

School District of River Falls
Finance and Facilities Committee Meeting

Monday, January 13, 2025 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Finance and Facilities Committee members: Mike Miller (Chair), Bo Hirstein, & Alison Page

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**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**

4. **FACILITIES PROJECTS BID UPDATE** **3**
Description: The Director of Finance & Facilities will provide an update on the bids for the facilities projects.
Recommended Action: None, informational only.

5. **2024-25 BUDGET UPDATE** **9**
Description: The Director of Finance & Facilities will provide a 2024-25 budget update.
Recommended Action: None, information only.

6. **REQUEST FOR PROPOSAL (RFP) FOR AUDIT SERVICES DISCUSSION** **28**
Description: The Director of Finance will discuss the RFP for audit services.
Recommended Action: None, informational only.

7. **REVIEW POLICY 672: PURCHASING** **38**
Description:
Administration is recommending updates to Policy 672 as part of the review of policies in the 600s section.
Recommended Action: Approve initial reading of Policy 672: Purchasing.

8. **REVIEW POLICY 761: FREE AND REDUCED PRICE MEALS** **40**
Description: Administration is recommending updates to Policy 761 as part of the review of policies in the 700s section.
Recommended Action: Approve initial reading of Policy 761: Free and Reduced Price Meals.

9. **REVIEW POLICY 830: USE OF SCHOOL FACILITIES AND THE ACCOMPANYING 830-RULE: USE OF DISTRICT FACILITIES** **43**
Description: Administration is recommending updates to Policy 830 & 830-Rule as part of the review of policies in the 800s section.
Recommended Action: Approve initial reading of Policy 830: Use of School Facilities and the accompanying 830-Rule: Use of District Facilities.

10. **REVIEW 910: FACILITY DEVELOPMENT GOALS** **59**
Description: Administration is recommending updates to Policy 910 as part of the review of policies in the 900s section.
Recommended Action: Approve initial reading of Policy 910: Facility Development Goals.

11. **REVIEW POLICY 940: NAMING SCHOOL DISTRICT FACILITIES** **60**
Description: Administration is recommending updates to Policy 940 as part of the review of policies in the 900s section.
Recommended Action: Approve initial reading of Policy 940: Naming School District Facilities.

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

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

Recommended Action: As needed.

13. SCHEDULE NEXT FINANCE & FACILITIES COMMITTEE MEETING

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

Recommended Action: Set the meeting schedule as follows:

Finance and Facilities Committee meeting, Monday, February 10, 2025, 6:00 p.m.

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

14. ADJOURN

Owner: River Falls School District
 Project: Meyer Middle School
 Location: River Falls, WI
 Bid Package: Bid Pack #1
 Bid Date: 19-Dec-24



WS #	Work Scope Description	Low Bid		Alt A-1 (Meyer)	Alt A-2 (Meyer)	Alt H-1 (Meyer)	Alt H-2 (Meyer)	Alt H-3 (Meyer)	Alt E-3 (All)	MC Cabling
		Low Bidder Name	Low Number	Ceiling Demo & Replacement in Unit B	Ceiling Demo & Replacement in Unit D	RTU S-3	RTU S-5	BCU-2		
06A	Carpentry	Parkos	\$156,800	\$17,200	\$15,200					
05A	Metals	ALLOWANCE	\$10,000							
07L	Interior Sealants	Carciofini	\$5,800							
08A	Doors, Frames, & Hardware - Material	Twin City Hardware	\$35,850							
08K	Glass and Glazing	Rice Lake/WE	\$8,678							
09A	Drywall	RTL Construction	\$42,487							
09C	Ceiling and Acoustical Treatment	PCI Madison	\$183,302	\$34,041	\$29,439					
09K	Wall Covering & Painting	Wasche Commercial	\$14,510							
20A	Combined Mechanical	Harris	\$1,660,500			\$244,600	\$274,700	\$233,000		
26A	Electrical	Hunt Electric	\$1,104,750							\$0
	Early Release Electric Equipment		\$92,400							
	Final Cleaning	45,000 SF	\$45,000							
	Floor Protection	40,000 SF	\$80,000							
	TOTAL		\$3,440,077	\$51,241	\$44,639	\$244,600	\$274,700	\$233,000	\$0	
				Accepted	Accepted	Accepted	Accepted	Accepted	Not Accepted	

Award Recommendation	Base Bid	Alt A-1 (Meyer)	Alt A-2 (Meyer)	Alt H-1 (Meyer)	Alt H-2 (Meyer)	Alt H-3 (Meyer)	Alt E-3 (All)	Total
	\$3,440,077	\$51,241	\$44,639	\$244,600	\$274,700	\$233,000	\$0	\$4,288,257

Kraus Anderson Costs		
Construction Bids	Bids above	\$4,288,257
Project General Requirements	ster, toilets, cleaning, temp barricades	\$250,000
Site Services (GC)	Full-time supt. PM's, Trailer, Reimb	\$246,040
Insurance	0.75%	\$35,882
Bonds	1.1%	\$52,627
CM Fee 2%	2.0%	\$95,686
GMP		\$4,968,493

Owner: River Falls School District
 Project: Rocky Branch Elementary
 Location: River Falls, WI
 Bid Package: Bid Pack #1
 Bid Date: 19-Dec-24



WS #	Work Scope Description	Low Bid		Alt E-3 (All)	
		Low Bidder Name	Low Number		
03A	Concrete	Seigfried Construction	\$40,300		
05A	Metals	ALLOWANCE	\$10,000		
06A	Carpentry	Meisinger Construction	\$180,500		
07L	Interior Sealants	Carciofini Company	\$12,500		
08A	Doors, Frames, & Hardware - Material	Twin City Hardware	\$44,130		
08K	Glass and Glazing	Rice Lake/WE	\$3,149		
09A	Drywall	Pinnacle Wall Systems	\$34,770		
09B	Tile	Grazzini	\$54,435		
09C	Ceiling and Acoustical Treatment	PCI Madison	\$83,380		
09K	Wall Covering & Painting	Wasche Commercial	\$27,665		
20A	Combined Mechanical	Harris	\$1,455,600		
26A	Electrical	NEO Electric	\$282,000	\$5,000	
	Final Cleaning	15,400 SF	\$15,400		
	Floor Protection	15,400 SF	\$30,800		
	TOTAL		\$2,274,629	\$5,000	
				Not Accepted	

	Base Bid	Alt E-3 (All)	Total
Award Recommendation	\$2,274,629	\$0	\$2,274,629

Kraus Anderson Costs			
	Construction Bids	Bids above	\$2,274,629
	Project General Requirements	ster, toilets, cleaning, temp barricades	\$125,000
	Site Services (GC)	Full-time supt. PM's, Trailer, Reimb	\$183,830
	Insurance	0.75%	\$19,376
	Bonds	1.1%	\$28,418
	CM Fee 2%	2.0%	\$51,669
	GMP		\$2,682,922

Owner: River Falls School District
 Project: Westside Elementary
 Location: River Falls, WI
 Bid Package: Bid Pack #1
 Bid Date: 19-Dec-24



WS #	Work Scope Description	Low Bid		Alt H-5 (West)	Alt E-3 (All)	
		Low Bidder Name	Low Number	Alternate Boiler	MC Cabling	
03A	Concrete	Seigfried Construction	\$74,200			
06A	Carpentry	Meisinger Construction	\$272,800			
07L	Interior Sealants	Carciofini	\$14,535			
08A	Doors, Frames, & Hardware - Material	Twin City Hardware	\$79,070			
08K	Glass and Glazing	Rice Lake/WE	\$3,465			
09A	Drywall	Custom Drywall	\$70,895			
09B	Tile	Grazzini	\$93,625			
09C	Ceiling and Acoustical Treatment	Acoustics Associates	\$101,000			
09K	Wall Covering & Painting	Wasche Commercial	\$30,550			
20A	Combined Mechanical	Harris	\$1,286,900	TBD		
26A	Electrical	NEO Electric	\$380,500		\$5,000	
31A	Site Clearing & Earthwork	Total Excavating	\$81,696			
32A	Asphalt Paving	Monarch Paving	\$15,500			
32B	Concrete Paving (Included in 03A)					
	Early Release Electric Equipment	NEO Electric	\$135,850			
	Final Cleaning	28,300 SF	\$28,300			
	Floor Protection	13,000 SF	\$26,000			
TOTAL			\$2,694,886	\$0	\$5,000	
				Not Accepted	Not Accepted	

