00
5/3/2024	217720	ARROW BUILDING CENTER	HS Dugouts	\$ 187.32
5/3/2024	217721	ARROWHEAD HIGH SCHOOL	WIAA/BGO 5/4/24	\$ 200.00
5/3/2024	217722	AUTO VALUE	Multiple Invoices	\$ 222.44
5/3/2024	217723	BALDWIN LIGHTSTREAM	internet/phone	\$ 1,601.84
5/3/2024	217724	BSN SPORTS	Multiple Invoices	\$ 1,650.00
5/3/2024	217725	ST CROIX LANES	Wellness Grant	\$ 200.00
5/3/2024	217726	CAMPBELL, GARY	Reim Supplies	\$ 345.50
5/3/2024	217727	CAPITAL ONE	Multiple Invoices	\$ 274.94
5/3/2024	217729	CESA 11	Qtrly invoice	\$ 21,829.33
5/3/2024	217730	CINTAS	BG Expense	\$ 311.24
5/3/2024	217731	CRAIL, DAVID	Reim mileage	\$ 267.37
5/3/2024	217732	CREDIT SERVICE INTERNATIONAL	Payroll accrual	\$ 180.93
5/3/2024	217733	DEPARTMENT OF PUBLIC INSTRUCT.	Ed Effect. Eval	\$ 21,520.00
5/3/2024	217734	DESIGNS BY JILL	supplies	\$ 309.86
5/3/2024	217736	EAST RIDGE HIGH SCHOOL	WIAA/BGO 4-24-24	\$ 255.00
5/3/2024	217737	EXPRESS SERVICES INC	Sub Fulfillment	\$ 3,719.60
5/3/2024	217738	FALLS THEATER	Field Trip	\$ 750.00
5/3/2024	217741	FAST COPY CENTER	Multiple Invoices	\$ 326.88
5/3/2024	217743	FOOD SERVICE-SDRF	Multiple Invoices	\$ 296.50
5/3/2024	217744	GAME ONE	Track Jackets	\$ 775.00
5/3/2024	217745	GOPHER SPORT	supplies	\$ 4,019.96
5/3/2024	217746	HAYWARD COMMUNITY SCHOOLS	WIAA/BGO 4-26-24	\$ 160.00
5/3/2024	217748	HODGES BADGE CO.,INC.	supplies	\$ 190.75
5/3/2024	217750	HOLMEN HIGH SCHOOL	WIAA/BGO 5-1-24	\$ 200.00
5/3/2024	217751	HUB 70 DESIGN AND PRINT	Envelopes	\$ 123.60
5/3/2024	217752	IGO, KYLE	officiating fees	\$ 180.00
5/3/2024	217753	J H LARSON COMPANY	Elect. Supplies	\$ 573.90
5/3/2024	217754	JOHNSON, MICHAEL	officiating fees	\$ 140.00
5/3/2024	217755	JOHNSON CONTROLS FIRE PROTECTION LP	Service Call	\$ 873.98
5/3/2024	217756	J W PEPPER & SON INC	Multiple Invoices	\$ 669.99
5/3/2024	217758	KLUNDT, SHANE	officiating fees	\$ 160.00
5/3/2024	217760	LOFFLER COMPANIES, INC.	ink cartridge	\$ 147.66
5/3/2024	217761	MANSFIELD OIL COMPANY OF GAINSVILLE, INC	Fuel	\$ 22,793.10
5/3/2024	217763	MENARDS	Multiple Invoices	\$ 447.14
5/3/2024	217764	MENOMONIE HIGH SCHOOL	WIAA/T&F 4-30-24	\$ 200.00
5/3/2024	217765	MITINET INC	Renewal	\$ 1,415.00
5/3/2024	217766	MONTESSORI RESEARCH & DEVELOPMENT LLC	supplies	\$ 1,625.30
5/3/2024	217767	MONTESSORI SERVICES	supplies	\$ 240.80
5/3/2024	217769	NEO ELECTRICAL SOLUTIONS LLC	Scoreboard Locating	\$ 404.13
5/3/2024	217770	NEW RICHMOND HIGH SCHOOL	WIAA/T & F 5/3/24	\$ 225.00
5/3/2024	217775	PECHACEK, RYAN	reim FFA hotel	\$ 700.94
5/3/2024	217779	RIVER CITY STITCH LLC	Multiple Invoices	\$ 457.70
5/3/2024	217780	RIVER STATES TRUCK & TRAILER, INC	HT/100473 50/50	\$ 490.53

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5/3/2024	217781	SCHAEFFER MFG INC	Synthetic 5W-40	\$ 7,242.40
5/3/2024	217782	SCHOLASTIC INC.	Books	\$ 489.41
5/3/2024	217783	SCHOOL DISTRICT OF NEW RICHMOND	MMS Track & Field	\$ 125.00
5/3/2024	217785	SHOWTIME ENTERTAINMENT	CE Sweetheart Dance	\$ 475.00
5/3/2024	217788	STAPLES -(PAPER)	Multiple Invoices	\$ 3,200.48
5/3/2024	217791	TAYLOR MUSIC INC	French Horn	\$ 1,550.00
5/3/2024	217792	THE JOURNAL	Legal notices	\$ 225.57
5/3/2024	217793	TIMM OIL CO	Fuel Oil	\$ 378.40
5/3/2024	217795	TRAFERA, LLC	Activepanel	\$ 531.00
5/3/2024	217796	TWOTREES TECHNOLOGIES	Connecting Point	\$ 7,855.62
5/3/2024	217797	UNITED WAY ST.CROIX VALLEY	Multiple Invoices	\$ 200.00
5/3/2024	217798	UW-RIVER FALLS MUSIC DEPARTMENT	Jazz Festival	\$ 400.00
5/3/2024	217799	UWEC FOUNDATION	WIAA/ soccer tour	\$ 225.00
5/3/2024	217800	UWRF	T & F Indoor meet	\$ 1,000.00
5/3/2024	217801	VERTICAL ENDEAVORS, INC.	Rock Climing FT	\$ 960.00
5/3/2024	217802	WALKER, JACY	Reim Supplies	\$ 338.30
5/3/2024	217804	WISCONSIN DEPT. OF REVENUE	Payroll accrual	\$ 244.55
5/3/2024	217805	WSMA	student fees	\$ 1,380.00
5/10/2024	217806	5 STAR RESTROOM RENTALS	Multiple Invoices	\$ 1,313.50
5/10/2024	217809	ARROW LIFT ACCESSIBILITY	annual contract	\$ 1,004.00
5/10/2024	217811	BOESPFLUG, PAUL	Driver Meals	\$ 143.00
5/10/2024	217812	BSN SPORTS	supplies	\$ 477.00
5/10/2024	217814	C & L COMMUNICATIONS INC	Locate requests	\$ 2,388.50
5/10/2024	217816	CINTAS	BG EXPENSE	\$ 302.57
5/10/2024	217817	CONFIDENTIAL RECORDS, INC.	Multiple Invoices	\$ 298.70
5/10/2024	217820	DICK'S MARKET	Multiple Invoices	\$ 3,123.22
5/10/2024	217822	DOT & DAISY, LLC	Supplies	\$ 500.00
5/10/2024	217825	EPSTEIN, GARY	Driver Meals	\$ 276.00
5/10/2024	217826	ERICKSON, KARL	Driver Meals	\$ 175.00
5/10/2024	217827	ETC MONTESSORI	materials	\$ 1,537.00
5/10/2024	217828	EXPRESS SERVICES INC	Sub Fulfillment	\$ 5,127.60
5/10/2024	217830	FOOD SERVICE-SDRF	Multiple Invoices	\$ 418.65
5/10/2024	217831	FULL COMPASS SYSTEMS	Auditorium lights	\$ 2,909.41
5/10/2024	217832	CENGAGE LEARNING INC	Textbook	\$ 197.18
5/10/2024	217837	HIGH NOON BOOKS	books	\$ 128.70
5/10/2024	217838	HILLYARD, INC.-MPLS	Multiple Invoices	\$ 412.73
5/10/2024	217841	J H LARSON COMPANY	Elect. Stock	\$ 397.80
5/10/2024	217842	JOHNSON CONTROLS FIRE PROTECTION LP	Service Call	\$ 3,254.71
5/10/2024	217844	KINNI SPORT & POWER	Power Source	\$ 1,189.94
5/10/2024	217845	KLUNDT, SHANE	officiating fees	\$ 140.00
5/10/2024	217847	KWIK TRIP, INC.	Fuel	\$ 3,173.73
5/10/2024	217848	LAY, CHRISTINA	Transportation	\$ 537.34
5/10/2024	217851	MARK'S PLUMBING PARTS	Multiple Invoices	\$ 632.70
5/10/2024	217852	MERIDIAN CONSULTING GROUP	Health & Safety	\$ 1,440.00
5/10/2024	217853	MERKATORIS, AMBER	Reim HOSA	\$ 388.20
5/10/2024	217855	NELSON, BRIAN	Driver Meals	\$ 133.00
5/10/2024	217856	NELSON, CRAIG	Driver Meals	\$ 129.00

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5/10/2024	217857	NEO ELECTRICAL SOLUTIONS LLC	Electrical Repairs	\$ 8,308.56
5/10/2024	217858	NIENHUIS MONTESSORI USA, INC	supplies	\$ 2,220.84
5/10/2024	217862	PARK HIGH SCHOOL	WIAA/WR JV 12/9/23	\$ 225.00
5/10/2024	217863	PAULSICH, MICHELLE	Translation	\$ 320.00
5/10/2024	217864	PICZKOWSKI, LUCY	officiating fees	\$ 160.00
5/10/2024	217867	RIVER FALLS ACE HARDWARE	Multiple Invoices	\$ 622.88
5/10/2024	217868	RIXMANN, JEFFREY	Driver Meals	\$ 212.00
5/10/2024	217870	SCHOOL DISTRICT OF HUDSON	homeless transport	\$ 10,779.22
5/10/2024	217871	SCHWARTZ, LIAM	officiating fees	\$ 140.00
5/10/2024	217872	SCIENCE MUSEUM OF MINNESOTA	Field Trip	\$ 640.00
5/10/2024	217873	SHERWIN WILLIAMS CO	Paint	\$ 258.60
5/10/2024	217875	SPRINKLER CREW	Repairs	\$ 394.06
5/10/2024	217877	ST CROIX GAS	Multiple Invoices	\$ 10,563.72
5/10/2024	217880	TRAFERA, LLC	Activepanel	\$ 2,408.00
5/10/2024	217881	UWRF	Climbing wall	\$ 1,185.00
5/10/2024	217883	WENGER CORPORATION	Risers	\$ 9,290.40
5/10/2024	217884	WEST CENTRAL WI REGIONAL PLANNING COM	safe routes to school	\$ 3,175.00
5/10/2024	217885	WESTERN PSYCHOLOGICAL SERVICES	supplies	\$ 179.30
5/10/2024	217886	WITTHUS, KINDRA	officiating fees	\$ 200.00
5/10/2024	217888	WSBA	Membership	\$ 250.00
5/17/2024	217889	ALFVEBY, DENNIS	solo/ensemble	\$ 270.00
5/17/2024	217891	AMERICAN TIME	Sprinkler Guards	\$ 306.96
5/17/2024	217892	ANDERSEN, VICTORIA	CE Sweetheart Dance	\$ 364.86
5/17/2024	217893	APPLE AWARDS	Retirement bells	\$ 680.25
5/17/2024	217894	AT&T	715-425-1803 147	\$ 1,381.33
5/17/2024	217896	BAILEY, LINDA	Apr Invoice (2/2)	\$ 400.00
5/17/2024	217897	BAUER BUILT INC	Multiple Invoices	\$ 6,411.45
5/17/2024	217898	BENSON, JAMES	Reim mileage	\$ 177.68
5/17/2024	217899	BJORNSTAL, CARL	officiating fees	\$ 140.00
5/17/2024	217900	BOOTH, RUSSELL	officiating fees	\$ 225.00
5/17/2024	217901	BRANDVOLD, KARIN	Travel Reim	\$ 881.41
5/17/2024	217902	BRICKHOUSE MUSIC, LLC	Multiple Invoices	\$ 216.99
5/17/2024	217903	BROOKE RINGDAHL PHOTOGRAPHY	CE Dance Photos	\$ 400.00
5/17/2024	217904	BSN SPORTS	Multiple Invoices	\$ 5,909.50
5/17/2024	217905	ST CROIX LANES	SPED FT	\$ 112.00
5/17/2024	217907	CANON FINANCIAL SERVICES, INC.	Multiple Invoices	\$ 3,257.56
5/17/2024	217909	CELT, JAMES	officiating fees	\$ 300.00
5/17/2024	217911	CINTAS	BG Expense	\$ 302.57
5/17/2024	217912	CPI, INC	Renewal	\$ 1,949.00
5/17/2024	217913	ENGBRETH, ROBERT	Refund-Lion King	\$ 218.00
5/17/2024	217915	EXPRESS SERVICES INC	Sub Fulfillment	\$ 3,847.60
5/17/2024	217916	FAST COPY CENTER	Multiple Invoices	\$ 581.98
5/17/2024	217919	FOOD SERVICE-SDRF	Multiple Invoices	\$ 1,387.75
5/17/2024	217921	HILLYARD, INC.-MPLS	Vacuums & Bags	\$ 1,539.21
5/17/2024	217922	HOBART SERVICE	Dishwasher parts	\$ 105.47
5/17/2024	217923	HUB 70 DESIGN AND PRINT	Multiple Invoices	\$ 296.45
5/17/2024	217924	HUDSON PHYSICIANS	health screens	\$ 429.00

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5/17/2024	217925	INOUYE, MARK	Travel Reim	\$ 721.22
5/17/2024	217926	J&S LAWN CARE, LLC	Fertilization	\$ 36,220.00
5/17/2024	217927	JOHNSON, MICHAEL	officiating fees	\$ 140.00
5/17/2024	217928	KANIA, TESSA	Yearbooks	\$ 275.72
5/17/2024	217932	LOFFLER COMPANIES, INC.	Multiple Invoices	\$ 2,888.46
5/17/2024	217933	LOGSLETT, TRAVIS	officiating fees	\$ 190.00
5/17/2024	217935	MASTERCARD CORPORATE CLIENTS	Multiple Invoices	\$ 20,109.92
5/17/2024	217937	MIDWEST BUS PARTS INC	Multiple Invoices	\$ 405.63
5/17/2024	217939	MINNESOTA COACHES, INC./HASTINGS BUS CO	CE Lion King Trip	\$ 1,175.02
5/17/2024	217940	MINUTEMAN PRESS	Multiple Invoices	\$ 151.73
5/17/2024	217941	NATIONAL RESTAURANT ASSOC. SOLUTIONS LL	Mgr Exams	\$ 949.75
5/17/2024	217943	NEW RICHMOND HIGH SCHOOL	WIAA/T&F 5-13-24	\$ 225.00
5/17/2024	217944	NIEBUR, AMANDA	CPR	\$ 300.00
5/17/2024	217947	OHMANN, SAMANTHA	Transportation	\$ 1,037.16
5/17/2024	217951	PECHACEK, ROBERT	officiating fees	\$ 120.00
5/17/2024	217955	POCERNICH, DALE	officiating fees	\$ 160.00
5/17/2024	217956	PRINCE, RICK	officiating fees	\$ 190.00
5/17/2024	217957	RAMSEY COUNTY PARKS & RECREATION	Field Trip	\$ 840.00
5/17/2024	217960	RIVER FALLS MUNICIPAL	Multiple Invoices	\$ 60,842.20
5/17/2024	217961	ROGERS, NANCY	Reim mileage	\$ 256.54
5/17/2024	217963	SEGUIN, CHADBOURNE	officiating fees	\$ 300.00
5/17/2024	217965	SKYWARD, INC.	Elect Signatures	\$ 250.00
5/17/2024	217966	SOLBERG, STACY	CE Class Pymt	\$ 360.00
5/17/2024	217967	SWANSON, ERIC	officiating fees	\$ 120.00
5/17/2024	217969	UW-RIVER FALLS STUDENT BILLING	Scholarship pymt	\$ 500.00
5/17/2024	217970	VERIZON WIRELESS	April Charges	\$ 1,985.17
5/17/2024	217973	WI ASSOC OF SCHOOL BOARDS,INC	Review Dist Policies	\$ 1,322.50
5/17/2024	217975	WEBER, MADELINE	Reim costumes	\$ 572.64
5/17/2024	217977	WILSON, TIMOTHY	officiating fees	\$ 225.00
5/24/2024	217979	ADVANCED LIGHT & SOUND LLC	supplies	\$ 25,342.80
5/24/2024	217981	APPLIED DESIGNS & SIGNS INC	Wayfinding Signs	\$ 250.00
5/24/2024	217983	AT&T BUSINESS DIRECT	Multiple Invoices	\$ 1,673.41
5/24/2024	217985	B & H PHOTO-VIDEO	Library Camera	\$ 1,198.00
5/24/2024	217986	BENNETT, RONALD	Reim Flowers	\$ 470.00
5/24/2024	217987	BOARDMAN & CLARK, LLP	Legal Fees	\$ 4,944.00
5/24/2024	217989	CARLIN SALES CORPORATION	supplies	\$ 310.09
5/24/2024	217990	CESA 11	Multiple Invoices	\$ 538.00
5/24/2024	217991	CHANHASSEN DINNER THEATRES	CE Deposit	\$ 350.00
5/24/2024	217992	CINTAS	BG Expense	\$ 342.12
5/24/2024	217994	CREDIT SERVICE INTERNATIONAL	Payroll accrual	\$ 344.27
5/24/2024	217995	DECHEINE, LAURA	Musical Pymt	\$ 800.00
5/24/2024	217997	EXPRESS SERVICES INC	Sub Fulfillment	\$ 2,868.80
5/24/2024	218000	FOOD SERVICE-SDRF	Multiple Invoices	\$ 2,233.50
5/24/2024	218003	GLASS EXPRESS	Replace Windshield	\$ 609.56
5/24/2024	218006	HARRIS	Chiller Maint	\$ 480.00
5/24/2024	218007	HEALING ROOTS WELLNESS CENTER, LLC	Wellness Grant	\$ 500.00
5/24/2024	218008	HEARTWORK PHOTOGRAPHY	CE Sweetheart Dance	\$ 880.00