	Base Bid	Alt E-3 (All)	Total
Award Recommendation	\$2,694,886	\$0	\$2,694,886

Kraus Anderson Costs			
Construction Bids	Bids above		\$2,694,886
Project General Requirements	ter, toilets, cleaning, temp barricades		\$125,000
Site Services (GC)	Full-time supt. PM's, Trailer, Reimb		\$183,830
Insurance	0.75%		\$22,528
Bonds	1.1%		\$33,041
CM Fee 2%	2.0%		\$60,074
GMP			\$3,119,359

Fd	Src	Src	2023-24 FY Activity	2024-25 Original Budget	2024-25 FYTD Activity	2024-25 FYTD %	2023-24 FYTD %
10		GENERAL FUND					
10 211		PROPERTY TAX	15,672,122.01	17,623,254.00	0.00	0.00	0.00
10 213		MOBILE HOME TAX	13,983.99	13,000.00	0.00	0.00	0.00
10 249		BUS TRANSPORTATION REVENUE	13,233.68	18,000.00	6,860.81	38.12	22.32
10 264		Non-Cap Asset Sales	2,164.21	1,000.00	57.50	5.75	57.82
10 271		ADMISSIONS	56,473.75	45,000.00	27,996.00	62.21	74.83
10 284		INTEREST EARNINGS	551,389.29	325,000.00	189,320.42	58.25	39.44
10 291		GIFTS	33,622.95	40,000.00	27,998.50	70.00	49.36
10 292		STUDENT FEES	241,635.03	235,000.00	133,460.30	56.79	55.00
10 293		RENTALS	10,725.50	7,000.00	6,410.18	91.57	42.74
10 297		STUDENT FINES	305.75	0.00	0.00	0.00	0.00
10 343		CO-CURRICULAR COST SHARING	18,369.87	14,000.00	0.00	0.00	0.00
10 345		OPEN ENROLLMENT	1,623,177.00	1,791,780.00	0.00	0.00	0.00
10 348		TRANSPORTATION FEES - OTHR WI	3,912.33	5,000.00	2,432.34	48.65	12.21
10 515		STATE AID THRU CESA	738.00	0.00	0.00	0.00	0.00
10 517		FEDERAL AID THRU CESA	0.00	3,500.00	0.00	0.00	0.00
10 612		TRANSPORTATION AID	82,372.86	85,000.00	0.00	0.00	0.00
10 613		LIBRARY AID	257,582.00	260,000.00	0.00	0.00	0.00
10 619		OTHER STATE CATEGORICAL AID	24,062.27	2,000.00	2,706.75	135.34	0.00
10 621		STATE EQUALIZATION AID	21,606,334.00	21,889,139.00	3,417,560.00	15.61	13.78
10 630		STATE GRANT	196,170.11	76,000.00	0.00	0.00	0.00
10 660		DNR - PILT PROGRAM PAYMENTS	40,016.10	41,000.00	0.00	0.00	0.00
10 691		TAX EXEMPT COMPUTER AID	48,251.82	142,488.00	0.00	0.00	0.00
10 695		PER PUPIL AID	2,513,154.00	2,514,638.00	0.00	0.00	0.00
10 699		State Grant-Misc	333,999.00	239,797.00	0.00	0.00	0.00
10 713		VOCATIONAL ED. ACT	24,211.35	23,429.00	0.00	0.00	0.00
10 730		FEDERAL GRANT	209,673.43	81,842.00	0.00	0.00	0.41
10 751		TITLE 1 GRANT	242,921.72	247,217.00	0.00	0.00	0.00
10 780		SBS MEDICAID	148,020.42	125,000.00	0.00	0.00	0.01
10 861		CAPITAL ASSET SALE	3,013.60	5,000.00	3,223.20	64.46	30.74
10 878		CAPITAL LEASES	585,558.31	0.00	0.00	0.00	0.00
10 964		INSURANCE	21,272.37	0.00	0.00	0.00	20.15
10 971		INS DIV / E-RATE	133,118.07	130,000.00	134,624.81	103.56	119.73
10 990		MISC. REFUND	78,874.79	5,000.00	18,728.00	374.56	64.34
10 ---		GENERAL FUND	44,790,459.58	45,989,084.00	3,971,378.81	8.63	8.07
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21		SPECIAL REVENUE FUND					
21 001		PRIOR YR CARRYOVER FUNDS	0.00	0.00	0.00	0.00	0.00
21 262		NON-CAP FOR RESALE	143,605.59	0.00	35,291.50	0.00	0.00
21 279		OTHER SCHOOL ACTIVITY INCOME	166,778.69	0.00	13,783.11	0.00	0.00
21 291		GIFTS	472,429.46	0.00	188,546.43	0.00	0.00
21 ---		SPECIAL REVENUE FUND	782,813.74	0.00	237,621.04	0.00	0.00
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27		SPECIAL EDUCATION FUND					
27 110		OPERATING TRANSFER/GENERAL	4,214,124.46	4,568,789.00	0.00	0.00	0.00
27 346		TUITION - 66:30	74,134.86	75,654.00	0.00	0.00	5.90
27 446			6,409.61	0.00	0.00	0.00	0.00
27 611		HANDICAPPED AID	1,685,277.00	1,975,498.00	266,690.00	13.50	14.58
27 697		Transition Grant	15,277.08	20,000.00	0.00	0.00	0.00
27 699		State Grant-Misc	24,307.96	25,364.00	2,835.42	11.18	0.00

<u>Fd</u>	<u>Src</u>	<u>Src</u>	2023-24 <u>FY Activity</u>	2024-25 <u>Original Budget</u>	2024-25 <u>FYTD Activity</u>	2024-25 <u>FYTD %</u>	2023-24 <u>FYTD %</u>
27		SPECIAL EDUCATION FUND					
27	730	FEDERAL GRANT	879,408.47	835,340.00	0.00	0.00	0.00
27	780	SBS MEDICAID	85,736.81	100,000.00	78.00	0.08	0.00
27	990	MISC. REFUND	150.00	0.00	100.00	0.00	0.00
27	---	SPECIAL EDUCATION FUND	6,984,826.25	7,600,645.00	269,703.42	3.55	3.68
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39		REFERENDUM APPROVED DEBT SRVC					
39	211	PROPERTY TAX	6,966,724.99	7,908,636.00	0.00	0.00	0.00
39	284	INTEREST EARNINGS	56,174.49	65,000.00	72,543.31	111.61	314.28
39	968	DEBT ISSUE PREMIUM & ACC. INT.	432,648.00	0.00	367,761.65	0.00	0.00
39	---	REFERENDUM APPROVED DEBT SRVC	7,455,547.48	7,973,636.00	440,304.96	5.52	0.23
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46		LONG TERM CAPTL IMPVMNT TRUST					
46	110	OPERATING TRANSFER/GENERAL	1,050,000.00	0.00	0.00	0.00	0.00
46	284	INTEREST EARNINGS	9,548.45	15,000.00	17,879.84	119.20	693.73
46	---	LONG TERM CAPTL IMPVMNT TRUST	1,059,548.45	15,000.00	17,879.84	119.20	1.38
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49		CONSTRUCTION ACCOUNT					
49	284	INTEREST EARNINGS	52,058.22	850,000.00	280,475.75	33.00	0.00
49	873	LONG TERM NOTES	28,000,000.00	0.00	0.00	0.00	0.00
49	---	CONSTRUCTION ACCOUNT	28,052,058.22	850,000.00	280,475.75	33.00	0.00
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50		FOOD SERVICE FUND					
50	251	PUPILS	725,578.20	766,869.00	257,655.85	33.60	34.58
50	252	ADULTS	21,229.70	22,325.00	6,885.60	30.84	44.23
50	259	OTHER FOOD SERV. SALES	469,213.74	505,825.00	160,347.55	31.70	28.14
50	284	INTEREST EARNINGS	8.41	0.00	3.08	0.00	0.00
50	617	FOOD SERVICE AID-STATE	24,941.12	0.00	0.00	0.00	0.00
50	715	CASH IN LIEU OF COMMODITIES	79,446.00	80,000.00	92,090.00	115.11	55.79
50	717	FOOD SERVICE AID-FEDERAL	600,179.27	616,716.00	128,377.86	20.82	20.68
50	---	FOOD SERVICE FUND	1,920,596.44	1,991,735.00	645,359.94	32.40	30.15
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60		CUSTODIAL FUND					
60	001	PRIOR YR CARRYOVER FUNDS	544.13	0.00	0.00	0.00	0.00
60	262	NON-CAP FOR RESALE	51,990.34	0.00	3,085.50	0.00	0.00
60	279	OTHER SCHOOL ACTIVITY INCOME	32,056.04	0.00	13,209.17	0.00	0.00
60	291	GIFTS	19,559.26	0.00	5,725.00	0.00	0.00
60	---	CUSTODIAL FUND	104,149.77	0.00	22,019.67	0.00	0.00
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<u>Fd</u>	<u>Src</u>	<u>Src</u>	<u>2023-24</u> <u>FY Activity</u>	<u>2024-25</u> <u>Original Budget</u>	<u>2024-25</u> <u>FYTD Activity</u>	<u>2024-25</u> <u>FYTD %</u>	<u>2023-24</u> <u>FYTD %</u>
73		PENSION AND OPEB TRUST FUND					
73	284	INTEREST EARNINGS	76,038.72	65,000.00	20,685.06	31.82	27.07
73	951	OPEB ADC CONTRIBUTION	624,116.00	625,000.00	0.00	0.00	0.00
73	---	PENSION AND OPEB TRUST FUND	700,154.72	690,000.00	20,685.06	5.83	5.10
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80		COMMUNITY SERVICE FUND					
80	211	PROPERTY TAX	220,000.00	220,000.00	0.00	0.00	0.00
80	272	DUES	917,568.75	991,000.00	614,386.34	62.00	67.27
80	284	INTEREST EARNINGS	6.24	0.00	3.54	0.00	0.00
80	291	GIFTS	2,685.00	0.00	1,065.00	0.00	348.00
80	---	COMMUNITY SERVICE FUND	1,140,259.99	1,211,000.00	615,454.88	50.82	53.25
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Number of Accounts: 391

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

<u>Fd</u>	<u>Obj</u>	<u>Obj</u>	2023-24 <u>FY Activity</u>	2024-25 <u>Original Budget</u>	2024-25 <u>FYTD Activity</u>	2024-25 <u>FYTD %</u>	2023-24 <u>FYTD %</u>
10		GENERAL FUND					
10 1--		EMPLOYEE SALARIES	20,884,880.78	21,792,516.00	6,530,821.58	29.97	29.02
10 2--		EMPLOYEE BENEFITS	7,986,181.83	8,648,005.00	3,056,215.71	35.34	37.06
10 3--		PURCHASED SERVICES	6,896,278.22	7,676,893.00	2,083,612.96	27.03	25.22
10 4--		NON-CAPITAL OBJECTS	1,759,232.20	1,682,080.00	611,673.50	36.36	31.15
10 5--		CAPITAL OBJECTS	850,267.39	657,498.00	687,966.25	104.63	11.45
10 6--		DEBT RETIREMENT	353,603.71	383,500.00	110,109.29	28.71	57.08
10 7--		INSURANCE & JUDGMENTS	336,327.95	400,000.00	401,211.34	100.30	97.16
10 8--		OPERATING TRANSFERS-OUT	5,264,124.46	4,568,789.00	0.00	0.00	0.00
10 9--		OTHER OBJECTS	132,193.02	179,803.00	66,322.17	36.89	22.79
10 ---		GENERAL FUND	44,463,089.56	45,989,084.00	13,547,932.80	29.44	27.45
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21		SPECIAL REVENUE FUND					
21 1--		EMPLOYEE SALARIES	172.09	0.00	0.00	0.00	0.00
21 2--		EMPLOYEE BENEFITS	540.63	0.00	11.68	0.00	0.00
21 3--		PURCHASED SERVICES	100,113.09	0.00	18,685.85	0.00	0.00
21 4--		NON-CAPITAL OBJECTS	459,512.90	0.00	180,644.03	0.00	0.00
21 5--		CAPITAL OBJECTS	15,049.00	0.00	0.00	0.00	0.00
21 9--		OTHER OBJECTS	130,674.83	0.00	30,601.61	0.00	0.00
21 ---		SPECIAL REVENUE FUND	706,062.54	0.00	229,943.17	0.00	0.00
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27		SPECIAL EDUCATION FUND					
27 1--		EMPLOYEE SALARIES	4,841,042.24	5,350,345.00	1,376,273.15	25.72	25.20
27 2--		EMPLOYEE BENEFITS	1,884,325.04	2,021,356.00	586,091.77	28.99	29.27
27 3--		PURCHASED SERVICES	105,319.77	157,173.00	44,654.32	28.41	26.50
27 4--		NON-CAPITAL OBJECTS	34,143.45	51,800.00	19,983.85	38.58	42.49
27 5--		CAPITAL OBJECTS	108,481.50	4,221.00	0.00	0.00	0.00
27 9--		OTHER OBJECTS	11,514.25	15,750.00	2,736.95	17.38	19.63
27 ---		SPECIAL EDUCATION FUND	6,984,826.25	7,600,645.00	2,029,740.04	26.70	26.07
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39		REFERENDUM APPROVED DEBT SRVC					
39 6--		DEBT RETIREMENT	5,608,603.00	10,131,543.00	781,102.50	7.71	16.33
39 ---		REFERENDUM APPROVED DEBT	5,608,603.00	10,131,543.00	781,102.50	7.71	16.33
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46		LONG TERM CAPTL IMPVMNT TRUST					
46 3--		PURCHASED SERVICES	670,370.41	650,000.00	231,238.00	35.58	107.26
46 ---		LONG TERM CAPTL IMPVMNT T	670,370.41	650,000.00	231,238.00	35.58	107.26
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Fd	Obj	Obj	2023-24 FY Activity	2024-25 Original Budget	2024-25 FYTD Activity	2024-25 FYTD %	2023-24 FYTD %
49		CONSTRUCTION ACCOUNT					
49	3--	PURCHASED SERVICES	244,904.78	10,678,000.00	894,079.51	8.37	0.00
49	5--	CAPITAL OBJECTS	0.00	220,000.00	405,111.59	184.14	0.00
49	7--	INSURANCE & JUDGMENTS	0.00	0.00	2,428.00	0.00	0.00
49	---	CONSTRUCTION ACCOUNT	244,904.78	10,898,000.00	1,301,619.10	11.94	0.00
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50		FOOD SERVICE FUND					
50	1--	EMPLOYEE SALARIES	11,839.22	13,000.00	3,289.34	25.30	22.60
50	2--	EMPLOYEE BENEFITS	1,656.42	2,035.00	461.24	22.67	20.11
50	3--	PURCHASED SERVICES	1,068,071.94	977,926.00	257,512.19	26.33	26.02
50	4--	NON-CAPITAL OBJECTS	1,025,008.58	965,858.00	287,508.85	29.77	33.97
50	5--	CAPITAL OBJECTS	78,418.55	0.00	0.00	0.00	0.00
50	9--	OTHER OBJECTS	25,125.57	32,916.00	9,033.25	27.44	65.28
50	---	FOOD SERVICE FUND	2,210,120.28	1,991,735.00	557,804.87	28.01	29.42
=====							
60		CUSTODIAL FUND					
60	2--	EMPLOYEE BENEFITS	0.00	0.00	35.42	0.00	0.00
60	9--	OTHER OBJECTS	104,209.77	0.00	22,754.71	0.00	0.00
60	---	CUSTODIAL FUND	104,209.77	0.00	22,790.13	0.00	0.00
=====							
73		PENSION AND OPEB TRUST FUND					
73	9--	OTHER OBJECTS	519,228.10	625,000.00	0.00	0.00	0.00
73	---	PENSION AND OPEB TRUST FU	519,228.10	625,000.00	0.00	0.00	0.00
=====							
80		COMMUNITY SERVICE FUND					
80	1--	EMPLOYEE SALARIES	718,902.89	761,109.00	377,563.45	49.61	51.05
80	2--	EMPLOYEE BENEFITS	183,832.60	179,297.00	89,335.69	49.83	49.36
80	3--	PURCHASED SERVICES	89,787.32	98,650.00	39,834.10	40.38	36.11
80	4--	NON-CAPITAL OBJECTS	72,906.08	85,000.00	25,382.41	29.86	52.03
80	5--	CAPITAL OBJECTS	546.42	0.00	0.00	0.00	0.00
80	9--	OTHER OBJECTS	96,703.58	98,800.00	62,399.31	63.16	62.50
80	---	COMMUNITY SERVICE FUND	1,162,678.89	1,222,856.00	594,514.96	48.62	50.47
=====							
Grand Expense Totals			62,674,093.58	79,108,863.00	19,296,685.57	24.38	28.35