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5/24/2024	218009	HILLYARD, INC.-MPLS	Multiple Invoices	\$ 17,184.31
5/24/2024	218010	HOBART SERVICE	Multiple Invoices	\$ 1,438.99
5/24/2024	218011	HUDSON PHYSICIANS	health screens	\$ 1,278.00
5/24/2024	218014	JOHNSON QUALITY PLUMBING LLC	Multiple Invoices	\$ 749.13
5/24/2024	218016	LENSING, BRIDGETTE	reim supplies	\$ 277.57
5/24/2024	218018	LOFFLER COMPANIES, INC.	Multiple Invoices	\$ 887.51
5/24/2024	218019	MACKIN EDUCATIONAL RESOURCES	book order	\$ 2,600.00
5/24/2024	218020	MENARDS	Multiple Invoices	\$ 458.53
5/24/2024	218021	MIDWEST BUS PARTS INC	Fuel Tank Supplies	\$ 2,583.80
5/24/2024	218022	MINNESOTA CHEMICAL	dryer parts	\$ 433.33
5/24/2024	218024	NEO ELECTRICAL SOLUTIONS LLC	Multiple Invoices	\$ 3,172.02
5/24/2024	218026	OTIS ELEVATOR COMPANY	Elevator Contract	\$ 5,272.80
5/24/2024	218027	PAPP, STEPHAN	Reim supplies	\$ 160.00
5/24/2024	218028	PEARSON FLORIST	supplies	\$ 484.95
5/24/2024	218029	PETERSEN, BRIANA	Travel Expense	\$ 681.92
5/24/2024	218030	PFLUGER, SOPHIA	Drama Painter	\$ 500.00
5/24/2024	218031	PIERCE COUNTY PUBLIC HEALTH DEPT	Pool Permit	\$ 495.00
5/24/2024	218032	PLATE, WILLIAM	officiating fees	\$ 120.00
5/24/2024	218034	PROMOTE THE POSITIVE & THE PERFECTLY IMP	Wellness Grant	\$ 500.00
5/24/2024	218035	R & K SERVICES	Install scoreboards	\$ 14,000.00
5/24/2024	218036	REID, MONICA	reim supplies	\$ 200.90
5/24/2024	218037	RIVER STATES TRUCK & TRAILER, INC	SUPPLIES	\$ 2,164.29
5/24/2024	218041	ST. CROIX COUNTY CLERK	CLR Elections Billing	\$ 766.78
5/24/2024	218043	STOECKEL, HELEN	Reim supplies	\$ 190.48
5/24/2024	218045	TAPPE, COLE	officiating fees	\$ 200.00
5/24/2024	218047	UNITED WAY ST.CROIX VALLEY	Multiple Invoices	\$ 200.00
5/24/2024	218048	VCI ENVIRONMENTAL, INC	Removal & Disposal	\$ 1,215.00
5/24/2024	218050	WEBER, MADELINE	Drama Costumer	\$ 600.00
5/24/2024	218052	WISCONSIN DEPT. OF REVENUE	payroll accrual	\$ 258.03
5/31/2024	218053	ACME TOOLS	supplies	\$ 249.00
5/31/2024	218057	BAILEY, LINDA	May Services	\$ 400.00
5/31/2024	218058	BRANDVOLD, KARIN	Reim mileage	\$ 108.14
5/31/2024	218059	BRATHOL, DYLAN	officiating fees	\$ 180.00
5/31/2024	218060	BRICKHOUSE MUSIC, LLC	supplies	\$ 1,229.97
5/31/2024	218061	BSN SPORTS	supplies	\$ 620.00
5/31/2024	218063	CAPITAL ONE	Multiple Invoices	\$ 161.18
5/31/2024	218066	CHARTWELLS	April Invoice	\$ 228,419.61
5/31/2024	218067	CHIPPEWA VALLEY TECH COLLEGE	Multiple Invoices	\$ 31,959.38
5/31/2024	218068	CINTAS	BG Expense	\$ 302.57
5/31/2024	218069	CLIFTON HIGHLANDS GOLF CLUB	BGO Prac rounds	\$ 117.00
5/31/2024	218070	COY, LYNETTE	Travel Expense	\$ 257.28
5/31/2024	218071	DEMCO INC	Multiple Invoices	\$ 4,638.85
5/31/2024	218072	DOT & DAISY, LLC	supplies	\$ 500.00
5/31/2024	218074	DYNAMIC FITNESS & STRENGTH	supplies	\$ 441.00
5/31/2024	218075	EAU CLAIRE MEMORIAL HIGH SCHOOL	sub sectional tennis	\$ 160.00
5/31/2024	218077	EXPRESS SERVICES INC	Sub Fulfillment	\$ 4,764.72
5/31/2024	218079	FIRELINE SPRINKLER, LLC	Multiple Invoices	\$ 1,410.00

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5/31/2024	218080	FOOD SERVICE-SDRF	dinner show	\$ 1,924.00
5/31/2024	218081	GIBBS FARM/RCHS	FR	\$ 696.00
5/31/2024	218082	HARMON, ERIC	officiating fees	\$ 200.00
5/31/2024	218083	HARRIS	Service Call	\$ 590.25
5/31/2024	218084	HILLYARD, INC.-MPLS	supplies	\$ 259.15
5/31/2024	218086	INGLI, BRIAN	officiating fees	\$ 200.00
5/31/2024	218087	JACKSON & ASSOCIATES LLC	Investig-Struct. Eng.	\$ 1,445.00
5/31/2024	218088	JOSTENS INC	honor cords	\$ 909.04
5/31/2024	218089	KAPITZ, MATTHEW	Reim class fee	\$ 347.85
5/31/2024	218091	LAY, CHRISTINA	Transportation	\$ 679.38
5/31/2024	218092	MANSFIELD OIL COMPANY OF GAINSVILLE, INC	Fuel	\$ 21,095.85
5/31/2024	218094	METROPOLIS HOTEL	Action City Trip	\$ 3,125.00
5/31/2024	218096	MITHUN, TERESA	Multiple Invoices	\$ 700.00
5/31/2024	218098	PECHACEK, RYAN	cash adv; FFA Fruit	\$ 2,312.00
5/31/2024	218099	PECHACEK, RYAN	reim teambuilding	\$ 1,689.28
5/31/2024	218101	PLATE, WILLIAM	officiating fees	\$ 180.00
5/31/2024	218102	POCERNICH, DALE	officiating fees	\$ 130.00
5/31/2024	218103	RIVER CITY STITCH LLC	supplies	\$ 1,754.00
5/31/2024	218104	RIVER MOON COFFEE ROASTING CO	supplies	\$ 360.00
5/31/2024	218105	SKAPPEL, KATHRYN	Reim AWSA	\$ 299.00
5/31/2024	218106	T-MOBILE	Multiple Invoices	\$ 672.20
5/31/2024	218107	TWIN CITY FILTER SERVICE, INC	Belts	\$ 302.15
5/31/2024	218109	UW-RIVER FALLS STUDENT BILLING	Scholarship Pymt	\$ 500.00
5/31/2024	218110	UWRF	Multiple Invoices	\$ 2,080.00
5/31/2024	218113	WISCONSIN HOSA	Conf Reg	\$ 500.00
5/31/2024	218114	WORLD'S FINEST CHOCOLATE	supplies	\$ 1,080.00
5/31/2024	218115	YOURMEMBERSHIP.COM INC	Career posting	\$ 709.00
5/29/2024	218116	HASKINS, MAXWELL	State Food \$-T&F	\$ 1,428.00
5/29/2024	218117	UW-LACROSSE-CASHIER'S OFFICE	WIAA Housing-T&F	\$ 1,667.50
5/29/2024	218118	YOUNG, JOSEPH	State Food \$-B Tennis	\$ 117.00
5/31/2024	218119	LAVOLD, TIMOTHY	State Food \$-BGO	\$ 178.00
5/3/2024	232400057	AMAZON CAPITAL SERVICES, INC.	Multiple Invoices	\$ 900.66
5/3/2024	232400058	CHIPPEWA VALLEY SPORTING GOODS	Multiple Invoices	\$ 1,225.00
5/3/2024	232400059	COMPUTER INTEGRATION TECHNOLOGIES INC	supplies/service	\$ 8,514.52
5/3/2024	232400061	PARAGON DEVELOPMENT SYSTEMS INC	Multiple Invoices	\$ 6,996.60
5/3/2024	232400062	PERMA-BOUND	Library books	\$ 3,765.01
5/3/2024	232400063	THE PIONEER MANUFACTURING COMPANY	Athletic Field Paint	\$ 268.95
5/10/2024	232400064	ACCESS SECURITY INC.	Fire Panel Repair	\$ 1,038.50
5/10/2024	232400065	AIR COMMUNICATIONS OF WI, INC	Repeater Rent	\$ 581.28
5/10/2024	232400067	AMAZON CAPITAL SERVICES, INC.	Multiple Invoices	\$ 904.46
5/10/2024	232400068	COMPUTER INTEGRATION TECHNOLOGIES INC	Renewal certificate	\$ 150.00
5/10/2024	232400069	DUET RESOURCE GROUP, INC.	furniture	\$ 28,829.00
5/10/2024	232400073	HUEBSCH	Multiple Invoices	\$ 2,553.94
5/10/2024	232400074	IXL LEARNING	renewal	\$ 4,550.00
5/10/2024	232400075	LHB, INC.	Design Services-FACS	\$ 1,403.00
5/10/2024	232400076	MISSISSIPPI WELDERS SUPPLY COMPANY, INC	Multiple Invoices	\$ 891.46
5/10/2024	232400077	PARAGON DEVELOPMENT SYSTEMS INC	Multiple Invoices	\$ 42,105.00

23

Publication List - Checks over \$100 - June 2024 Meeting

5/10/2024	232400078	PURELAND SUPPLY	supplies	\$ 119.20
5/10/2024	232400079	RIVER CITY DISPOSAL, INC.	Garbage/Recycling	\$ 3,179.68
5/10/2024	232400080	SECURITY CHECK ME, LLC	Bkgrd checks	\$ 203.00
5/10/2024	232400081	STAPLES -(PAPER)	Multiple Invoices	\$ 727.20
5/10/2024	232400082	WASECA BIOMES	supplies	\$ 3,930.00
5/10/2024	232400083	WELD RILEY SC	Multiple Invoices	\$ 2,475.00
5/17/2024	232400084	ABDO PUBLISHING COMPANY	Library books	\$ 1,244.10
5/17/2024	232400086	AMAZON CAPITAL SERVICES, INC.	Multiple Invoices	\$ 2,694.18
5/17/2024	232400087	CESA 9	WVS Enrollments	\$ 580.00
5/17/2024	232400088	CHIPPEWA VALLEY SPORTING GOODS	supplies	\$ 130.00
5/17/2024	232400089	COMPUTER INTEGRATION TECHNOLOGIES INC	monthly retainer	\$ 1,760.00
5/17/2024	232400090	CITY OF RIVER FALLS	bulk salt	\$ 4,249.38
5/17/2024	232400091	INSECT LORE, INC.	supplies	\$ 106.39
5/17/2024	232400093	NASCO EDUCATION LLC	art supplies	\$ 247.52
5/17/2024	232400094	RIVER CITY DISPOSAL, INC.	DO Dumpster	\$ 460.00
5/17/2024	232400095	STAPLES -(PAPER)	supplies	\$ 549.99
5/17/2024	232400096	STEEL TOWNE R.F.	supplies	\$ 266.47
5/17/2024	232400097	YALE MECHANICAL LLC	Qtrly BAS Service	\$ 6,087.50
5/24/2024	232400098	ACCESS SECURITY INC.	Reprog IP Dialers	\$ 1,112.00
5/24/2024	232400100	AMAZON CAPITAL SERVICES, INC.	Multiple Invoices	\$ 2,720.32
5/24/2024	232400101	COMPUTER INTEGRATION TECHNOLOGIES INC	Multiple Invoices	\$ 10,822.96
5/24/2024	232400102	ION, INC.	supplies	\$ 292.50
5/24/2024	232400104	LHB, INC.	Multiple Invoices	\$ 67,342.84
5/24/2024	232400106	THE PIONEER MANUFACTURING COMPANY	Multiple Invoices	\$ 626.85
5/24/2024	232400107	RENNING, LEWIS & LACY, S.C.	Legal Fees	\$ 343.00
5/24/2024	232400108	SECURITY CHECK ME, LLC	bkgrd checks	\$ 126.00
5/31/2024	232400109	AMAZON CAPITAL SERVICES, INC.	Multiple Invoices	\$ 1,084.28
5/31/2024	232400110	CHIPPEWA VALLEY SPORTING GOODS	supplies	\$ 1,404.00
5/31/2024	232400111	DUET RESOURCE GROUP, INC.	furniture	\$ 575.30
5/31/2024	232400112	PARAGON DEVELOPMENT SYSTEMS INC	two printers	\$ 520.00
5/31/2024	232400113	THE PIONEER MANUFACTURING COMPANY	field marking string	\$ 120.00
5/31/2024	232400114	STAPLES -(PAPER)	Multiple Invoices	\$ 202.48

RIVER FALLS BOARD OF EDUCATION MEETING

Monday, June 24, 2024

Personnel Agenda:

1. Recommended approval of the employment of Morgan Kennealy as 1.0 FTE Special Education Teacher at Rocky Branch Elementary School effective August 20, 2024 (replaces Kirsten Crowe). Ms. Kennealy earned her bachelor's degree from UW-Stout and has 3 years of experience (Rosemount MN). Her salary will be based on level B2 of the salary ladder.
2. Recommended approval of the employment of Ella Linder as 1.0 FTE Fourth Grade Teacher at Rocky Branch Elementary School effective August 20, 2024 (replaces Pam Friede). Ms. Linder earned her bachelor's degree from UW-River Falls and her salary will be based on level A1 of the salary ladder.
3. Recommended approval of the employment of Melissa Fierro as 1.0 FTE Math Enrichment Teacher at Meyer Middle School effective August 20, 2024 (replaces Abigail Lerum). Ms. Fierro earned her bachelor's degree from Governors State University and master's degrees from Mississippi State University and University of Illinois-Champaign. She has 23 years of experience (Kankakee, Lockport, and Joliet IL) and her salary will be based on level G3M of the salary ladder.
4. Recommended approval of the employment of Amy Wise as 0.8 FTE Instructional Coach at Meyer Middle School effective August 20, 2024 (new position). Ms. Wise earned her bachelor's degree from the College of St. Benedict and her master's degree from Hamline University. She has 23 years of experience (Turtle Lake, Hudson, Cottage Grove) and her salary will be based on level G3M of the salary ladder.
5. Recommended approval of the employment of Kara Wellman as 1.0 FTE Eighth Grade English/Language Arts Teacher at Meyer Middle School effective August 20, 2024 (replaces Nicole McKone). Ms. Wellman earned her bachelor's degree from UW-River Falls and her master's degree from Western Governors University. Her salary will be based on level BASE-M of the salary ladder.
6. Recommended approval of the employment of Ashton Cadman as 1.0 FTE Seventh Grade Science Teacher at Meyer Middle School effective August 20, 2024 (replaces Billie Jo Johnson). Ms. Cadman earned her bachelor's degree from UW-Milwaukee and has ½ year of experience (West Allis). Her salary will be based on level A1 of the salary ladder.
7. Recommended approval of the employment of Delaney Smith as 1.0 FTE Science Teacher at River Falls High School effective August 20, 2024 (replaces Spencer Rohlinger). Ms. Smith earned her bachelor's degree from UM-Twin Cities and her master's degree from UW-Madison. She has 1 year of experience (Baldwin-Woodville) and her salary will be based on level A1M of the salary ladder.
8. Recommended approval of the employment of Alison Oosterhuis as 1.0 FTE School Counselor at River Falls High School effective August 20, 2024 (replaces Whitney Sutton). Ms. Oosterhuis earned her bachelor's degree from UM-Twin Cities and her master's degree from UW-River Falls. She has 1 year of experience (Rosemount MN) and her salary will be based on level B1M of the salary ladder.
9. Recommended approval of the employment of Kaylin Lallemon as 1.0 FTE English Language Teacher at River Falls High School effective August 20, 2024 (replaces Christine Engel). Ms. Lallemon earned her

bachelor's degree from Bethel University and has 1 year of experience (Maplewood). Her salary will be based on level A1 of the salary ladder.