Number of Accounts: 2342

<u>Fd</u> <u>Fd</u>	<u>Beginning Balance</u>	<u>November 2024-25 Beginning Balance</u>	<u>Month End Balance Current Year</u>	<u>Month End Balance Prior Year</u>
10 GENERAL FUND	14,569,815.18CR	8,432,818.73CR	4,993,261.19CR	5,738,864.99CR
21 SPECIAL REVENUE FUND	456,491.78CR	489,200.63CR	464,169.65CR	810,432.64CR
27 SPECIAL EDUCATION FUND	0.00	1,363,371.66	1,760,036.62	1,530,306.20
39 REFERENDUM APPROVED DEBT SRVC	3,086,149.52CR	2,364,069.27CR	2,745,351.98CR	409,441.40CR
46 LONG TERM CAPTL IMPVMNT TRUST	1,056,441.01CR	872,756.07CR	843,082.85CR	3,829.87CR
49 CONSTRUCTION ACCOUNT	27,807,153.44CR	27,056,504.72CR	26,786,010.09CR	0.00
50 FOOD SERVICE FUND	400,206.68CR	503,385.50CR	487,761.75CR	665,367.17CR
60 CUSTODIAL FUND	55,440.17CR	54,526.43CR	54,669.71CR	98,704.16CR
73 PENSION AND OPEB TRUST FUND	4,724,287.78CR	4,744,972.84CR	4,744,972.84CR	4,560,959.00CR
80 COMMUNITY SERVICE FUND	177,711.47CR	222,310.46CR	198,651.39CR	229,110.87CR
Grand Equity Totals	52,333,697.03CR	43,377,172.99CR	39,557,894.83CR	10,986,403.90CR

Number of Accounts: 140

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

Financial Reporting

River Falls

Fund(s)

10

21

27

39

46

49

50

BAIRD

Fiscal Year

Project Code

Location

2025

All

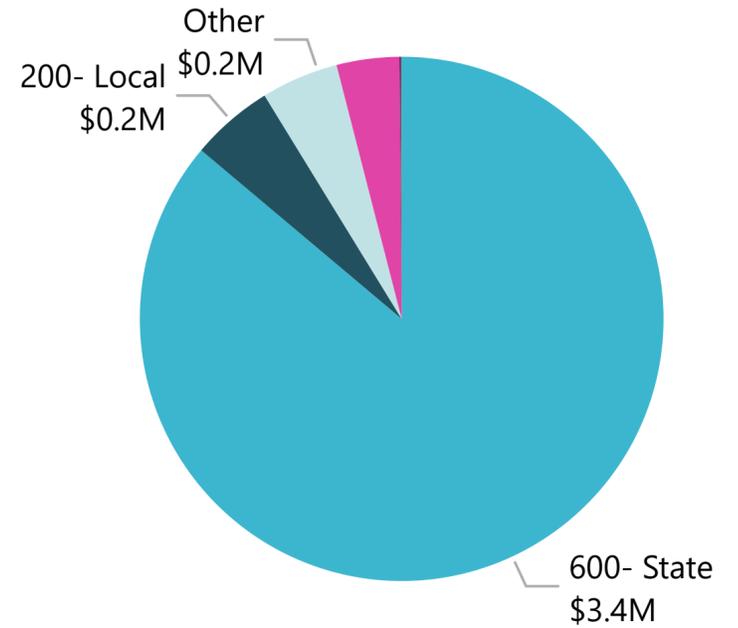
All

Revenues by Source

Revenue Source

Activity

200- Local	\$202,783
300- Interdistrict	\$2,432
500- Intermediate	\$0
600- State	\$3,420,267
700- Federal	\$0
800- Other Financing	\$3,223
900- Other	\$153,353



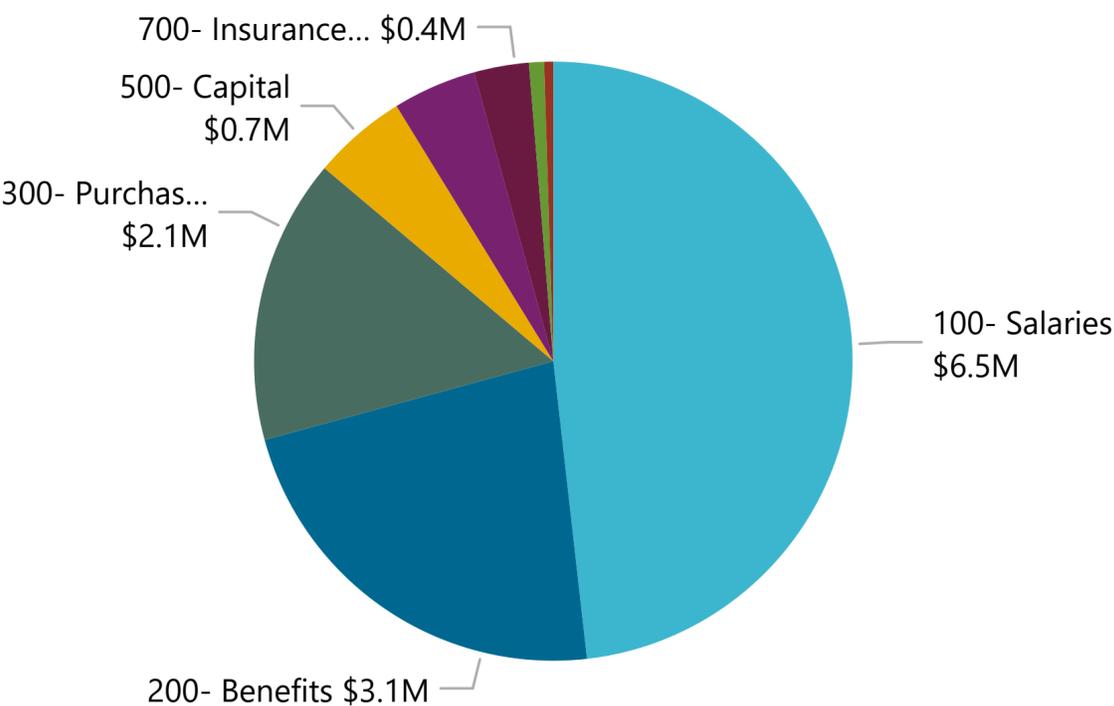
Total

\$3,971,379

Expenditures by Object

Expense Object

Activity



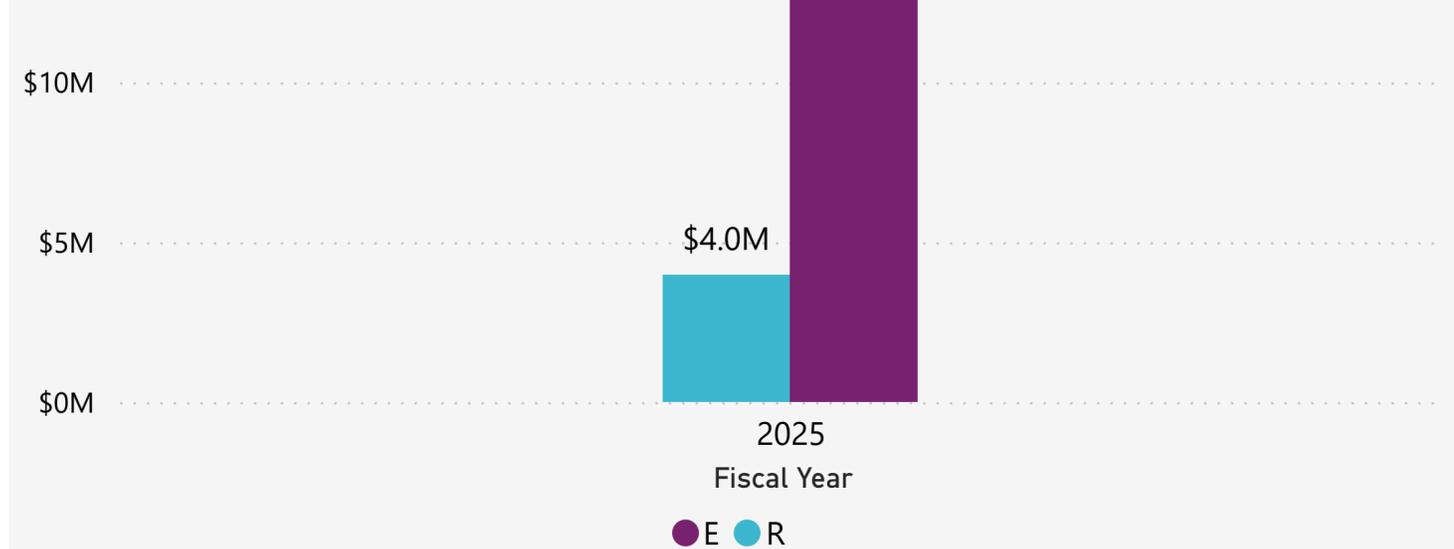
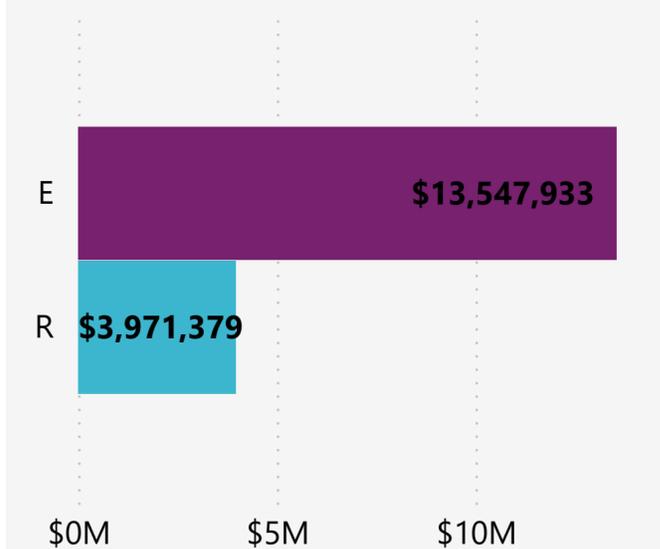
100- Salaries	\$6,530,822
200- Benefits	\$3,056,216
300- Purchased Services	\$2,083,613
400- Non Capital	\$611,674
500- Capital	\$687,966
600- Debt Retirement	\$110,109
700- Insurance & Judgements	\$401,211
800- Transfers	\$0
900- Other	\$66,322

Total

\$13,547,933

Revenue and Expense Summary

Revenue and Expense by Year



Financial Reporting

River Falls

Fund(s)