10. Recommended approval of the transfer of employment for Sarah Plum from 1.0 FTE Vocal Music Teacher at Meyer Middle School and River Falls High School to 1.0 FTE Vocal Music Teacher at River Falls High School effective August 26, 2024 (replaces Carrie Loney).
11. Recommended approval of the transfer of employment for Emily Brennan-Bobert from 1.0 FTE Special Education Teacher at Greenwood Elementary School to 1.0 FTE Special Education Teacher at Rocky Branch Elementary School effective August 26, 2024 (increased enrollment).
12. Recommended approval of the transfer of employment for Chase Nelson from 1.0 FTE Physical Education Teacher at Rocky Branch Elementary School to 1.0 FTE Physical Education Teacher at Meyer Middle School effective August 26, 2024 (replaces Jason Wolf).
13. Recommended approval of the increased employment for Julie Webb, Reading Teacher at River Falls Public Montessori Elementary School, from 0.6 FTE to 0.75 FTE effective August 26, 2024 (increased needs).
14. Recommended acceptance of the resignation of Kim Miller as full-time English Teacher at River Falls High School effective the end of the 2023-24 year.
15. Recommended acceptance of the resignation of Jason Wolf as full-time Physical Education Teacher at Meyer Middle School effective the end of the 2023-24 year.
16. Recommended acceptance of the resignation of Erin Earley as full-time Speech/Language Pathologist at Rocky Branch Elementary School effective the end of the 2023-24 year.
17. Recommended acceptance of the resignation of Chris Kamrath as full-time Principal at Westside Elementary School effective June 30, 2024.

School District of River Falls
Educational Program Committee Meeting Report

Monday, June 10, 2024 - 6:00 PM
District Office
852 E Division Street
River Falls, Wisconsin 54022

The Board of Education’s Educational Program Committee meeting was held on Monday, June 10, 2024 at District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Tuchtenhagen called the meeting to order at 6:00 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

Committee Members Alan Tuchtenhagen (Chair), and Lindsey Curtis were present. Board members Bo Hirstein, Mike Miller, Monica LaVold, and Alison Page were present. Superintendent Jamie Benson, Director of Human Resources and Leadership David Bell, and Director of Academic Services Nate Schurman were also present.

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS

4. Approve the River Falls School District Library Media Plan

District Media Specialists presented the School District of River Falls’ long-range plans for library services as required by the Department of Public Instruction.

Recommended Action: Tuchtenhagen moved to approve and LaVold seconded. Motion passed 3-0.

5. Title III Plan presentation

EL Program Assistant, Nataly Gomez, presented the School District of River Falls’ Title III plan as required by the Department of Public Instruction.

Recommended Action: Curtis moved to approve and LaVold seconded. Motion passed 3-0.

6. Open Enrollment Report

Director of Student Services, Mark Inouye, provided an overview of current and past open enrollment.

Recommended Action: No action, informational only.

7. Review Policy 342 Students with Special Needs and 342.1 Programs for Children with Disabilities

The administrative team recommended combining these two policies into a single policy. Proposed replacement policy

Recommended Action: Curtis moved to approve and LaVold seconded. Motion passed 3-0.

8. Review Policy 345.44 Elementary School Extra Year Program

The administrative team recommended revisions to Policy 345.44.

Recommended Action: Tuchtenhagen moved to approve and LaVold seconded. Motion passed 3-0.

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

10. SCHEDULE NEXT BOARD/COMMITTEE MEETINGS

Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, July 15, 2024, 6:00 p.m.

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

11. ADJOURN - 7:37 p.m.

Alan Tuchtenhagen, Educational Program Committee Chair

Long-Range Library Media Plan for the School District of River Falls

DRAFT



2024-2027

RFSD Library Media Program - Mission



The libraries in the School District of River Falls seek to serve as the heart of the school learning community. By offering a secure and inviting environment, the libraries nurture a passion for reading and encourage students to become self-motivated learners throughout their lives.

RFSD Library Goal for 2024-2027



Goal

Promote the media collection to ensure that the library collections remain vibrant, relevant and accessible to all members of the RFSD community.

Reasoning

Enhancing staff awareness and proficiency in utilizing these resources will maximize educators' opportunities to support teaching and learning across the district.

RFSD Library Goal for 2024-2027



Plan

- Increase staff usage of specific database resources
- Ensure resource information is extended to every staff member
 - Deliver information to new staff during inservice days, dedicated sessions at building tech meetings, regular inclusion in Library Media newsletters, and presentations at staff meetings.
- Promote resources (print and database) to families by highlighting relevant resources through various channels

Future Ready Librarian Framework focus: Personalized Professional Learning



Library Goal Completion Timeline

2024-2025

- Collaborate with a teacher on infusing their curriculum with library databases or resource
- Develop and deliver new teacher orientation materials regarding Library Media Resources

2025-2027

- Create and provide resource guides of available resources
- Plan and deliver two professional development hands-on training workshops for staff on available resources



RFSD Library Media Center School Board Policies

- [361.2 Selection of Library Media Center Materials](#)
 - Goal: Create a 361.2 Rule outlining the steps for selection of library materials
- [362.1 Interlibrary Loan](#)
- [871 Public Complaints about Instructional/Library Media Center Materials and Resources](#)
- [871 Exhibit Request for Reconsideration of Instructional/Library Resources](#)
- [871 Rule Procedures for Handling Public Complaints about Instructional/Library Media Center Materials](#)

Future Ready Librarian Framework



The work of our K-12 Library Team is guided by the Future Ready Librarian Framework, a learner-centered road map which includes ways for librarians to lead, teach, and support, to strengthen their own programs and practice and support strategic school and system goals.

By connecting our work with the Future Ready Framework, we strengthen our professional practices, programs and spaces to enhance the educational experience for our students while supporting our school and the district goals.



Literacy



Current Status

- Create inclusive collections
- Provide age-appropriate reading materials in multiple formats
- Guide students in connecting with books by advising readers
- Highlight different authors and genres, as well as historical and cultural themes in literature
- Deliver literacy-based activities



Literacy



Goals

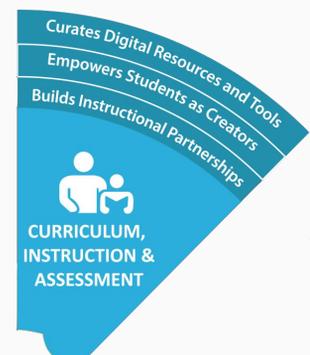
- Collaborate with ELA teams to create a “Culture of Literacy” through reading and writing initiatives
- Encourage learners to create and innovate using critical thinking skills in order to draw conclusions about the world around them
- Foster a culture of perseverance and problem solving in relation to STEAM and Information Technology Literacy



Curriculum, Instruction & Assessment

Current Status

- Teach library skills, information technology literacy skills, digital citizenship and computer science
- Maintain library web pages which house resources for students and teachers to strengthen student Information and Digital Literacy Instruction
- Purchase age-appropriate digital and print resources that support classroom curriculum

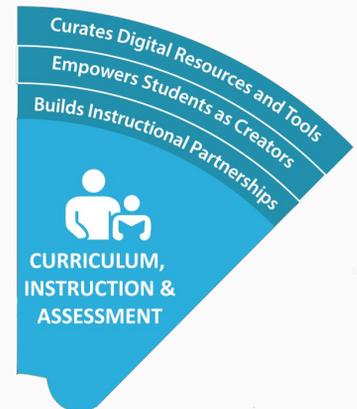


Curriculum, Instruction & Assessment



Goals

- Collaborate and develop a District scope and sequence for digital citizenship at all building levels
- Collaborate and develop a district scope and sequence for research and citations
- Create and curate an online library of how-to videos of media-related activities and the District's subscription services such as databases and extensions
- Collaborate, plan and team teach lessons incorporating research skills into the curriculum



Personalized Professional Learning



Current Status

- Support teacher technology integration
- Curate district media websites with resources and technology tools
- Share digital tools and databases to use for lessons, research and projects



Personalized Professional Learning



Goals

- Facilitate PD opportunities for teachers and staff on how to use LMC resources and databases
- Collaborate to curate a list of professional development resources
- Develop and deliver library orientation for new staff

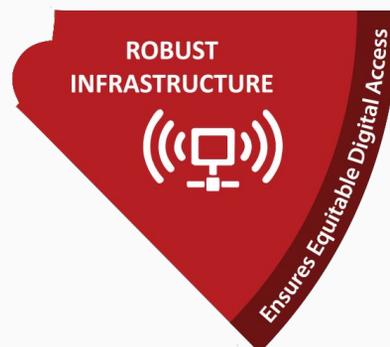


Robust Infrastructure



Current Status

- Support the IT department with 1:1 and 2:1 chromebook initiatives
- Collaborate with the District IT Department to provide access to digital resources through Classlink
- Provide access to an online library catalog and to library database subscriptions
- Advocate for equitable access to digital resources, programming and services

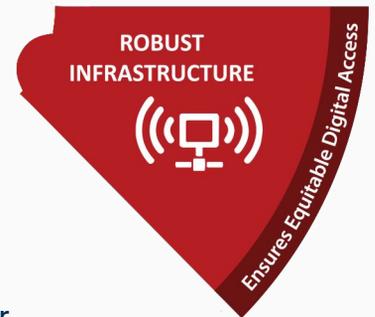


Robust Infrastructure



Goals

- Find additional ways to promote usage of our ebook collections
- Work with the technology team to investigate and research opportunities for equitable Internet access
- Continue working with the IT Department and technology team to evaluate usage agreements of digital media, apps, extensions and websites
- Promote resources and digital tools knowledge better via website presence and with flyers and tutorials



Budget & Resources



Current Status

- Use professional reviews, student interest, and staff curricular requests to guide purchases of age-appropriate materials
- Manage the spending of Common School Funds to purchase resources across a variety of platforms including digital and print
- Analyze collections to support discarding and purchasing decisions



Budget & Resources



Current Status

Common School Fund: State Library Aid

Resources purchased with CSF Aid must meet the guidelines set forth by the WI State Statute.

Historical CSF Distribution

- 2023-2024 = \$265,943
- 2022-2023 = \$210,542
- 2021-2022 = \$155,592
- 2020-2021 = \$145,413
- 2019-2020 = \$139,448



Budget & Resources



Goals

- Continue to examine parameters of Common School Fund purchases
- Request district funding and seek out community donations for “expendable” items
- Explore other sources of funding for things CSF cannot cover



Community Partnerships



Current Status

- Communicate with the River Falls Public Library to promote programs
- Support and collaborate with Elementary School PTOs (author visits, book fairs, Books and Breakfast)
- Support Family Ed Night and English Language Family Night
- Utilize district volunteer programs including parents, students and volunteers from the STEP program



Community Partnerships



Goals

- Collaborate with the River Falls Public Library to promote library card sign-up.
- Increase social media presence to reach students, families and community outside the school walls.
- Increase family communication through digital newsletters to elementary families



Data & Privacy



Current Status

- Support the Technology and Curriculum departments in ensuring student data and privacy are top priority
- Curate and deliver digital citizenship lessons and activities



Data & Privacy



Goals

- Increase understanding among staff, students, and parents about the privacy laws
- Explore ways to reinforce and teach Digital Citizenship skills and common digital language at the secondary level
- Seek out quality Digital Citizenship curriculum or receive curriculum time to develop K-12 Digital Citizenship curriculum



Use of Space & Time



Current Status

- Curate a diverse, equitable and inclusive collection that offers a social-emotional lens to support all students
- Host guest speakers, book fairs, author visits, meetings, engagement activities and club use
- Create displays to promote curiosity and highlight new topics
- Provide opportunities to use makerspace manipulatives for STEAM exploration

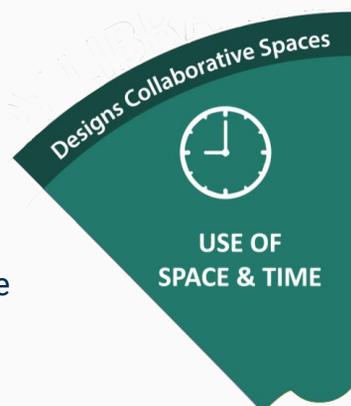


Use of Space & Time



Current Status

- Instructional space for 30-45 minute Library Media lessons (JK-5)
- MS and HS students visit the library independently and during scheduled classroom visits for academic research and ELA enrichment
- Used by flex students (study hall) and students take online courses every block

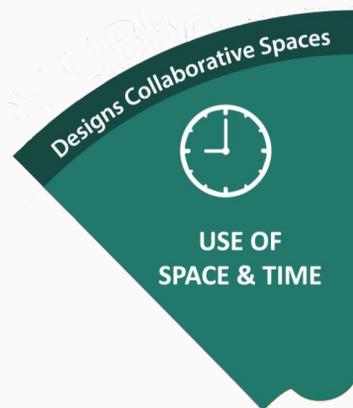


Use of Space & Time



Goals

- Continue building collections and resources for center and maker activities
- Increase space options for collaboration, quiet reading and creativity
- Continue to educate students, staff and the community about the spaces available to them in the library and how they can utilize them with their classes, groups, and organizations



Collaborative Leadership



Current Status

- Collaborate closely with the Technology Department as well as the Director of Curriculum
- Review district policies and procedures related to school libraries and update them as needed
- Memberships to WEMTA, WILS, WSDLC and the CESA 11 Library Network



Collaborative Leadership



Goals

- Foster a culture of innovation with teachers and learners
- Survey staff about ways the library staff can support them in their classrooms
- Work with School and District Leadership Teams to to vision, plan, implement and sustain programs which support our students and staff.
- Seek to align our library goals and work with our School Improvement Plans and District Strategic Plan.
- When possible, participate in building and district-wide teams and projects.





Title III Local Plan

A. Identification and Assessment Process:

1. Screening (Home Language Survey)

A Home Language Survey is part of our enrollment process. The survey will be filled out by every family enrolling in our school district. A copy for each child can be found in each child's Cum Folder. A copy of the Home Language Survey is attached to this plan.

2. Classification of English Proficiency into one of five levels

Students newly enrolled to our district, based on the Home Language Survey, are administered the WIDA Screener. The result, Composite Score, is recorded as their English proficiency level. Annually, students are assessed with the ACCESS for ELLs™ within the testing window given by the State of Wisconsin.

Individualized Student Reports are sent home or personally given to families at the *Title III Family Engagement Night* in the Home Language that the family requested during enrollment. Parents at the meeting have the option to reach out with any questions or concerns. Parents who received their information on a later date can reach out to their EL teacher.

3. Placement into the appropriate learning experiences

Student placement is determined by the building principal, school counselor, and EL teacher. The team reviews past student records, and parent responses during the intake meeting. The EL teacher creates an Individualized Learning Plan (ILP) that reflects the student's language goal(s), services, accommodations to be made for assignments and assessments (classroom, district, and statewide). The ILP is an ongoing document that will be updated by the EL teacher and shared with appropriate staff. The ILP can be found in the student's cumulative folder.

4. Monitoring Pupil Progress

Multiple measures are used to monitor student progress throughout the school year. The School District of River Falls monitors student progress with ACCESS for ELLs™, Fastbridge, STAR assessments, grade-level assessments, teacher observations, and report cards.

Weekly communication takes place between ELL teachers and classroom teachers, and other staff members if necessary, regarding student progress. Progress reports are shared with parents during Parent-Teacher conferences.

ELL student progress at the elementary level is analyzed every nine weeks with the Data Digs Team. The team analyzes student progress and decisions are made to accommodate the students' needs. At the secondary level, once a month, classroom teachers and ELL teachers have the opportunity to analyze student needs and create a plan moving forward

ELL student progress is also analyzed at ELL team meetings, which include ELL teachers, bilingual paraprofessionals and Director of Academic Services.

B. Implementation of Plans for Regular School Year:

1. Goals: List both short-term and long-term

Short-term goals:

All goals this year included reviewing data from previous years. This led to the implementation of the WIDA Model late in the Spring with the intent to continue to track student progress. As a team, we will review data in the late summer to set program goals in the fall.