BAIRD

Fiscal Year

Project Code

Location

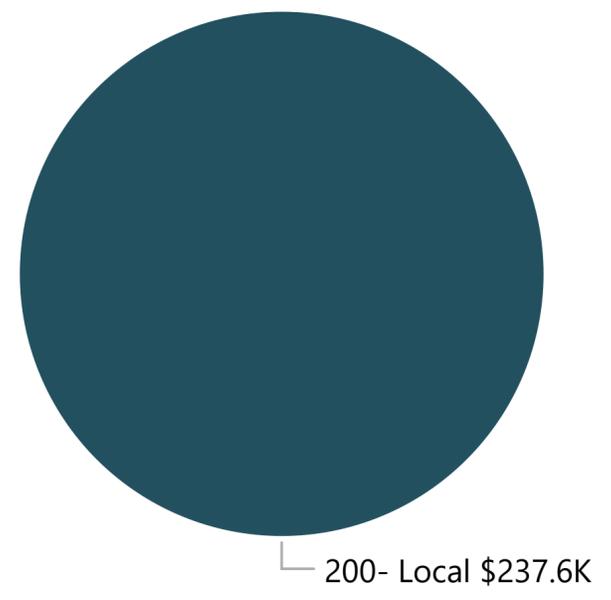
Revenues by Source

2025

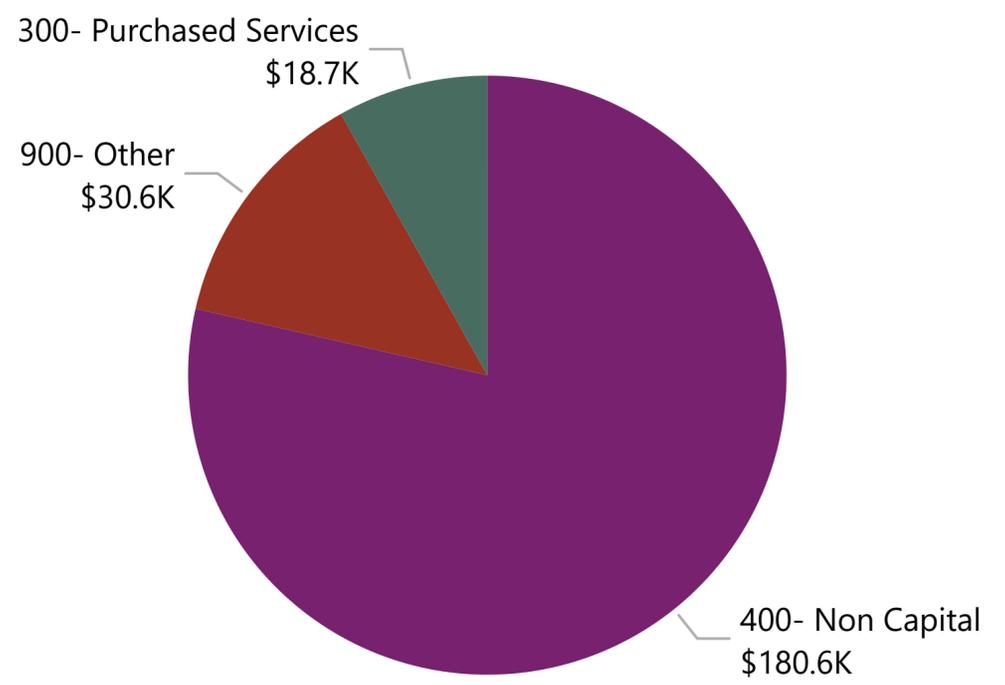
All

All

Revenue Source	Activity
200- Local	\$237,621
Total	\$237,621

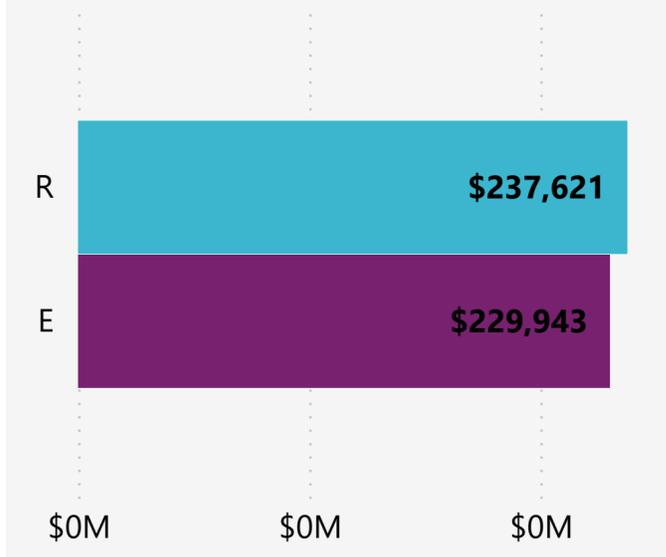


Expenditures by Object

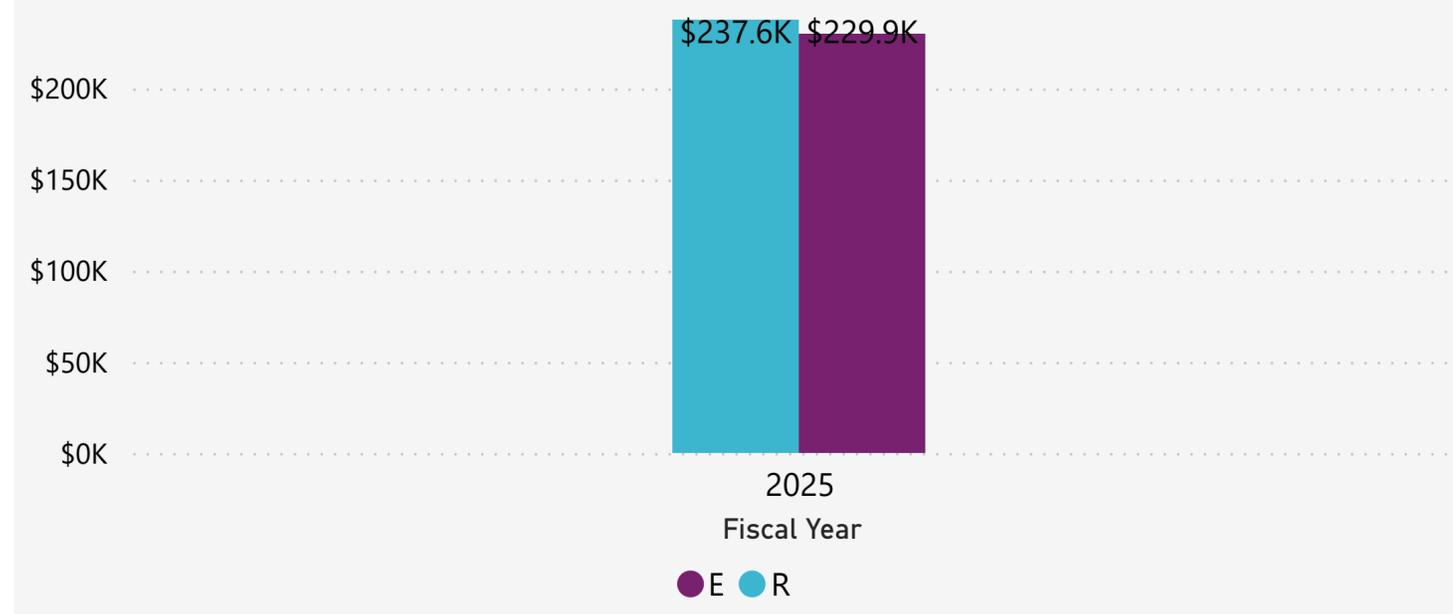


Expense Object	Activity
200- Benefits	\$12
300- Purchased Services	\$18,686
400- Non Capital	\$180,644
900- Other	\$30,602
Total	\$229,943

Revenue and Expense Summary



Revenue and Expense by Year



Financial Reporting

River Falls

Fund(s)

- 10
- 21
- 27
- 39
- 46
- 49
- 50

BAIRD

Fiscal Year

Project Code

Location

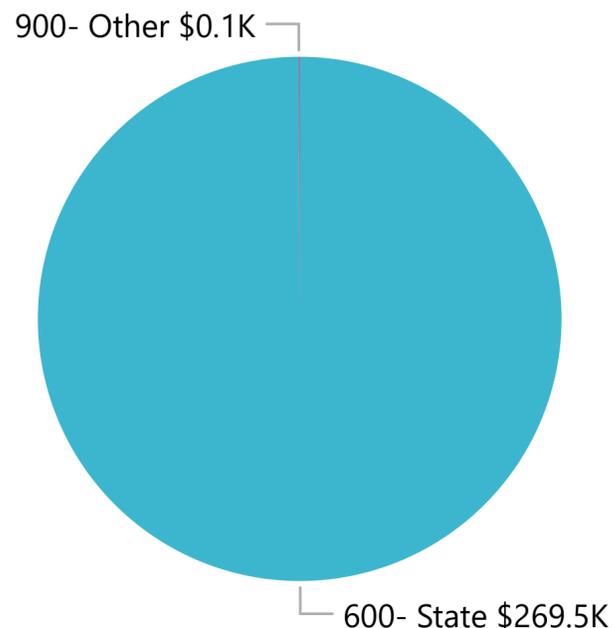
2025

All

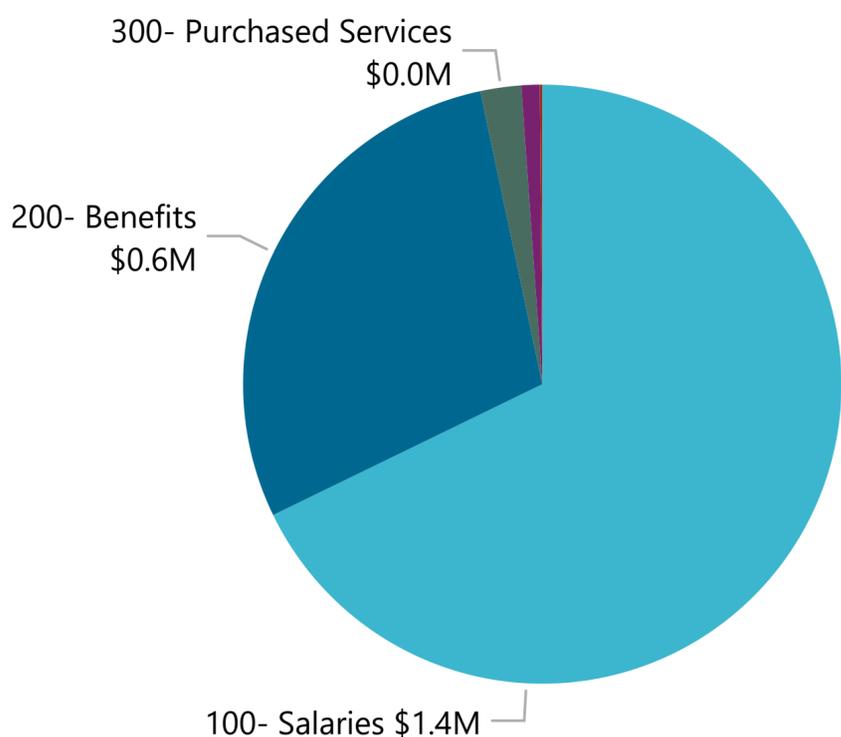
All

Revenues by Source

Revenue Source	Activity
100- Fund Transfers	\$0
300- Interdistrict	\$0
600- State	\$269,525
700- Federal	\$78
900- Other	\$100
Total	\$269,703

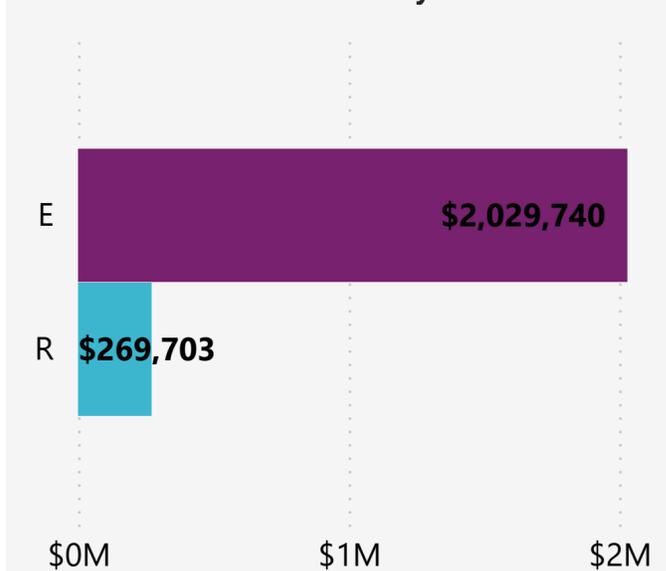


Expenditures by Object

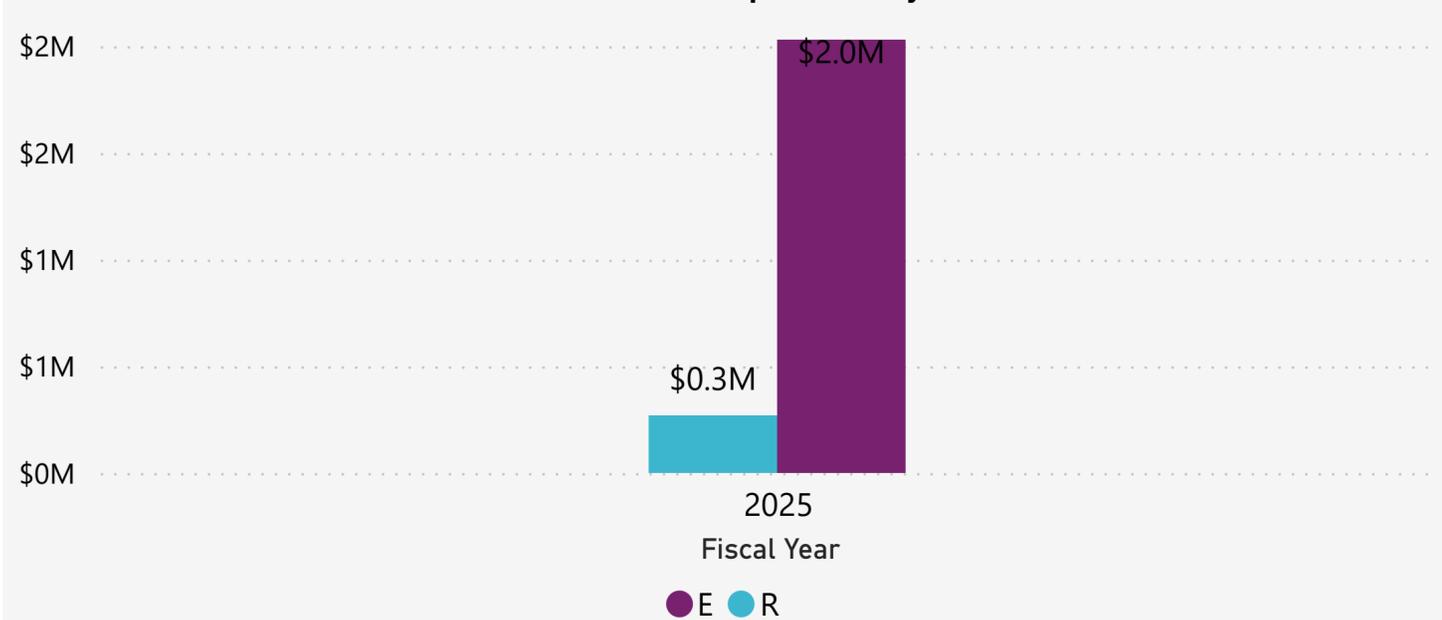


Expense Object	Activity
100- Salaries	\$1,376,273
200- Benefits	\$586,092
300- Purchased Services	\$44,654
400- Non Capital	\$19,984
500- Capital	\$0
900- Other	\$2,737
Total	\$2,029,740

Revenue and Expense Summary



Revenue and Expense by Year



Financial Reporting

River Falls

Fund(s)



Fiscal Year

Project Code

Location

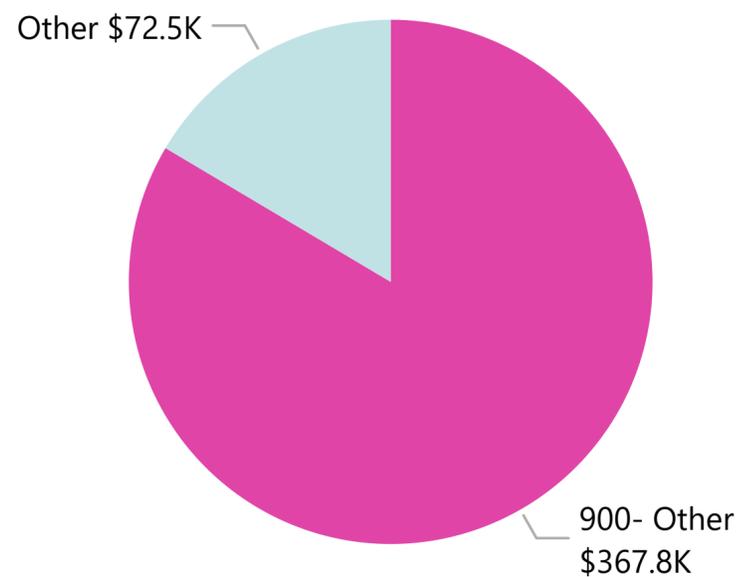
Revenues by Source

2025

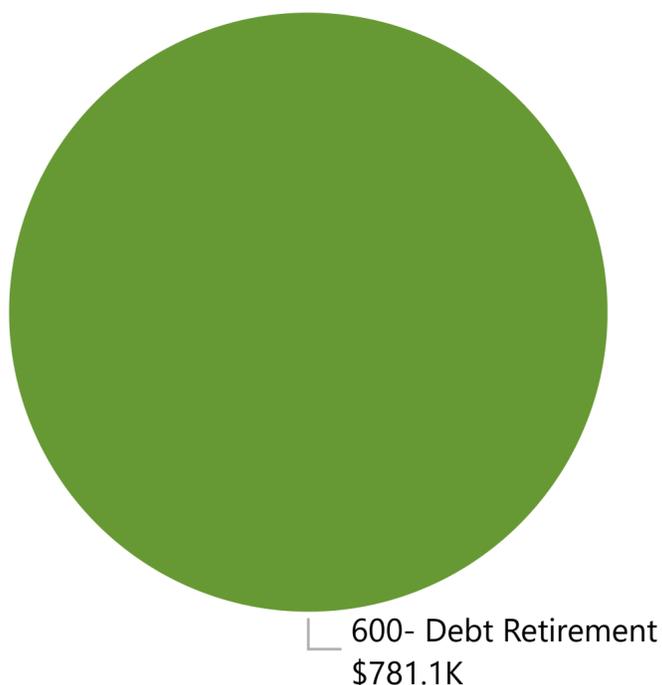
All

All

Revenue Source	Activity
200- Local	\$0
900- Other	\$367,762
Other	\$72,543
Total	\$440,305