Long-term goals:

See Annual Review

2. Describe the instructional approach(es) for LEP students at the various English Proficiency levels.

Our district houses Integrated ESL, Newcomer ESL, Standalone ESL, ESL IntegratedSPED, and Caregiver Refusal.

Integrated ESL is facilitated through an EL educator's or EL educator supported paraprofessional pushes into the general education setting. The EL teacher or paraprofessional may be supporting ELs during a mini-lesson or wait for instruction to be complete before working in a small group with ELs. Teachers may be supported in language proficiency development.

Newcomer ESL are generally stand-alone learning environments designed to meet the socio-cultural, language, and academic needs of newly arrived immigrants. These programs prepare newcomers with readiness to transition to regular LIEPs.

Standalone ESL is a special Instruction in English in which English Learners are served outside of the general classroom or enrolled in specialized ESL classes.

ESL IntegratedSPED is where we have ELs with IEPs served within all LIEP environments. This category is ELs with significant cognitive disabilities.

Caregiver Refusal opts out of LIEP services offered by the district for the current year. Students retain their EL status and the district remains obligated to take affirmative steps and appropriate actions, required by federal law, to provide access to its educational programs.

ELL teachers share students' instructional approaches with staff and parents and can be found on their ILPs.

3. Program Activities

The School District of River Falls offers Summer school courses in two different sessions. Courses offered include an ELL course taught by an ELL teacher along with grade level readiness.

Newcomer curriculum is available for all grade levels.

4. Program Evaluation

On an annual basis the ESL program will conduct an annual program review (using the CESA #11 Annual Review Agenda) that will include sharing of the *ACCESS for ELLs™* results and the measurement of AMAOs (as calculated by DPI). This annual review will take place each summer and will include ESL staff, and building administration and staff. Program design and planning will be discussed for the following school year.

5. Other program components (gifted and talented, materials, special education, coordination with other programs)

[Computer programs – Imagine Learning]

Students are identified for gifted and talented and special education same as all other students or in a comparable manner.

An effort is made to include ELL students in extracurricular activities in order to promote social relationships.

The guidance counselor makes an effort to place ELL students in rigorous academic coursework.

C. Parents and Parental Involvement

1. Describe parent notification and written approval of placement procedures.

Parent notification takes place on an annual basis, in the fall of each school year. The notice is sent home in the language of the family (whenever feasible) and is signed by the child's parents. A copy of the signed approval of placement is kept in the child's Cum folder.

2. Describe the programs Parent Involvement strategies

- Ask parents to volunteer for special events or as classroom volunteers
- Involve parents in disciplinary procedures and educational opportunities as they arise
- Provide food and include all children within the family
- Host events in areas that families can later visit with little to no cost
- Schedule meetings with all teachers involved with a family so they don't have to take off work more than once
- All documents sent home are provided in the language of the home whenever possible
- Phone calls are made to clarify any questions parents may have or encourage attendance at events

3. Describe how parents are notified of the academic progress of their children

Classroom teachers are encouraged to reach out via email, TalkingPoints or phone calls to parents to share progress. They are also available for any questions or concerns.

Middle school parents have *Schoology* activated at the beginning of the school year to view grades. High school parents have *Infinite Campus* where they can monitor student progress.

Parents receive report cards for their children on a quarterly basis.

Parents are encouraged to attend parent/teacher conferences which are held twice a school year at the elementary level, and every mid-term for secondary. Interpreters are available for every conference night.

4. Describe any ongoing, systematic training program for parents

Possible parent education training:

- ESL classes for adults by Chippewa Valley Technical College
- Community Education Courses - Scholarships offered
- What parents can do to help their children in school such as reading at home, making sure their children do their homework, what's in the backpack, signing papers, etc.
- Parent rights/responsibilities in the educational process (understand handbook, what is truancy, how many credits are needed to graduate, school policies, calling when your child is sick, etc.)
- Discuss ACCESS for ELLs™ results and what the different English proficiency levels mean, how students can exit from the program.

On an annual basis, a survey is conducted with parents of ELL students to determine what went well, what they thought could be improved and what they would like to see included/excluded from the program.

D. Staffing and related professional development

1. Describe qualifications of staff providing services to LEP students.

Staffing includes teachers, Title I staff, bilingual paraprofessionals, English Language Program Assistant, interpreter, and translator. All staff hold the appropriate license for their placement.

The School District of River Falls certifies that all teachers in any language instruction educational program for limited English proficient children are fluent in English and any other language used for instruction, including having written and oral communications skills.

Our district does not meet the state trigger numbers for employment of bilingual teaching staff.

2. Describe the professional development plans/activities on instruction and assessment of LEP children.

ELL teachers meet with classroom teachers weekly to provide instructional coaching and co-plan for future units mainly for ELL students but also providing support for all learners. ELL staff provide professional development during staff meetings, and monthly newsletters for elementary and secondary levels.

Our staff regularly takes part in the professional development opportunities provided through the CESA #11 Title III Consortium.

E. Explain the core curriculum program in the school district and how the services for identified ELL's are supplemental to the core program.

The district provides instruction in the core content of reading/language arts, math, science and social studies for all students, including identified ELLs. Our district has identified benchmarks for students to achieve at each grade level and all classroom teachers design instruction for students using the benchmarks. Title III efforts for English language instruction is supplemental when provided outside of the core content instruction.

Approved 6-10-24



ELEMENTARY SCHOOL GRADE LEVEL PROMOTION

The extra year of a student should be viewed as a positive and helpful step in furthering the developmental education of the student. In most cases, **Promoting a student from one grade to the next best supports their social, emotional, and academic development. In rare cases, particularly in the earliest elementary grades, there may be a benefit of forgoing grade level promotion and providing the student with an extra year at their same grade level. A student being extremely young for their age, having very poor attendance, or experiencing trauma, coupled with low academic proficiency, are examples of reasons to consider an extra year.** an extra year provides the student with an additional opportunity to mature physically, emotionally, socially and academically. A student can grow in self-confidence and self-concept and gain academically during the extra year that is provided.

Decisions regarding an extra year for students in fourth grade shall be made in accordance with Board policy. At other grade levels, the **P**arent(s)/guardian(s), teachers, specialists and **the** building principal shall have input and make recommendations about providing an extra year for a student. However, the final decision about an extra year shall be made by the building principal with the understanding that the parent(s)/guardian(s) need to favor the final decision in order to ensure a successful experience for the student. **Decisions regarding an extra year for students in fourth grade shall be made in accordance with School Board policy 345.41.**

CROSS REFERENCE: 345.41 Promotion of Fourth and Eighth Graders

DATE OF ADOPTION: September 16, 1991

REVISED: February 28, 2005; **July 22, 2024**



PROGRAMS FOR CHILDREN WITH DISABILITIES

The **School** Board recognizes its responsibility to provide a free, appropriate public education to all eligible students with disabilities, ages three (3) through twenty-one (21).

The District provides a continuum of special education services, including a variety of programs, services, and accommodations. These programs may be provided in cooperation with other schools, school districts, or outside agencies. The determination of the need and extent of services provided will be determined by the student's Individual Education Program (IEP) team, and will be based on an assessment of the student's individual needs. Children with disabilities shall participate in state-required testing, with or without modifications, or alternative assessments as outlined in the child's IEP.

Parents/guardians of children with disabilities shall be included in all activities relative to the referral process, evaluation, placement decisions, and the development of the individualized education program (IEP). They shall be informed of their rights to due process throughout these procedures, as outlined in DPI's ~~Policies and Procedures Manual~~ **Model Local Educational Agency Special Education Policies and Procedures.**

The designated authority for all aspects of identification, placement, and programming for children with disabilities shall be the Director of Student Services. Instructional supervision and evaluation of special education programs and personnel shall be the joint responsibility of the Director of Student Services and building principal. The **School** Board assigns the Student Services Director the authority to designate and maintain a current list of District employees who are authorized to serve as the local education agency (LEA) representative on District IEP teams and in other special education processes. Such designees shall receive periodic training specific to serving that role.

The District recognizes its responsibility to identify, locate, and evaluate all children with disabilities who may be in need of special education and related services. This includes students attending private schools in the district, those not yet three (3) years of age, highly mobile children, and homeless children.

The District adopts the Wisconsin Department of Public Instruction Special Education Model Forms and Policies and Procedures Manual, as the **School** Board's official policy in all practices relating to the education of children with disabilities, in compliance with State and Federal laws and regulations.

The **School** Board supports the requirement of State and Federal law that students with disabilities be educated, to the maximum extent appropriate, with students without disabilities.

Within a continuum of services, inclusion is the preferred method of providing educational services to students, although IEP teams have flexibility to design individualized plans of instruction appropriate to individual student needs.

LEGAL REFERENCE: Chapter 115, Subchapter V, **VI, VII** Wisconsin Statutes Sections 118.13, 118.30(2)(b)1; PI 11, Wisconsin Administrative Code; Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973; No Child Left Behind Act of 2001

CROSS REFERENCE: 342 Special and Alternative Education Programs (Inclusion Services); 346 Student Assessment; 347 Student Records; 411 Equal Educational Opportunities; 423 Public School Open Enrollment; 751 Student Transportation Services; ~~Special Education Policy Handbook,~~ **Model Local Educational Agency Special Education Policies and Procedures**

DATE OF ADOPTION: **July 22, 2024**

School District of River Falls
Finance and Facilities Committee Meeting Report

Monday, June 17, 2024 - 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, June 17, 2024 at District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Miller called the meeting to order at 6:00 PM. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

Committee members Mike Miller (Chair), Bo Hirstein and Alison Page were present. Also present were Board members Lindsey Curtis, Monica LaVold and Alan Tuchtenhagen. Superintendent Jamie Benson, Director of Finance and Facilities Lynette Coy, Director of Human Resources and Leadership Development David Bell, Director of Academic Services Nate Schurman and Buildings & Grounds Director Joe Haselman 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. **Review and Approve 2023-24 Budget Revisions**

The Director of Finance and Facilities presented Budget Revisions for the 2023-24 fiscal year.

Action: Hirstein moved, seconded by Page to approve the 2023-24 Budget Revisions. Motion carried unanimously.

5. **Review 2024-25 Preliminary Budget**

The Director of Finance and Facilities presented a preliminary 2024-25 Budget.

Action: None, informational only.

6. **Review and Approve the 10-Year Summer Capital Projects List**

The Director of Finance & Facilities and the Building & Grounds Director presented the updated 10-Year Summer Capital Projects List.

Action: Motion by Page, seconded by Hirstein to approve the 10-Year Summer Capital Projects List. Motion carried unanimously.

7. **Consideration of adjourning to closed session pursuant to Wis. Stat. sec. 19.85(1)(e), which permits convening in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to discuss contracts for architectural services. Roll call vote required.**

8. **CONVENE TO CLOSED SESSION**

Hirstein moved, seconded by Page to convene to closed session. Roll call vote taken with Hirstein, Page and Miller voting aye. Convened to closed session at 6:43 PM.

Moved by Page, seconded by Hirstein to give authority to the Administration to enter into an Architectural Services contract with Bray Architects. Motion carried unanimously.

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

Reconvened to open session at 7:02 PM and affirmed the action taken in closed session.

10. PROPOSED/SUGGESTED ITEMS FOR THE NEXT REGULAR AND FUTURE FINANCE & FACILITIES MEETING AGENDA(S)

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

Action: Provide a Referendum Design & Planning Team update as well as an update on the State Equalization Aid Estimate.

11. SCHEDULE NEXT FINANCE & FACILITIES COMMITTEE MEETING

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

Action: Set the meeting schedule as follows:

Finance and Facilities Committee meeting, Monday, July 15, 2024, 7:00 p.m. (or immediately following Educational Programs)

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

12. ADJOURNED at 7:04

Mike Miller, Finance and Facilities Committee Chair

FINANCE & FACILITIES COMMITTEE CLOSED SESSION REPORT

Monday, June 17, 2024

District Administrative Office Conference Room

6:43 pm

The Finance Committee convened to executive session at 6:43 pm pursuant to WIS. STAT. SEC. 19.85(1)(e), which permits convening in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to discuss contracts for architectural services. Roll call vote required.

Roll call vote: Hirstein – Yes, Page – Yes, Miller – Yes

PRESENT

- Committee Members Mike Miller, Bo Hirstein and Alison Page
- Board Members Alan Tuchtenhagen, Lindsey Curtis and Monica LaVold
- Superintendent Jamie Benson, Director of Finance & Facilities Lynette Coy, Director of Human Resources & Leadership Development David Bell, and Director of Academic Services Nate Schurman

1. ARCHITECTURAL SERVICES

The committee discussed the termination of an architectural services contract related to the \$28 million referendum projects and the current contract negotiations with another firm.

Action: Motion by Page, second by Hirstein to authorize the Administration to enter into a contract with Bray Architects. Motion carried unanimously.

2. ADJOURNED at 7:02 pm.

Fd	Src	Src	2022-23 FY Activity	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	2023-24 FYTD %	2022-23 FYTD %
10		GENERAL FUND						
10	211	PROPERTY TAX	13,118,056.00	15,672,122.00	15,672,122.00	15,672,122.01	100.00	71.51
10	212	CHARGE BACK- PROPERTY TAXES	542.00	0.00	0.00	0.00	0.00	67.67
10	213	MOBILE HOME TAX	14,592.92	13,000.00	13,000.00	13,983.99	107.57	112.25
10	249	BUS TRANSPORTATION REVENUE	16,599.41	18,000.00	18,000.00	10,235.48	56.86	64.92
10	264	Non-Cap Asset Sales	1,944.05	1,000.00	1,000.00	2,164.21	216.42	188.41
10	271	ADMISSIONS	44,606.75	45,000.00	45,000.00	56,073.75	124.61	94.27
10	284	INTEREST EARNINGS	273,079.72	234,200.00	521,200.00	446,968.98	85.76	144.87
10	291	GIFTS	46,386.09	40,000.00	40,000.00	28,482.50	71.21	99.27
10	292	STUDENT FEES	241,993.23	235,000.00	235,000.00	195,670.72	83.26	92.10
10	293	RENTALS	9,298.20	7,000.00	7,000.00	8,856.75	126.53	121.56
10	297	STUDENT FINES	544.50	0.00	0.00	305.75	0.00	0.00
10	343	CO-CURRICULAR COST SHARING	9,757.53	14,000.00	14,000.00	20,899.30	149.28	0.00
10	345	OPEN ENROLLMENT	1,608,862.00	1,652,299.00	1,623,177.00	0.00	0.00	0.00
10	348	TRANSPORTATION FEES - OTHR WI	4,828.00	5,000.00	5,000.00	2,849.80	57.00	19.04
10	515	STATE AID THRU CESA	34,595.00	0.00	0.00	0.00	0.00	0.00
10	517	FEDERAL AID THRU CESA	4,322.00	3,500.00	3,500.00	0.00	0.00	0.00
10	612	TRANSPORTATION AID	94,757.63	85,000.00	85,000.00	66,730.00	78.51	91.09
10	613	LIBRARY AID	205,868.00	225,000.00	255,000.00	257,582.00	101.01	112.00
10	619	OTHER STATE CATEGORICAL AID	93,863.98	2,000.00	2,000.00	0.00	0.00	115.63
10	621	STATE EQUALIZATION AID	20,796,400.00	21,606,334.00	21,606,334.00	14,044,118.00	65.00	65.00
10	630	STATE GRANT	106,687.64	76,000.00	76,000.00	0.00	0.00	73.29
10	660	DNR - PILT PROGRAM PAYMENTS	37,267.57	41,000.00	41,000.00	40,016.10	97.60	65.12
10	691	TAX EXEMPT COMPUTER AID	48,251.82	48,252.00	48,252.00	0.00	0.00	22.06
10	695	PER PUPIL AID	2,506,476.00	2,512,412.00	2,512,412.00	2,513,154.00	100.03	100.00
10	699	State Grant-Misc	309,900.00	239,797.00	239,797.00	25,000.00	10.43	27.26
10	713	VOCATIONAL ED. ACT	20,434.00	20,352.00	20,352.00	0.00	0.00	0.00
10	730	FEDERAL GRANT	2,129,851.20	80,088.00	80,088.00	6,020.87	7.52	0.00
10	751	TITLE 1 GRANT	125,375.00	252,624.00	252,624.00	0.00	0.00	0.00
10	780	SBS MEDICAID	476,951.27	390,000.00	201,000.00	0.00	0.00	92.12
10	799	OTHER FED REVENUE	0.00	42,000.00	0.00	0.00	0.00	198.72
10	861	CAPITAL ASSET SALE	15,812.25	5,000.00	5,000.00	1,537.00	30.74	316.25
10	878	CAPITAL LEASES	0.00	72,000.00	72,000.00	0.00	0.00	0.00
10	964	INSURANCE	15,546.80	0.00	20,000.00	21,272.37	106.36	0.00
10	971	INS DIV / E-RATE	93,929.56	95,000.00	95,000.00	130,363.82	137.23	0.00
10	972	NON-AIDABLE	9,103.06	0.00	0.00	0.00	0.00	0.00
10	990	MISC. REFUND	24,345.00	5,000.00	60,000.00	59,801.92	99.67	90.84
10	---	GENERAL FUND	42,540,828.18	43,737,980.00	43,869,858.00	33,624,209.32	76.65	64.23
21		SPECIAL REVENUE FUND						
21	001	PRIOR YR CARRYOVER FUNDS	0.00	0.00	0.00	360,423.04	0.00	0.00
21	262	NON-CAP FOR RESALE	137,930.64	0.00	0.00	126,800.17	0.00	0.00
21	279	OTHER SCHOOL ACTIVITY INCOME	169,958.07	0.00	0.00	145,434.59	0.00	0.00
21	291	GIFTS	316,818.21	0.00	0.00	765,016.25	0.00	0.00
21	---	SPECIAL REVENUE FUND	624,706.92	0.00	0.00	1,397,674.05	0.00	0.00
27		SPECIAL EDUCATION FUND						
27	110	OPERATING TRANSFER/GENERAL	3,560,274.54	3,700,694.00	3,999,018.00	0.00	0.00	0.00
27	346	TUITION - 66:30	94,999.87	97,000.00	97,000.00	63,414.72	65.38	53.60
27	611	HANDICAPPED AID	1,644,521.21	1,833,601.00	1,685,277.00	1,228,797.00	72.91	82.29

Fd	Src	Src	2022-23 FY Activity	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	2023-24 FYTD %	2022-23 FYTD %
27		SPECIAL EDUCATION FUND						
27	697	Transition Grant	20,063.61	20,000.00	20,000.00	0.00	0.00	0.00
27	730	FEDERAL GRANT	726,581.18	933,276.00	933,276.00	471,622.39	50.53	98.30
27	780	SBS MEDICAID	106,582.02	100,000.00	100,000.00	42,727.76	42.73	54.27
27	990	MISC. REFUND	0.00	0.00	0.00	150.00	0.00	0.00
27	---	SPECIAL EDUCATION FUND	6,153,022.43	6,684,571.00	6,834,571.00	1,806,711.87	26.43	32.24
			=====	=====	=====	=====	=====	=====
39		REFERENDUM APPROVED DEBT SRVC						
39	211	PROPERTY TAX	7,014,405.00	6,966,725.00	6,966,725.00	6,966,724.99	100.00	67.67
39	284	INTEREST EARNINGS	33,166.53	5,000.00	5,000.00	47,884.17	957.68	0.00
39	---	REFERENDUM APPROVED DEBT SRVC	7,047,571.53	6,971,725.00	6,971,725.00	7,014,609.16	100.62	67.58
			=====	=====	=====	=====	=====	=====
46		LONG TERM CAPTL IMPVMNT TRUST						
46	284	INTEREST EARNINGS	11,258.97	1,000.00	1,000.00	9,507.94	950.79	0.00
46	---	LONG TERM CAPTL IMPVMNT TRUST	11,258.97	1,000.00	1,000.00	9,507.94	950.79	0.00
			=====	=====	=====	=====	=====	=====
50		FOOD SERVICE FUND						
50	251	PUPILS	729,745.43	696,055.00	696,055.00	621,734.35	89.32	70.73
50	252	ADULTS	18,014.00	15,486.00	15,486.00	18,024.00	116.39	87.19
50	259	OTHER FOOD SERV. SALES	497,493.90	510,394.00	510,394.00	401,206.25	78.61	117.40
50	284	INTEREST EARNINGS	6.76	0.00	0.00	7.50	0.00	0.00
50	617	FOOD SERVICE AID-STATE	30,988.13	0.00	0.00	0.00	0.00	0.00
50	715	CASH IN LIEU OF COMMODITIES	162,176.00	120,000.00	120,000.00	79,446.00	66.21	134.64
50	717	FOOD SERVICE AID-FEDERAL	662,127.62	565,305.00	565,305.00	457,505.37	80.93	62.25
50	---	FOOD SERVICE FUND	2,100,551.84	1,907,240.00	1,907,240.00	1,577,923.47	82.73	79.70
			=====	=====	=====	=====	=====	=====
60		CUSTODIAL FUND						
60	001	PRIOR YR CARRYOVER FUNDS	0.00	0.00	0.00	44,268.02	0.00	0.00
60	262	NON-CAP FOR RESALE	54,915.15	0.00	0.00	48,834.17	0.00	0.00
60	279	OTHER SCHOOL ACTIVITY INCOME	25,545.95	0.00	0.00	17,493.44	0.00	0.00
60	291	GIFTS	10,061.94	0.00	0.00	55,896.40	0.00	0.00
60	---	CUSTODIAL FUND	90,523.04	0.00	0.00	166,492.03	0.00	0.00
			=====	=====	=====	=====	=====	=====
73		PENSION AND OPEB TRUST FUND						
73	284	INTEREST EARNINGS	63,996.21	65,000.00	65,000.00	56,853.20	87.47	0.00
73	951	OPEB ADC CONTRIBUTION	306,164.00	280,000.00	280,000.00	0.00	0.00	0.00
73	---	PENSION AND OPEB TRUST FUND	370,160.21	345,000.00	345,000.00	56,853.20	16.48	0.00
			=====	=====	=====	=====	=====	=====

<u>Fd</u>	<u>Src</u>	<u>Src</u>	<u>2022-23</u> <u>FY Activity</u>	<u>2023-24</u> <u>Original Budget</u>	<u>2023-24</u> <u>Revised Budget</u>	<u>2023-24</u> <u>FYTD Activity</u>	<u>2023-24</u> <u>FYTD %</u>	<u>2022-23</u> <u>FYTD %</u>
80		COMMUNITY SERVICE FUND						
80	211	PROPERTY TAX	220,000.00	220,000.00	220,000.00	220,000.00	100.00	67.67
80	272	DUES	831,127.56	825,000.00	825,000.00	813,147.26	98.56	90.46
80	284	INTEREST EARNINGS	5.98	0.00	0.00	5.52	0.00	66.00
80	291	GIFTS	1,420.00	500.00	500.00	2,370.00	474.00	277.00
80	---	COMMUNITY SERVICE FUND	1,052,553.54	1,045,500.00	1,045,500.00	1,035,522.78	99.05	85.69

Number of Accounts: 461

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

Fd	Obj	Obj	2022-23	2023-24	2023-24	2023-24	2023-24	2022-23
			FY Activity	Original Budget	Revised Budget	FYTD Activity	FYTD %	FYTD %
10		GENERAL FUND						
10	1--	EMPLOYEE SALARIES	20,041,603.45	21,141,783.00	21,141,783.00	14,972,665.26	70.82	70.34
10	2--	EMPLOYEE BENEFITS	7,540,715.20	7,953,139.00	7,953,139.00	5,945,664.94	74.76	74.73
10	3--	PURCHASED SERVICES	7,149,143.69	7,462,212.00	6,744,412.00	3,513,255.17	52.09	62.03
10	4--	NON-CAPITAL OBJECTS	1,339,526.29	1,655,320.00	1,734,674.00	1,464,756.06	84.44	71.18
10	5--	CAPITAL OBJECTS	584,149.01	815,900.00	815,900.00	517,251.28	63.40	45.92
10	6--	DEBT RETIREMENT	168,360.29	428,500.00	428,500.00	335,493.80	78.29	100.00
10	7--	INSURANCE & JUDGMENTS	323,459.72	342,000.00	342,000.00	336,327.95	98.34	98.02
10	8--	OPERATING TRANSFERS-OUT	3,560,274.54	3,700,694.00	4,499,018.00	0.00	0.00	0.00
10	9--	OTHER OBJECTS	137,174.51	238,432.00	210,432.00	106,994.09	50.84	30.90
10	---	GENERAL FUND	40,844,406.70	43,737,980.00	43,869,858.00	27,192,408.55	61.98	62.91
			=====	=====	=====	=====	=====	=====
21		SPECIAL REVENUE FUND						
21	1--	EMPLOYEE SALARIES	4,781.44	0.00	0.00	172.09	0.00	0.00
21	2--	EMPLOYEE BENEFITS	259.31	0.00	0.00	497.65	0.00	0.00
21	3--	PURCHASED SERVICES	108,290.66	0.00	0.00	61,898.73	0.00	0.00
21	4--	NON-CAPITAL OBJECTS	315,802.18	0.00	0.00	721,472.79	0.00	0.00
21	5--	CAPITAL OBJECTS	88,337.19	0.00	0.00	15,049.00	0.00	0.00
21	9--	OTHER OBJECTS	85,951.21	0.00	0.00	93,236.78	0.00	0.00
21	---	SPECIAL REVENUE FUND	603,421.99	0.00	0.00	892,327.04	0.00	0.00
			=====	=====	=====	=====	=====	=====
27		SPECIAL EDUCATION FUND						
27	1--	EMPLOYEE SALARIES	4,361,358.23	4,782,122.00	4,710,353.04	3,368,186.71	71.51	67.57
27	2--	EMPLOYEE BENEFITS	1,606,658.59	1,731,976.00	1,803,744.96	1,283,943.50	71.18	69.71
27	3--	PURCHASED SERVICES	133,397.85	68,973.00	157,923.00	88,326.11	55.93	97.82
27	4--	NON-CAPITAL OBJECTS	37,177.43	0.00	51,800.00	33,418.63	64.51	53.67
27	5--	CAPITAL OBJECTS	0.00	95,000.00	95,000.00	108,481.50	114.19	0.00
27	9--	OTHER OBJECTS	14,430.33	6,500.00	15,750.00	5,118.00	32.50	36.80
27	---	SPECIAL EDUCATION FUND	6,153,022.43	6,684,571.00	6,834,571.00	4,887,474.45	71.51	68.43
			=====	=====	=====	=====	=====	=====
39		REFERENDUM APPROVED DEBT SRVC						
39	6--	DEBT RETIREMENT	7,113,514.08	7,031,101.00	5,175,956.00	5,175,955.00	100.00	100.00
39	---	REFERENDUM APPROVED DEBT	7,113,514.08	7,031,101.00	5,175,956.00	5,175,955.00	100.00	100.00
			=====	=====	=====	=====	=====	=====
46		LONG TERM CAPTL IMPVMNT TRUST						
46	3--	PURCHASED SERVICES	0.00	625,000.00	625,000.00	670,370.41	107.26	0.00
46	---	LONG TERM CAPTL IMPVMNT T	0.00	625,000.00	625,000.00	670,370.41	107.26	0.00
			=====	=====	=====	=====	=====	=====

Fd	Obj	Obj	2022-23 FY Activity	2023-24 Original Budget	2023-24 Revised Budget	2023-24 FYTD Activity	2023-24 FYTD %	2022-23 FYTD %
50		FOOD SERVICE FUND						
50	1--	EMPLOYEE SALARIES	11,322.50	13,000.00	13,000.00	8,827.24	67.90	89.08
50	2--	EMPLOYEE BENEFITS	1,573.73	2,035.00	2,035.00	1,234.07	60.64	103.88
50	3--	PURCHASED SERVICES	969,638.18	1,039,170.00	1,039,170.00	802,635.60	77.24	74.22
50	4--	NON-CAPITAL OBJECTS	1,005,572.54	930,972.00	930,972.00	819,551.59	88.03	90.80
50	5--	CAPITAL OBJECTS	115,784.65	38,255.00	38,255.00	78,418.55	204.99	67.85
50	9--	OTHER OBJECTS	20,294.55	14,400.00	14,400.00	17,054.79	118.44	76.35
50	---	FOOD SERVICE FUND	2,124,186.15	2,037,832.00	2,037,832.00	1,727,721.84	84.78	80.81
=====								
60		CUSTODIAL FUND						
60	9--	OTHER OBJECTS	86,197.68	0.00	0.00	113,402.76	0.00	0.00
60	---	CUSTODIAL FUND	86,197.68	0.00	0.00	113,402.76	0.00	0.00
=====								
73		PENSION AND OPEB TRUST FUND						
73	9--	OTHER OBJECTS	603,862.50	638,125.00	638,125.00	0.00	0.00	0.00
73	---	PENSION AND OPEB TRUST FU	603,862.50	638,125.00	638,125.00	0.00	0.00	0.00
=====								
80		COMMUNITY SERVICE FUND						
80	1--	EMPLOYEE SALARIES	624,662.28	641,797.00	641,797.00	531,501.36	82.81	71.60
80	2--	EMPLOYEE BENEFITS	158,255.45	165,628.00	165,628.00	149,852.50	90.48	79.08
80	3--	PURCHASED SERVICES	89,672.69	95,175.00	95,175.00	71,201.58	74.81	79.22
80	4--	NON-CAPITAL OBJECTS	40,889.54	51,000.00	51,000.00	46,999.76	92.16	46.65
80	5--	CAPITAL OBJECTS	0.00	0.00	0.00	546.42	0.00	0.00
80	9--	OTHER OBJECTS	74,934.17	91,900.00	91,900.00	76,315.46	83.04	68.19
80	---	COMMUNITY SERVICE FUND	988,414.13	1,045,500.00	1,045,500.00	876,417.08	83.83	71.83
=====								
Grand Expense Totals			58,517,025.66	61,800,109.00	60,226,842.00	41,536,077.13	68.97	68.24

Number of Accounts: 2494

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

<u>Fd</u>	<u>Fd</u>	<u>Beginning Balance</u>	<u>April 2023-24 Beginning Balance</u>	<u>Month End Balance Current Year</u>	<u>Month End Balance Prior Year</u>
10	GENERAL FUND	14,242,445.16CR	18,710,040.43CR	20,674,245.93CR	13,049,907.13CR
21	SPECIAL REVENUE FUND	379,740.58CR	875,160.32CR	885,087.59CR	757,386.05CR
27	SPECIAL EDUCATION FUND	0.00	2,877,571.76	3,080,762.58	2,304,257.19
39	REFERENDUM APPROVED DEBT SRVC	1,239,205.04CR	669,851.62CR	3,077,859.20CR	1,061,554.23
46	LONG TERM CAPTL IMPVMNT TRUST	667,262.97CR	6,396.29CR	6,400.50CR	656,004.00CR
50	FOOD SERVICE FUND	689,730.52CR	533,276.48CR	539,932.15CR	725,128.75CR
60	CUSTODIAL FUND	43,723.89CR	103,020.12CR	96,813.16CR	83,143.45CR
73	PENSION AND OPEB TRUST FUND	4,543,361.16CR	4,600,214.36CR	4,600,214.36CR	4,777,063.45CR
80	COMMUNITY SERVICE FUND	200,130.37CR	308,432.62CR	359,236.07CR	278,698.27CR
Grand Equity Totals		22,005,599.69CR	22,928,820.48CR	27,159,026.38CR	16,961,519.68CR

Number of Accounts: 130

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



10 Year / Summer Maintenance Capital Projects Planning

2023-2024			
Project	Building/Site	Estimated Cost	
Fencing around roof edge by gas meter	Rocky Branch	\$62,500.00	
Gymnasium Lighting	High School	\$60,000.00	
Replace yellow soffit & insulate	Greenwood	\$243,750.00	
Band Rooms Acustician	High School & MMS	\$94,995.00	
WSE Special Ed Bathroom	Westside	\$38,000.00	
Total		\$499,245.00	
2024-2025			
Project	Building/Site	Estimated Cost	
Gym Bleachers Replaced	High School	\$450,000.00	
Gym Floor Resurfaced	High School	\$80,000.00	
Gym Floor Protection	High School	\$45,500.00	
LED Fixtures	Meyer Middle School	\$56,250.00	
Total		\$631,750.00	
2025-2026			
Project	Building/Site	Estimated Cost	
Circle parking lot replacement	Rocky Branch	\$225,000.00	
MMS Roof Sections (MS-23,24,25,26,27)	Meyer Middle School	\$480,000.00	
Total		\$705,000.00	
2026-2027			
Project	Building/Site	Estimated Cost	
Replace Student Lockers	Meyer Middle School	\$335,000.00	
North parking lot replacement	Meyer Middle School	\$350,000.00	
Total		\$685,000.00	
2027-2028			
Project	Building/Site	Estimated Cost	
Emergency Generator Install	High School	\$650,000.00	
Total		\$650,000.00	
2028-2029			
Project	Building/Site	Estimated Cost	
HVAC upgrades	District Office	\$262,500.00	
Total		\$262,500.00	
2029-2030			
Project	Building/Site	Estimated Cost	
HS AHUs coil orientation reversed & needs correction	High School	\$832,000.00	
Total		\$832,000.00	
2030-2031			
Project	Building/Site	Estimated Cost	
HS Water heater replacement	High School	\$312,500.00	
HS ERUs coil orientation reversed & needs correction		\$218,750.00	
Total		\$531,250.00	
2031-2032			
Project	Building/Site	Estimated Cost	
D104 Woodshop AHU to RTU	High School	\$250,000.00	
D107 Metals AHU to RTU	High School	\$250,000.00	
D109 Ag AHU to RTU	High School	\$250,000.00	
Total		\$750,000.00	
2032-2033			
Project	Building/Site	Estimated Cost	
Replace pool piping / valves / chemical injection	High School	\$219,000.00	
TPO roof membrane replacements	District-wide	\$650,000.00	
Total		\$869,000.00	
6.17.24 F&F Committee			

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

Monday, June 17, 2024 - 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 School Board's Personnel Committee meeting was held on Monday, June 17, 2024 at District Office 852 E Division Street, River Falls, Wisconsin 54022. Committee member Alan Tuchtenhagen called the meeting to order at 7:08 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 Alan Tuchtenhagen and Alison Page were present. Board members Lindsey Curtis, Bo Hirstein, Monica LaVold, and Mike Miller were present. Superintendent Jamie Benson, Director of Human Resources and Leadership Development David Bell, Director of Academic Services Nate Schurman, and Director of Finance and Facilities Lynette Coy were also present.

1. CALL TO ORDER - 7:08 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 updates.

Action: None, informational only.

5. DIRECTOR OF COMMUNITY EDUCATION AND COMMUNITY EDUCATION PROGRAM ASSISTANT JOB DESCRIPTIONS

The Community Education Department proposed updates to the Director of Community Education and the Community Education Program Assistant job descriptions.

Action: Motion by Tuchtenhagen, second by Page to approve the Director of Community Education and Community Education Program Assistant Job Descriptions. Approved unanimously.

6. 2024-25 EMPLOYEE HANDBOOK UPDATES

The administrative team reviewed proposed updates to the Employee Handbook. There may still be a few additional revisions prior to the start of the next school year.

Action: Motion by Page, second by Tuchtenhagen to approve the 2024-25 Employee Handbook Revisions as presented. Approved unanimously.

7. ADVANCED LEARNING GRANT AWARDS

Advanced Learning Grants offer an incentive for employees to pursue lifelong learning goals. The program recognizes the personal investment in learning and provides an opportunity for employees to be reimbursed for a portion of the costs associated with this investment.

Action: None, informational only.

8. ADJOURNED TO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 19.85(1)(C), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF CONSIDERING THE EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY, TO DISCUSS THE 2024-25 TEACHER LADDER AND HIGH NEED STIPEND PLACEMENTS. ROLL CALL VOTE REQUIRED.

Action: Motion by Page, second by Tuchtenhagen to adjourn to closed session at 7:42 PM. Page-Yes, Tuchtenhagen-Yes.

9. RECONVENED INTO OPEN SESSION AT 8:45 PM

10. **AFFIRM ACTION TAKEN IN CLOSED SESSION**

Action: No action taken in closed session.

11. **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.

Action: No requests were made.

12. **SCHEDULE NEXT PERSONNEL COMMITTEE MEETING**

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

Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, July 15, 2024, 8:00 p.m. (or immediately following Finance & Facilities)*The meeting will be held at the District Office, 852 E. Division Street.*

13. **ADJOURNED AT 8:45 PM**

Alan Tuchtenhagen, Personnel Committee Member

PERSONNEL COMMITTEE CLOSED SESSION REPORT

Monday, June 17, 2024

District Administrative Office Conference Room

7:42 PM

The Personnel Committee convened to executive session at 7:42 PM pursuant to WIS. STAT. SEC. 19.85(1)(c), which permits convening in closed session for the purpose of considering the employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to discuss the 2024-25 Teacher Ladder and high need stipend placements. Roll call vote required. Roll call vote: Tuchtenhagen-Yes, Page-Yes

PRESENT

- Committee Members Alison Page and Alan Tuchtenhagen.
- Board members Lindsey Curtis, Bo Hirstein, Mike Miller, and Monica LaVold.
- Director of Academic Services Nate Schurmen, Director of Finance and Facilities Lynette Coy, Superintendent Jamie Benson and Director of Human Resources and Leadership Development David Bell

1. RFPME GOVERNANCE BOARD CONCERNS OVER ATTRACTING AND RETAINING QUALIFIED MONTESSORI TEACHERS

Action: None, information only.

2. SUMMARIZE TEACHER CONCERNS ABOUT LADDER MISPLACEMENT

Action: None, information only.

3. ADJOURNED AT 8:45 PM.

School District of River Falls
Job Description
COMMUNITY EDUCATION/COMMUNICATIONS DIRECTOR

MINIMUM QUALIFICATIONS

The Community Education/Communications (CEC) Director is expected to hold a college degree, ideally with a major field of study or degree emphasis related to Education, Management, Leadership, or Recreation. The CEC Director will have experience in organizational leadership, public relations, and adult/youth community programming. The CEC will have strong human relations and communication (oral and written) skills. Specific certification in Community Education is desired, but not required.

POSITION SUMMARY

- Provide leadership, development, implementation, and evaluation for Community Education activities, programs and services.
- Deliver excellence in service and collaboration throughout the district and the community as a whole.
- Support communication and public relations activities in the District.

REPORTS TO

Superintendent

SUPERVISES

Community education staff, volunteer coordinator, and volunteers

PERFORMANCE RESPONSIBILITIES

1. Community Education

- a. Coordinate, supervise, and direct community education programs and staff.
- b. Conduct annually a needs assessment to ensure community education is meeting the educational needs of the community.
- c. Identify existing resources and encourage interagency cooperation to ensure maximum use of community resources.
- d. Assist in the development, organization and maintenance of a balanced program for all segments of the community in the areas of lifelong education.
- e. Establish and coordinate citizen input and leadership capabilities in providing community needs through an active Community Education Advisory Council.
- f. Maintain a district-wide schedule for school facilities for community education and community-wide activities in cooperation with the district-wide facilities scheduler.
- g. Implement, recruit, train, and supervise the Senior Support Program (formerly known as the STEP program).
- h. Develop and maintain the school district's community education website.
- i. Develop an annual community education budget and coordinate a fee system for community education participants.
- j. Collaborate with the Director of Finance and Facilities to ensure adherence to budgetary requirements related to community education funds.
- k. Develop and maintain partnerships with community groups and organizations.
- l. Identify programming opportunities that encourage new youth and adults who have not previously participated in Community Education programming, including new marketing efforts, speaking engagements and community outreach.

2. Communications

- a. Implement a public relations plan to enhance school district communication and promote community education.
 - b. Coordinate and distribute school district newsletter at least once a year.
 - c. Organize, and distribute three community-wide publications offering programming
 - d. ~~Oversee internal and external communications for the purpose of communicating district initiatives, activities, local topics and areas of interest.~~
 - e. **Communicate District programs and goals to the community in alignment with the School Board's mission.**
 - f. **Disseminate school news and events through various communication channels.**
 - g. **Ensure the timely and accurate sharing of information within the District.**
 - h. ~~Present information to stakeholders on a variety of topics related to the work of the district.~~
 - i. Assist the administrative team in communicating a positive image of the district.
 - j. **Maintain and enhance** ~~Oversee the District's~~ **online presence, including** social media platforms ~~and video marketing.~~
 - k. **Guide the creation and design of school publications across print and digital formats.**
 - l. **Oversee website content, marketing materials, and multimedia content creation.**
 - m. **Capture visual content, such as photographs and videos, for use by the District.**
 - n. **Provide leadership in communication strategies, both internally and externally, including during crises and referendum campaigns.**
 - o. **Manage the production and distribution of news releases.**
 - p. **Facilitate media contacts to ensure the accurate dissemination of information.**
 - q. Evaluate communication activities for the purpose of improving community engagement.
3. Participate and contribute to the District's Equity, Inclusivity, and Diversity (EID) Committee and its related mission.
 4. Understand and maintain the highest level of confidentiality.
 5. Be responsible for all of the above duties and any other assignments delegated to him/her by the Superintendent of Schools.

REVISION DRAFT: 4-12-21, 6-17-24

School District of River Falls
Job Description
COMMUNITY EDUCATION PROGRAM ASSISTANT

MINIMUM QUALIFICATIONS:

1. High school diploma.
2. Knowledge and experience working with computer software, including Microsoft Excel, Word, Sheets, and Photoshop (or other design programs).
3. Demonstrate ability in web page maintenance.
4. Flexible and able to prioritize functions on a need basis.
5. Maintain confidentiality.
6. Able to establish and maintain effective working relationships with all school district employees and general public.
7. Excellent telephone skills.
8. Pleasant and cordial demeanor and ability to work independently.
9. Clear, effective writer and verbal communicator.
10. Experience in office procedures, registration, money handling, and other secretarial duties.

POSITION SUMMARY:

The nature of the work requires someone who can provide superior clerical and communication skills, maintain a good working relationship with all school district employees, and promote good relations with the general public. The employee must be able to understand and maintain good rapport with program participants and instructors working with community education.

Support administrative or technical operation by performing various duties requiring organizational systems and procedures. Coordinate with customers, management, and other organization groups to resolve technical and administrative issues. Perform routine duties independently, setting priorities and scheduling work with regular interpretation of level of precedence. Most of the work is performed in a fast-paced office setting with frequent interruptions and with the need to deal with a great diversity of people.

REPORTS TO:

Community Education Coordinator

PERFORMANCE RESPONSIBILITIES:

COMMUNITY EDUCATION RESPONSIBILITIES

1. Register students for community education classes.
2. Prepare and maintain records of enrollment, attendance, accounts for all community education classes.
3. Receive all fees for community education programs and handle disposition of all funding received.
4. Manage check requests (invoices, refunds); distribute checks once they have been printed.
5. Manage individual program accounts through school programs (wait list, finances).
6. Distribute materials coming to the community education office.
7. Respond to emails in a timely manner.
8. Develop correspondence through letters and general communications.
9. Design and distribute brochures for programs via school handouts, evaluations, surveys, newsletters, weekly publicity, or any other fit media.
10. Assist in the development of catalogs for community education classes through designing, editing, and proofing, using specific computer software.
11. Maintain and update community organization list (free ad space) printed in each catalog by mailing current information to each non-profit organization.
12. Design community education pages for the school district newsletter.
13. Prepare a class packet for each program one week before program begins, including attendance, program details form, course evaluations, instructor evaluation, salary requests for instruction, and accident report. Distribute material to the instructor in a timely manner.
14. Proof and distribute weekly publicity from Community Education Coordinator via email.
15. Plan and attend trips and tours for senior participants as needed.

**School District of River Falls
Job Description
COMMUNITY EDUCATION PROGRAM ASSISTANT**

16. Assist in planning and implementing community both internal events and community partnership events (ex. Sweetheart Dance, Mother Son Events, Volunteers Events, Candlelight Hike (KRLT), Earth Fest, Partnering for Our Sustainable Community).
17. Attend trainings to further develop knowledge and skills annually.
18. Schedule community education programs in cooperation with districtwide facilities scheduler.
19. Coordinate and maintain necessary instructor paperwork (contract, W-9, letter of understanding)
20. All other duties as assigned.

COMMUNICATIONS RESPONSIBILITIES

1. Coordinate and create content with Community Education Coordinator for district social media channels (Facebook and Instagram).
 - a. Seek out and attend unique happenings in school buildings
 - b. Write and schedule posts and create graphics
 - c. Monitor posts/comments
 - d. Coordinate with building secretaries to maintain photo permission list
2. Graphic design - create flyers, social media graphics, and other district-branded materials.
3. Photography - photograph new staff, document referendum construction projects. photos for website and social media, community ed classes and events, community ed catalog covers, etc.
4. Assist Community Education Coordinator with other district communication: district newsletters, e-newsletters, referendum materials & communication, emergency communication (pandemic, school cancellations), website maintenance, branding, etc.

Revised 1/17/11, 6/17/24

2024-25 RFSB EMPLOYEE HANDBOOK REVISION SUMMARY

6-17-24

Updated District Contact Information

- New employees added, Name Changes updated

Updated Board of Education Contact Information

Updated Quick Reference

Update Secretaries to Secretaries/Program Assistants throughout Handbook.

I.1.2 Definitions

D. Discipline: “Discipline” means an employment action that results in a disciplinary suspension or disciplinary demotion. “Discipline” for purposes of access to this grievance procedure does not include any written or verbal notices, warnings, reprimands, or reminders; verbal disciplines will be documented, but are not subject to the grievance procedure. The purpose of written and verbal notices, warnings, reprimands, or reminders is to alert the employee that failure to correct the behavior may result in disciplinary suspension, without pay, disciplinary termination, or disciplinary demotion.

Add

E. Termination: “Termination” means a separation from employment by the employer for disciplinary or quality of performance reasons. “Termination” does not include layoff, reduction in workday, furlough, reduction in workforce, job transfer or reassignment, or the end or completion of temporary employment, which are not subject to the grievance procedure.

F. Workplace Safety: For purposes of this procedure, “workplace safety” includes any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. “Workplace Safety” does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, assignments and work schedules.

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

I.2.7 Equal Educational Opportunities

All students have the right to be admitted to school and to participate fully in curricular, co-curricular, student services, and recreational activities, and shall not be impaired because of a student’s sex (including gender identity, gender expression and nonconformity to gender role stereotypes), race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or of physical, mental, emotional or learning disability. See Board Policy 411 Equal Educational Opportunities

I.3.2 Accident Incident Report

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor immediately. Reports should cover property damage as well as personal injury. If the accident/incident involves a student injury and/or property damage, a completed [Student Incident Report](#) (available in school health offices or contact Payroll & Benefits Coordinator at 415-1800 ext 1112) must be submitted to the building principal within 24 hours or the next scheduled District workday, as appropriate.

In the event of a work- related accident or injury, please see the Worker’s Compensation section of this Handbook.

I.3.10 Child Abuse

More information is available on the Department of Public Instruction's School's Role in Preventing Child Abuse and Neglect. Also see Wis. Stat. § 48.981 **and Board Policy 454, Report of Child Abuse and Neglect.**

I.3.12 Computer and Internet Use Agreement

In alignment to **Policy 363.2-Rule Internet Safety and Acceptable Use**

I.3.16 Criminal Background Checks/Charges/Convictions

In alignment to **Policy 533.1 Criminal Background Checks** and **Policy 533-Rule Certified Staff Recruitment, Selection, and Hiring Practices**

All District employees and volunteers shall notify their immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee/volunteer for any felony, any offense involving moral turpitude, and any of the other offenses as **indicated below:**

- A. crimes involving school property or funds;
- B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. crimes that occur wholly or in part on school property or at a school sponsored activity;
- D. a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- E. a misdemeanor which violates the public trust.

Nothing herein shall prohibit the District from placing an employee on administrative leave or from suspending an employee/volunteer based upon an arrest, indictment or conviction, **as permitted by law.**

I.3.18 Emergency and Safety Procedures

C. **Required Drills.** State Statute ~~118.17~~ **118.07**

I.3.25 Inclement Weather and Other Emergency School Closings

For **teachers** ~~all other staff~~, when there is an inclement weather emergency day which is not made up, **teachers** will have the option to make up the time at a later date ~~as approved by their building principal/supervisor~~, take the day without pay or substitute other available leave such as personal ~~or vacation time~~.

I.3.47 Travel

Any time business/work travel is required, an employee must complete an Employee Travel Checklist. This form can be obtained from your building secretary or office/budget paraprofessional. Complete the form before commencing travel and submit it to administration for approval.

Once you complete your travel, use the form to request expense reimbursement if applicable. The school district shall reimburse for mileage and expenses as outlined in Section I.8.1 Mileage Reimbursement and I.8.2 Expenses. You must provide detailed, itemized receipts with your reimbursement request. See Board Policy 671.2 Expense Reimbursement

I.7.3 Direct Deposit Payment Method

All employees shall participate in a direct payroll deposit plan. The district will bear any costs and/or services charges. Direct deposit changes may be made after giving 10 calendar days' notice in writing. Each non-exempt employee shall, with each electronic payroll deposit slip, receive information indicating the number of hours for which straight time hourly pay is received and the number of hours for which the overtime rate of pay is received. Each exempt employee shall, with each electronic payroll deposit slip, receive information on the employee's salary received. In addition to the above, each employee shall have access to electronic records indicating the number of accumulated sick leave days, the number of personal days remaining to the employee's credit, and the number of vacation days taken and the number remaining. **In an effort to prevent fraud, the district will not process direct deposit changes received via email.**

I.8.1 Mileage Reimbursement

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District to drive his or her personal vehicle during the course of performing duties for the District. **Forms to be used to report mileage can be obtained from the district website (go to Departments, Finance & Business, Accounts Payable/Receivable, Employee Travel).** Employees will not be reimbursed if a District vehicle is available but the employee chooses to drive their personal vehicle, unless approved **by the Director of Finance and Facilities.**

I.8.2 Expenses

Employees required or approved by the District to attend conferences, seminars, and in-service training sessions shall be reimbursed for travel, meals, lodging, and registration providing prior approval has been received via a Travel Request Form; supporting receipts/documentation are attached and forwarded to Business Services upon completion of travel. The Travel Request Form is available on the school district's website (go to Departments, Finance and Business Services, Employee Travel).

Meals (guidelines- based on standard rates supplied by the U.S. General Service Administration)

Breakfast: \$13.00

Lunch: \$15.00

Dinner: \$26.00

The Federal per diem rates published by the General Service Administration will be allowed when in a non-standard locale. Contact the Finance Office if you have a question about the allowable rates for a city you are traveling to.

Employees will be reimbursed for the lower of either: 1) actual cost of the meal, or 2) reimbursement amount outlined above.

I.9.1 Workers' Compensation Coverage and Reporting Responsibilities

All employees will be covered by Workers' Compensation Insurance. Any employee who is injured on the job will:

1. Call 911 if the injury needs immediate and critical medical intervention.
2. Immediately notify the supervisor/principal of the incident.
3. The supervisor/principal and injured employee will call the Nurse Advantage Line: 1-844-891-6022
4. A triage nurse gathers pertinent information and guides the injured employee to the appropriate care
5. If professional medical care is necessary, the triage nurse offers telemedicine or in person medical facility options.

[Workplace Injury Instructions](#)

I.11.8 COBRA Law Continuation of District Health Plan Participation

The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers employees the opportunity to remain on the District's health, dental and vision insurance plan at the group rate in certain instances where coverage under the plan would otherwise end. **Employees must enroll within 30-days of becoming eligible.**

II.1.2 Length of Probationary Period for Teachers

All teachers **will** ~~who possess one of the following licenses: a professional educator license under Wis. Admin. Code PI 34.18; a master educator license under Wis. Admin. Code PI 34.19; a life license under Wis. Admin. Code PI 34.20; or were hired as an initial educator license under Wis. Admin. Code PI 34.17 prior to July 1, 2011 shall serve a four year probationary period from the employee's initial date of hire. Initial date of hire is defined as the employee's most recent date of hire with no break in service.~~

II.2.5 Accommodating Students' Religious Beliefs

In accordance with [Policy 411-Rule \(2\) Procedures for Requesting Exclusion from a Course Due to a Students Religious Beliefs](#).

III.2.5 Additional Hours and Overtime – Approval and Assignment

C. Pay Rate for Overtime: Time worked over 40 hours per week is paid at one and one-half (1.5) rate. Time over 40 hours per week **does not include** sick, vacation, holiday, or personal leave time. The reason for overtime must be indicated on the employee's time card. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.

IV.2.1 Athletics

High School Athletics					
	Head Coach Salary	2024 Head Coaching Salaries		Total Assistants Pool	2024 Assistant Coaches Pool
Baseball	\$4,293.00	\$4,608.00		\$7,885.00	\$8,252.00
Basketball - Boys	\$5,710.00	\$6,130.00		\$16,180.00	\$17,423.00
Basketball - Girls	\$5,710.00	\$6,130.00		\$16,180.00	\$17,423.00
Cheer - Fall	\$1,800.00	\$1,836.00		\$1,200.00	\$1,200.00
Cheer - Winter	\$2,300.00	\$2,346.00		\$1,400.00	\$1,400.00
Cross Country	\$3,765.00	\$4,041.00		\$4,308.00	\$4,756.00
Dance	\$2,300.00	\$2,346.00		\$1,000.00	\$1,000.00
Football	\$5,710.00	\$6,130.00		\$24,460.00	\$25,953.00
Golf - Boys	\$3,300.00	\$3,366.00		\$1,968.00	\$2,089.00
Golf - Girls	\$3,300.00	\$3,366.00		\$1,968.00	\$2,089.00
Gymnastics	\$4,384.00	\$4,707.00		\$5,669.00	\$6,015.00
Hockey - Boys	\$5,288.00	\$5,490.00		\$6,723.00	\$7,133.00
Hockey - Girls	\$5,288.00	\$5,490.00		\$6,723.00	\$7,133.00
Soccer - Boys	\$4,533.00	\$4,866.00		\$5,446.00	\$5,778.00
Soccer - Girls	\$4,533.00	\$4,866.00		\$5,446.00	\$5,778.00
Softball	\$4,293.00	\$4,608.00		\$7,885.00	\$8,252.00
Swimming - Boys	\$4,176.00	\$4,483.00		\$4,913.00	\$5,212.00
Swimming - Girls	\$4,176.00	\$4,483.00		\$4,913.00	\$5,212.00
Tennis - Boys	\$3,479.00	\$3,585.00		\$2,410.00	\$2,410.00
Tennis - Girls	\$3,479.00	\$3,585.00		\$2,410.00	\$2,410.00
Track - Boys	\$4,297.00	\$4,548.00			
Track - Girls	\$4,297.00	\$4,548.00		\$10,309.00	\$10,885.00
Volleyball	\$4,722.00	\$5,069.00		\$11,008.00	\$11,655.00
Wrestling	\$5,163.00	\$5,543.00		\$7,063.00	\$7,063.00

* Head Coaches salaries lower than BRC average were adjusted up to the 2023 BRC average and a 2% increase was applied to all head coaching salaries.

* Assistant Coaches pool for programs that were below the BRC average were increased by 55% of the difference.

Middle School Athletics		Coach Salary
Boys Basketball Basketball		
Head 8th Grade	\$2,000.00	\$2,120.00
Assistant 8th Grade	\$1,600.00	\$1,696.00
Head 7th Grade	\$2,000.00	\$2,120.00
Assistant 7th Grade	\$1,600.00	\$1,696.00
Girls Basketball Basketball		
Head 8th Grade	\$2,000.00	\$2,120.00
Assistant 8th Grade	\$1,600.00	\$1,696.00
Head 7th Grade	\$2,000.00	\$2,120.00
Assistant 7th Grade	\$1,600.00	\$1,696.00
Cross Country		
Head	\$2,000.00	\$2,120.00
Assistant	\$1,600.00	\$1,696.00
Football		
Head 8th Grade	\$2,200.00	\$2,332.00
Assistant 8th Grade	\$1,980.00	\$2,099.00
Assistant 8th Grade	\$1,980.00	\$2,099.00
Head 7th Grade	\$2,200.00	\$2,332.00
Assistant 7th Grade	\$1,980.00	\$2,099.00
Assistant 7th Grade	\$1,980.00	\$2,099.00
Track		
Head	\$1,800.00	\$1,908.00
Assistant	\$1,400.00	\$1,484.00
Volleyball		
Head 8th Grade	\$2,000.00	\$2,120.00
Assistant 8th Grade	\$1,600.00	\$1,696.00
Head 7th Grade	\$2,000.00	\$2,120.00
Assistant 7th Grade	\$1,600.00	\$1,696.00
Wrestling		
Head	\$2,200.00	\$2,332.00
Assistant	\$1,600.00	\$1,696.00

* Increases coaches pay 6% across board from last years salary

IV.2.2 Activities

ADD: Accompanist: \$20 per event

High School Activities	23-24 Advisor Pay	New Advisor Pay
Art Club	\$1,320.00	\$1,399.00
Band, Marching & Pep	\$3,300.00	\$3,498.00
Band, Marching & Pep	\$3,300.00	\$3,498.00
Band, Jazz	\$2,200.00	\$2,332.00
Band, Jazz	\$2,200.00	\$2,332.00
Band, Major Trip	\$1,760.00	\$1,866.00
Biology Club	\$500.00	\$530.00
Book Club	\$440.00	\$500.00
C.A.T.S. (Connecting All Together Socially)	\$1,600.00	\$1,696.00
C.A.T.S. Assistant	\$500.00	\$530.00
Chess Club	\$440.00	\$500.00
(Class Advisor, Senior) Senior Leadership Advisor	\$550.00	\$583.00
(Class Advisor, Senior) Senior Leadership Advisor	\$550.00	\$583.00
Class Advisor, Junior	\$640.00	
Class Advisor, Junior	\$440.00	
Prom Advisor x2 (Pool to be split)	\$1,100.00	\$1,166.00
Class Advisor, Sophomore	\$440.00	
Class Advisor, Freshman	\$440.00	
Creative Writing Club	\$440.00	\$500.00
FFA	\$2,200.00	\$2,332.00
FBLA	\$2,200.00	\$2,425.00
Foreign Exchange Student Advisor	\$220.00	\$233.00
Foreign Language Trip Advisor (min # students = 15) (1 per year)	\$1,540.00	\$1,632.00
Forensics, Head Coach	\$3,000.00	\$3,180.00
Forensics, Assistant Coach	\$1,600.00	\$1,696.00
Forensics, Assistant Coach	\$1,600.00	\$1,696.00
Games Club	\$440.00	\$500.00
G.S.A. (Gender and Sexuality Alliance)	\$440.00	\$500.00
G.S.A. – Renaissance Academy	\$440.00	\$500.00
Intramurals, Coordinator	\$2,000.00	\$2,000.00
Mock Trial Advisor	\$1,600.00	\$1,696.00
Mock Trial, Assistant	\$700.00	\$742.00
Music, Vocal	\$2,860.00	\$3,032.00
*Note: Includes Costume Carolers and Acapella		
Music, Vocal	\$2,860.00	\$3,032.00
*Note: Includes Costume Carolers and Acapella		
Musical Director	\$3,400.00	\$3,604.00
Musical, Assistants x 3 (Pool to be split)	\$3,960.00	\$4,198.00
National Honor Society	\$900.00	\$954.00
Plays, #1 Director	\$1,760.00	\$1,760.00
Plays, #1 Assistant	\$1,320.00	\$1,320.00
Robotics Advisor	\$1,800.00	\$1,800.00
Science Trip Advisor (every other year)	\$1,100.00	\$1,540.00
Pool will compensate if not stipend/payment is received from assisting travel agency		
Social Studies Trip Advisor (every other year)	\$1,540.00	\$1,540.00
Pool will compensate if not stipend/payment is received from assisting travel agency		
SOS Advisor	\$1,100.00	\$1,166.00
SOS Assistant Advisor	\$660.00	\$700.00
Student Council, Advisor	\$2,640.00	\$3,000.00
Student Council, Asst. Advisor	\$1,540.00	\$1,900.00
Student Council - Renaissance Academy	\$1,540.00	\$1,632.00
Yearbook, Advisor	\$4,400.00	\$4,664.00
Yearbook, Assistant	\$2,200.00	\$2,332.00

Additional Activity, AD Discretion	\$1,000.00	\$1,000.00
HS Speed & Strength	\$4,240.00	
* Senior Class Advisor renamed to Senior Leadership Advisor		
* Junior Class Advisors renamed to Prom Advisors		
* Removed Sophomore and Freshman Class Advisors		
* Robotics Advisor position added		
* Social Studies Trip Advisor position added		
* HS Speed & Strength position removed		
* Clubs at the \$440 starting rate increased to \$500		
* Student Council Advisor/Co-Advisor rate increased		
* All advisor roles increased by 6% minimum		

Middle School Activities	23-24 Advisor Pay	24-25 Advisor Pay
Art Club, Advisor	\$660.00	\$700.00
Drama, Head	\$1,540.00	\$1,632.00
Drama, Assistant	\$1,100.00	\$1,166.00
Drama, 2nd Play Head	\$1,540.00	\$1,632.00
Drama, 2nd Play Assistant	\$1,100.00	\$1,166.00
Forensics, Advisor	\$660.00	\$700.00
G.S.A. (Gender and Sexuality Alliance)	\$440.00	\$466.00
Girls Who Give Back, Advisor	\$660.00	\$700.00
Girls Who Give Back, Assistant	\$440.00	\$466.00
Math Counts Advisor	\$660.00	\$700.00
Music, Instrumental	\$1,760.00	\$1,866.00
Music, Instrumental	\$1,760.00	\$1,866.00
Music, Vocal	\$2,640.00	\$2,798.00
Music, Vocal Assistant	\$1,760.00	\$1,866.00
Musical, Director	\$1,980.00	\$3,400.00
Musical Assistant x 2 (Pool to be split)	\$1,100.00	\$2,798.00
Student Council	\$1,760.00	\$1,866.00
Wildcat Crew, Advisor	\$660.00	\$700.00
Wildcat Crew, Assistant	\$440.00	\$466.00
Yearbook, Head	\$3,080.00	\$3,265.00
Yearbook, Assistant	\$1,100.00	\$1,166.00
Principal Discretion	\$1,000.00	\$1,500.00
* Adjusted two advisor roles (Musical Director/Musical Assistant)		
* Other advisor roles received a 6% increase		

Elementary Schools	23-24 Advisor Pay	24-25 Advisor Pay
1. Greenwood		
a. Safety Patrol	\$1,100.00	\$1,166.00
b. Student Council	\$880.00	\$933.00
c. Additional Activity at the Discretion of the Principal	\$1,000.00	\$1,500.00
2. Montessori		
a. Safety Patrol	\$1,100.00	\$1,166.00
b. Student Council	\$880.00	\$933.00
c. Additional Activity at the Discretion of the Principal	\$1,000.00	\$1,500.00
3. Rocky Branch		
a. Safety Patrol	\$1,100.00	\$1,166.00
b. Student Council	\$880.00	\$933.00
c. Additional Activity at the Discretion of the Principal	\$1,000.00	\$1,500.00
4. Westside		
a. Safety Patrol	\$1,100.00	\$1,166.00
b. Student Council	\$880.00	\$933.00
c. Additional Activity at the Discretion of the Principal	\$1,000.00	\$1,500.00
* Increase in advisor salary by 6%		
*Increased the principal discretion account by \$500. Allowing for more clubs/activities to be funded as needs arise		

V.3 Substitute Support Staff Employees

Update Contact Information, School Calendar,

Compensation

Teacher \$200

Bus Driver, Route: **\$25.07 (Route Driver Step 1)**

Custodian **\$19.87 (Step 1)**

Kids Club Asst. **\$14.05**

Kids Club Lead **\$16.28**

Para, General Ed. **\$18.59**

Para, Special Ed. (etc) **\$19.57**

Secretary **\$20.53**

A.1-A4

Update all salary information

Teachers

Support Staff

Supervisor/Admin

Event Worker Pay Schedule

Chaperone \$18/hour

Base Accompanist Rate: \$20/event

Advanced Accompanist Rate: \$40/event

APPENDIX B

APPENDIX C

E. Absentees, Tardiness, Make-up Work

The Middle School staff recognizes the value of attendance and its direct correlation to positive achievement. To that end, the Middle School attendance policy is in compliance with Board Policy 431 Student Attendance ~~and Board Procedure 431-R Student Attendance Guidelines relating to excused/unexcused absences.~~

See Board Policy 431 Student Attendance and ~~Board Procedure 431-AP Student Attendance Guidelines~~

Media Center Use

Teachers should sign up in advance to use the media center. The media center can accommodate four classes each 45-minute periods or 2 classes for an entire block. Please discuss the nature of assignments requiring media center uses so that the needs of the students can be anticipated. Teachers are encouraged to reserve books in the media center for their class projects. The librarian is very eager to assist you in this matter, but you must plan ahead. Teachers are **encouraged** to suggest books for purchase to strengthen the collection for a curricular area. Current magazines and newspapers are not to be taken from the library, back issues may be checked out. The librarian must approve any exception to this rule.

APPENDIX D

River Falls High School Mission Statement

River Falls High School is a community of **care that serves and inspires students to be their personal best.** ~~learners moving forward to develop critical thinkers and honorable citizens.~~

Passes to Leave the Building

Student passes to leave the building during the school day ~~(except those eligible for open lunch)~~ may only be issued by the office; teachers should not permit students to leave the school building during the school day.

APPENDIX E - TRANSPORTATION EMPLOYEE HANDBOOK

QUALIFICATIONS TO BE A RIVER FALLS SCHOOL BUS DRIVER

1. Obtain a CDL license with school bus, passenger, and air brake endorsements.

Update Jamie Benson to David Bell under Post-Evacuation Procedures

BREATHING

B. With the first two, the person may be blue in color and respiration appears to have stopped, or he may be choking.

UNCONSCIOUSNESS:

- A. Always suspect a head injury or a back injury.
- B. Only move if necessary. Only move on the long plane of the body.
- C. Keep airway open (See section I, Airways)

TRIP DRIVERS

5. ~~It is strongly encouraged that~~ All kindergarten students **must** have a responsible party visible when dropping them off the bus in the P.M.

TRIP DRIVING:

Log in time allowance is 1/2 hour before field trip departure. During this time the driver shall do the following:

1. Log in as Trip and fill out a trip slip. The slip needs to be completely filled out and returned ~~with your meal ticket~~ the same day.
2. Meals will be reimbursed ~~if a receipt accompanies the trip slip~~. You will be reimbursed for a meal(s) if you:
 - a. Leave before 6:00 a.m. and return after 9:00 a.m.
 - b. Leave before 11:00 a.m. and return after 2:00 p.m.
 - c. Leave before 4:00 p.m. and return after 7:00 p.m.
4. ~~The driver shall call on the radio to say when leaving and upon returning. This provides a radio check and lets the supervisor know that the trip is underway. Be sure to call in on weekend trips, too. The driver may not always get a response, but will be heard.~~
8. ~~A written apology shall be given by the driver to the person in charge of the trip if the driver is at fault for being late.~~

UPON RETURNING: Complete the trip slip. ~~Be sure to include a receipt to be reimbursed for any appropriate meals.~~ Completed trip slips should be placed on clip.

DAILY REMINDERS FOR ALL DRIVERS

7. Children should not be at the Bus Garage unsupervised. ~~Due to the limited amount of space, it is not an acceptable practice to have drivers' children at the Bus Garage on a regular basis.~~

STUDENTS

1. Bus drivers are responsible for discipline on the bus. Driver to follow "Bus Procedures" "**Discipline Procedures**" form listed later.

HARASSMENT, DISCRIMINATION AND NON-RETALIATION (CUT ENTIRE SECTION)



JUNE 2024

ADVANCED LEARNING GRANT

OVERVIEW

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

APPLICATION GUIDELINES

- Grants partially reimburse qualified applicants for some of the costs associated with professional growth during the school year (June 1-May 31).
- A fully completed application will include the following:
 - Advanced Learning Grant Cover Sheet
 - Transcript (official or unofficial)
 - If the professional growth is not being completed through a college/university, the applicant provide adequate documentation that proves:
 - The course/program was during the school year.
 - Proof that the course/program was successfully completed.
 - Billing Statement that verifies the cost of the course/program and proof of payment.
- Applicants already reimbursed through other district-supported grants are not eligible to apply for an Advanced Learning Grant.

2023-24 AWARDS → \$1000 unless otherwise noted

1. Caitlyn Severson
2. Jill Tiffany
3. Emma Cruiciani
4. Scott Pape
5. Jacy Walker
6. Helen LaRoue
7. Max Haskins (\$199)
8. McKenna Cook
9. Anne Rasmussen
10. Sam Nudd
11. Karyn Chuckel
12. Lori Rosenow

Over the past five years, the district has awarded 73 Advanced Learning Grants totaling \$52,000 in tuition assistance to employees.



POLICY 110 DISTRICT MISSION AND VISION STATEMENTS

MISSION

Inspire all students through challenging, meaningful, and engaging learning experiences, in a safe and collaborative environment.

VISION

In partnership with families and the community, The School District of River Falls is an innovative pre-kindergarten through grade twelve educational leader committed to the academic, social, emotional, and physical well-being of every student.

LEGAL REFERENCE: Wisconsin Statutes Sections 118.01, 118.13, 120.13, 121.02(1), **120.12**

CROSS REFERENCE: 111 District Educational Goals, 411 Equal Educational Opportunities, 537 Staff Development, District ~~2010~~ **2022 - 27** Strategic Plan

DATE OF ADOPTION: January 17, 1972

REVISED: May 18, 1981, June 20, 1983, September 10, 1991, February 19, 2007, January 17, 2011, September 19, 2011, August 16, 2016, September 19, 2022 **May 20, 2024**



POLICY 111 DISTRICT VALUE STATEMENTS

STUDENTS FIRST - We center our policies, practices, and actions on doing what is best for all students.

PEOPLE MATTER - We value and respect our staff, and will find success by supporting their participation in collaborative communities.

EQUITY - We ensure the individual personal needs of every child are supported by high quality education/resources to pursue their unique potential.

RESPECT - We affirm the worth and dignity of all students, employees, and community members. We foster a climate of civility, acceptance, and reasoned debate, embracing our diversity as a strength.

CHARACTER INTEGRITY - We ground our actions in character, honesty, **integrity**, responsibility, service, and compassion towards others.

EXCELLENCE - We embrace the continuous pursuit of improvement in school operations, services, and programs.

INNOVATION - We inspire and empower innovative thought and practice.

COMMUNICATION - We are accountable and transparent in order to maintain public trust.

LEGAL REFERENCE: Wisconsin Statutes Sections 118.001, 118.01, 118.13, 118.30, 121.02(1), **120.12, 120.13**

CROSS REFERENCE: 110 District Mission and Philosophy of Education, 411 Equal Educational Opportunities, District ~~2010~~ **2022 - 27** Strategic Plan

DATE OF ADOPTION: June 20, 1983

REVISED: September 16, 1991, April 16, 2007, January 17, 2011, September 19, 2011, August 16, 2016, September 19, 2022, **May 20, 2024**



POLICY 130 SCHOOL BOARD RESPONSIBILITIES AND LEGAL STATUS

The School Board is responsible for the care and control of the schools of the District is vested by schools according to Wisconsin statutory and constitutional authority in the Board of Education. The purpose of This policy is to summarize the primary responsibilities **duties** and sources of authority of **for** the **School** Board of Education in **to** carrying out its obligation to act in the best interest of the District as determined by the School Board.

School Board Authority

Local school boards are instruments of the legislature and derive their authority directly from the Wisconsin Constitution and Wisconsin Statutes. By custom and tradition, local school boards have responsibility **are responsible to** the citizenry they serve, including the students educated in the District and the persons employed by it. Recognizing this tri-dimensional concept of its sources of authority and responsibility, The **School** Board of Education serves as the policy-making body for the District within the framework of the law and the will of the local citizenry **community**.

Policy Governance

The School Board adheres to a policy governance framework/model. According to this, the School Board is responsible for developing policy and ensuring they are translated into practice. District administrative staff are charged with implementing the policies with School Board oversight.

Number of School Board Members

The **School** Board of Education consists of seven members, who are all elected at-large by a plurality vote of the electors of the District. Two members of the **seven-member School** Board are elected annually, except for every third year, when three **Board** members are elected. The superintendent, or designee, serves as deputy election clerk for **School** Board elections.

Term of Office

School Board members serve for a three-year term, and/or until their successors have been elected and qualified. **School** Board members who are elected for regular **or unexpired** terms take office by the fourth Monday in April, provided they have taken and filed the official oath of office. The **School** Board clerk or designee administers the oath of office.

Authority of Members

Individual **School** Board members exercise the **School Board** authority of the Board of Education only when acting during a properly noticed and called meeting of the **School** Board, except when authority is specifically conferred by statute on individual **School** Board officers to take specified actions outside of a **School** Board meeting, **or to members designated by the School Board to act on the School Board's behalf in the best interest of the School Board.** Neither the District nor the **School** Board of Education is bound by any action or statement on the part of an individual **School** Board member that has not been specifically authorized by law or specified and delegated in advance, by **School** Board action at a **School** Board meeting.

Powers and Duties

1. The **School** Board of Education has the responsibilities, powers, and duties specified by **Wisconsin** statute **and District policy** including functions incidentally related to accomplishing the general purposes for which school boards are established and/or that reasonably promote the cause of **public** education including establishing, providing, and improving programs, functions, and activities for the benefit of the pupils **students** in the District.
2. The **School** Board oversees administrative functions, adopts and revises policy, and serves as the final body in the District to which administrative decisions can be appealed.
3. The **School** Board is responsible for the overall management **accountability** of the schools and programs of the District; adopts rules for their organization, government, instruction, and courses of study; and authorizes contracts on behalf of the District.
4. The **School** Board is responsible for **approving, monitoring, and assessing** the financial management of the District, and for building and maintaining all District facilities and property, subject to the requirements of Wisconsin and federal law, **and District resources**.
5. The **School** Board also exercises authority in the following ~~more specific~~ areas:
 - a. To levy against **District** property ~~in the district~~ to raise the funds needed to support school operations, payment of debt, and other appropriate District expenses in accordance with applicable law.
 - b. To employ and contract qualified teachers and administrators and discharge the same for cause and in conformity with its contracts and **statutes policies**.
 - c. To employ and **contract qualified** ~~discharge necessary~~ support employees and **discharge the same for cause and in conformity with its contracts and policies**. ~~contract for other services as needed.~~
 - d. To provide services and programs ~~that~~ **to** promote the health of its students.
 - e. To build, name, and maintain school buildings, grounds, and facilities with approval from District electors when required **by statute**.
 - f. To purchase, sell, exchange, and dispose of District property and equipment with approval from District electors when required **by statute**.
 - g. To bring or defend legal actions on behalf of the District and investigate and respond to **legal** claims against the District.
 - h. To provide transportation for students to and from school as required by statute.
 - i. To insure against liability of the District, its officers, and employees, to offer **school board-selected** personal insurance and retirement programs to its employees ~~as may be selected by the Board from time to time~~, and to discontinue such programs as and **when deemed in the best interest of the district**. ~~appropriate to do so.~~
 - j. To provide library media centers, offer summer school, provide technology, textbooks, and related instructional resources.
 - k. To provide school breakfast and lunch programs for students and employees.
 - l. To enter into cooperative agreements with other school districts to collectively provide agreed upon educational and support services.
 - m. To lease rooms or buildings for school purposes when necessary.
 - n. To authorize the temporary use of school facilities for community purposes under conditions that do not interfere with school purposes.
 - o. To authorize and support extra-curricular and co-curricular activities.

- p. To receive bequests, donations, or gifts for any purposes and on terms acceptable to the **School** Board.
- q. To form partnerships and/or ad hoc committees for the purpose of identifying, planning for, and addressing short and long-term needs and aspirations.
- r. To provide eligible students with the additional personal or educational assistance and services available when they qualify under applicable state or federal programs offered by the District.
- s. To set ~~such~~ rules for the organization, grade-level structure, and government of the school of the District as recommended by its administrators, including rules related to the dress and conduct of its students, in order to maintain good decorum and a favorable academic atmosphere.
- t. To perform all other acts that the **School** Board considers to be reasonable to promote the cause of education in the District, and that are authorized or inferable from state and federal law.

Advisors to the **School** Board

The successful operation of schools requires a close, effective working relationship between the School Board and the superintendent. The relationship must be one of trust, good will, and candor. As the legally designated governing body, the board retains final authority within the district. The superintendent is the School Board's professional advisor to whom they delegate executive responsibility for the operation of the district.

In exercising its powers and carrying out its duties, the **School** Board expects to receive information, feedback, advice, and recommendations from its superintendent and district ~~central~~ office and building administrators. Information and advice will also come to the **School** Board from financial and legal advisors, employee and student groups or individuals, business, municipal, and community leaders, and from members of the public. Ultimately, the **School** Board will collectively decide how best to meet its responsibilities to the law, the community, and the families it serves.

LEGAL REFERENCE: Wisconsin Statutes Sections 120.01(2), 120.05, 120.06, 120.12, 120.13, 120.17(10), 121.02, 121.54(2), Wisconsin Constitution, Article X - Section 3

CROSS REFERENCE: 132 School Board Member Resignation, 133 Filling School Board Vacancies, 161 School Board Member Authority, 162 New School Board Member Orientation, 165 School Board Member Ethics

DATE OF ADOPTION: March 19, 1973

REVISED: December 16, 1985, September 16, 1991, April 19, 2004, August 17, 2009, September 19, 2011, February 20, 2023, **May 20, 2024**



POLICY 152 GOAL SETTING

The **School** Board recognizes the value of goal setting for school improvement consistent with the District's strategic plan. Therefore, the **School** Board and administration shall annually assess districtwide needs and concerns and translate such concerns into achievable goals.

Upon completion of the goal setting process, the administrative staff will develop an action plan and timetable to facilitate successful completion of the goals. **The Board President and Superintendent will establish a process for reporting to the full School Board no less than twice per school year. Goals will be monitored and adjusted, if necessary, throughout the school year.**

A District performance report shall be adopted and published annually by the **School** Board. The report shall describe the **School** Board's and school administration's educational goals and objectives, including learning related performance objectives, student assessment results, and other information required by law. The report shall be made publicly available **on the District's website.**

LEGAL REFERENCE: Wisconsin Statutes Sections 115.38, Wisconsin Administrative Codes 121.02(1)(o), PI 8.01(2)(o), ~~No Child Left Behind Act of 2001~~

CROSS REFERENCE: 346 Student Assessment, **152-Rule**

DATE OF ADOPTION: September 16, 1991

REVISED: May 24, 2004, February 19, 2007, September 19, 2011, August 16, 2016, **May 20, 2024**



POLICY 152-RULE GOAL SETTING PROCEDURE

1. The **School** Board and administration will assess the needs and concerns of the District.
2. **The School** Board and administration shall annually **establish and** review goals for the upcoming school year consistent with the District's strategic plan.
3. **The** administration will develop an action plan and timetable to achieve these goals.
4. The **School** Board shall monitor goals through administrative reports and adjust as necessary throughout the school year.
5. **The School** Board shall meet with administration mid-year and discuss the District's progress toward the achievement of these goals.
6. A final evaluation of ~~our~~ progress toward goal achievement will be presented and discussed at the annual review.

LEGAL REFERENCE: Wisconsin Statutes Section 115.38, Wisconsin Administrative Codes 121.02(1)(o), PI 8.01(2)(o), ~~No Child Left Behind Act of 2001~~

CROSS REFERENCE: 152 Goal Setting, 346 Student Assessment

DATE OF ADOPTION: April 16, 2007

REVISED: September 19, 2011, August 16, 2016, **May 20, 2024**



CLASS RANK FOR WISCONSIN ACT 95 GUARANTEED UW SYSTEM ADMISSION LAW

For the **sole** purpose of meeting Wisconsin Act 95 “Guaranteed” UW System Admission Law and the Direct Admit Wisconsin program, class rank will be determined by cumulative grade point average. Grade point average is figured by including grades earned from all classes, including electives, music, art, and physical education. The grade point average, based on the grade point scale listed below. If a tie breaker is needed, it will be made in alignment with policy 461 Wisconsin Academic Excellence Scholarship. All grades are un-weighted.

Home School Student Eligibility

To be eligible for the Wisconsin Act 95, home school students must be enrolled in the District full-time for six consecutive terms prior to the end of their junior year.

Grade Point Scale

A	4	A-	3.7
B+	3.3	B	3.0
B-	2.7	C+	2.3
C	2.0	C-	1.7
D+	1.3	D	1
D-	0.7	F	0

Alternative Grades

P Recognized for credit, but is not included in GPA. Students experiencing life changing events may apply for a “P” grade. **Teachers must receive** ~~Prior~~ permission from the **principal prior to posting** ~~is required to allow~~ a “P” grade.

W Withdrawal - no credit earned and no grade points earned.

Grades from an Alternative Setting

Classes taken through an approved/recognized alternative educational setting, such as technical and college courses, will be accepted for graduation credit. Grades earned will be used to calculate grade point average and class rank. Weighted grades for classes transferred in will be adjusted to equate with the District’s un-weighted grade system. Home schooling courses will be assessed by the student services team for credit toward graduation and grade point average. Credits earned from study abroad will be evaluated for credit and included in credits toward graduation.

LEGAL REFERENCE: Section 118.13
Section 118.58
PI 9.03(1), Wisconsin Administrative Code

CROSS REFERENCE: 345.1 Grading Systems
461 Wisconsin Academic Excellence Scholarship

DATE OF ADOPTION: **May 4, 2024**

REVISED:



POLICY 372/~~378~~ STUDENT PUBLICATIONS AND PRODUCTIONS

For purposes of this policy, “publications” shall ~~shall~~ **will** include, **but is not limited to**, any audio, electronic, visual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books, web pages, or other materials **shared publicly**. “Productions” shall include **public** theatrical **and dramatic** performances, or ~~as well as impromptu dramatic presentations.~~

~~In sponsoring a student publication or production, The~~ **School** Board is mindful of the fact that ~~the~~ **a** publication **or production** could be available to any student of the district, and must therefore, ~~generally~~ be suitable for all students. **Building principals, teachers, or supervisors must approve all productions prior to being selected for a public student performance. Publications will be approved in the same manner before being posted publicly .**

The **School** Board of Education is responsible for ensuring the constitutional rights of students are balanced in a reasonable manner with the right of society to maintain a system of public schools which provides an environment conducive to learning. Any materials or articles which are potentially libelous, considered obscene or vulgar, or which will result in a substantial disruption of school activities shall be referred to the building principal for review prior to publication. The building principal shall have final authority to determine the appropriateness of the content of all student publications **and productions**. The building principal shall also have authority to prevent the publication or restrain the publication from distribution, ~~or~~ display, **or performance**.

All student publications and productions ~~are part of the school curriculum and as such~~ will be subject to ~~established student publication~~ **these** guidelines. Students **or staff** who violate the student publication **and production** policy may be subject to disciplinary action in accordance with District policy.

LEGAL REFERENCE: Wisconsin Constitution, Article 1-Section 3

CROSS REFERENCE: 381 Study and Discussion of Controversial Topics

DATE OF ADOPTION: September 16, 1991

REVISED: March 17, 2008, **May 4, 2024**