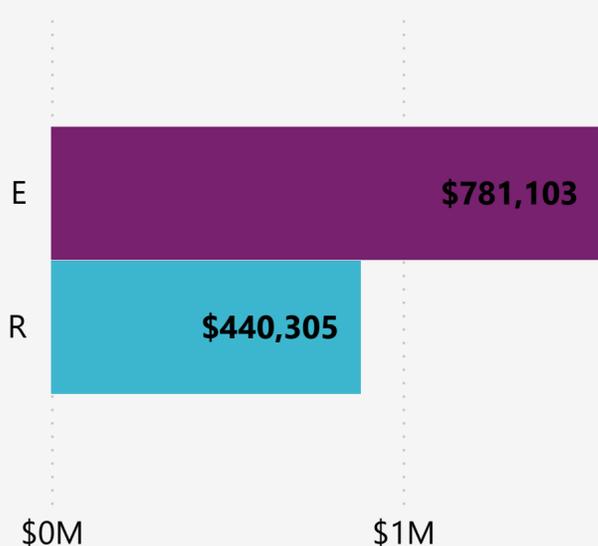


Expenditures by Object

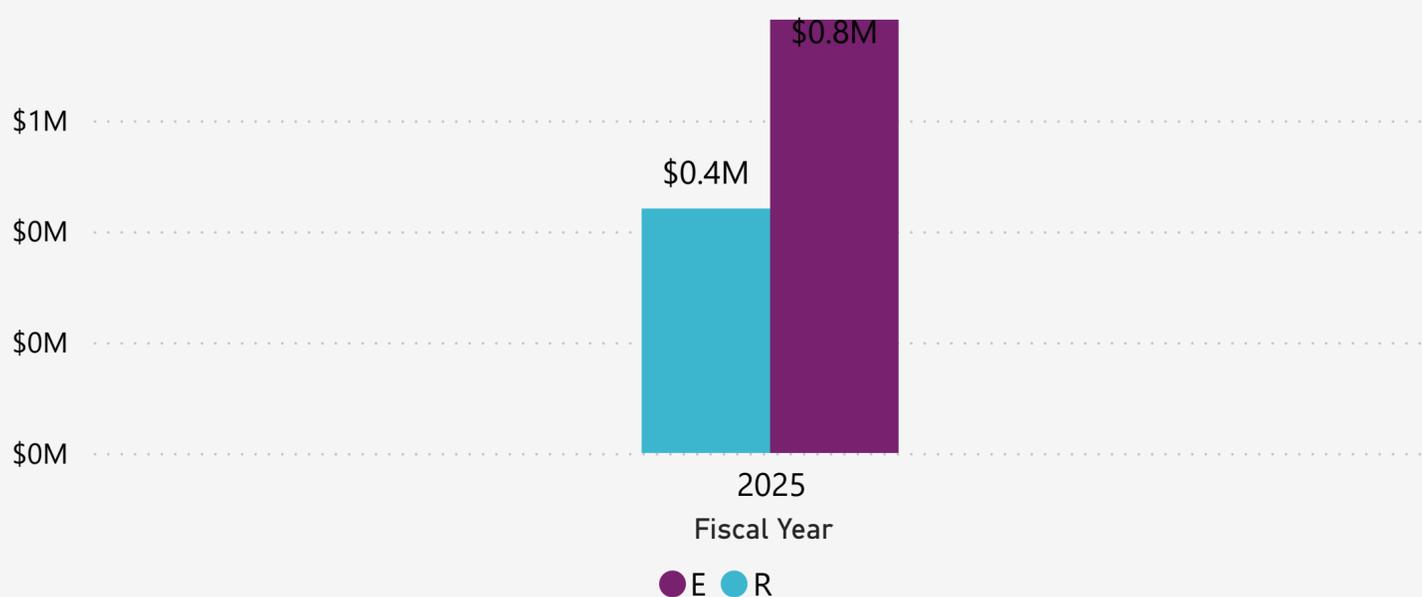


Expense Object	Activity
600- Debt Retirement	\$781,103
Total	\$781,103

Revenue and Expense Summary



Revenue and Expense by Year



Financial Reporting

River Falls

Fund(s)



BAIRD

Fiscal Year

2025

Project Code

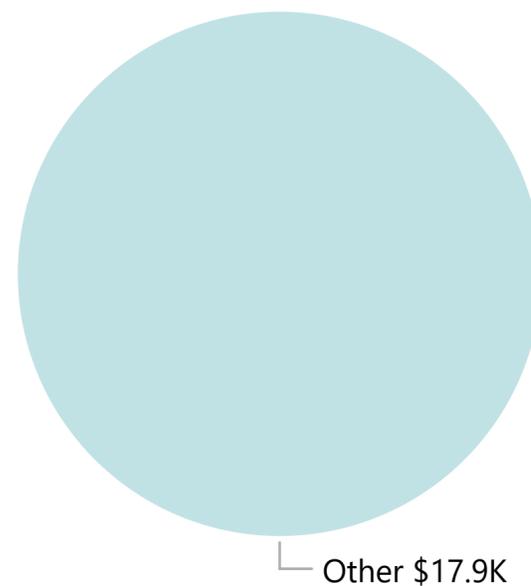
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Location

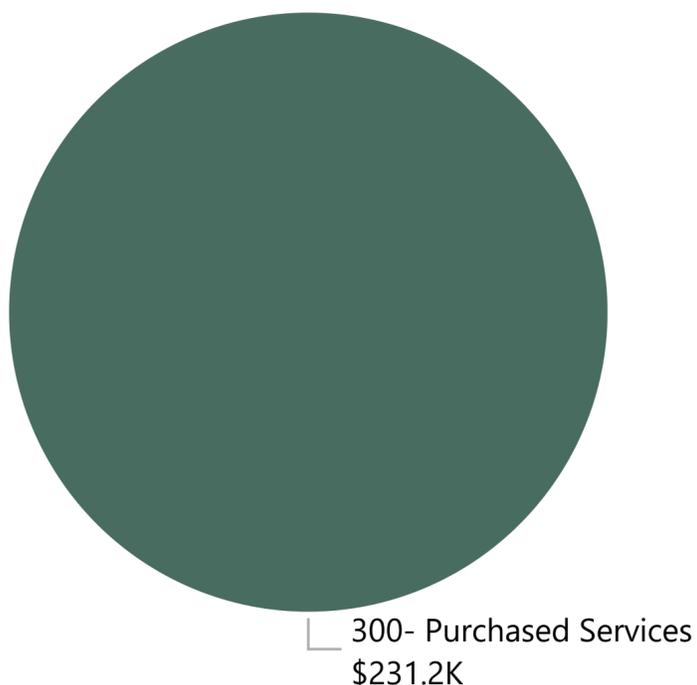
All

Revenues by Source

Revenue Source	Activity
Other	\$17,880
Total	\$17,880

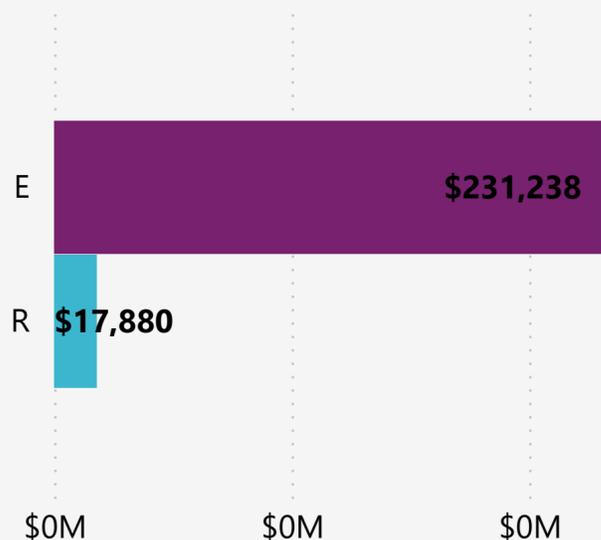


Expenditures by Object

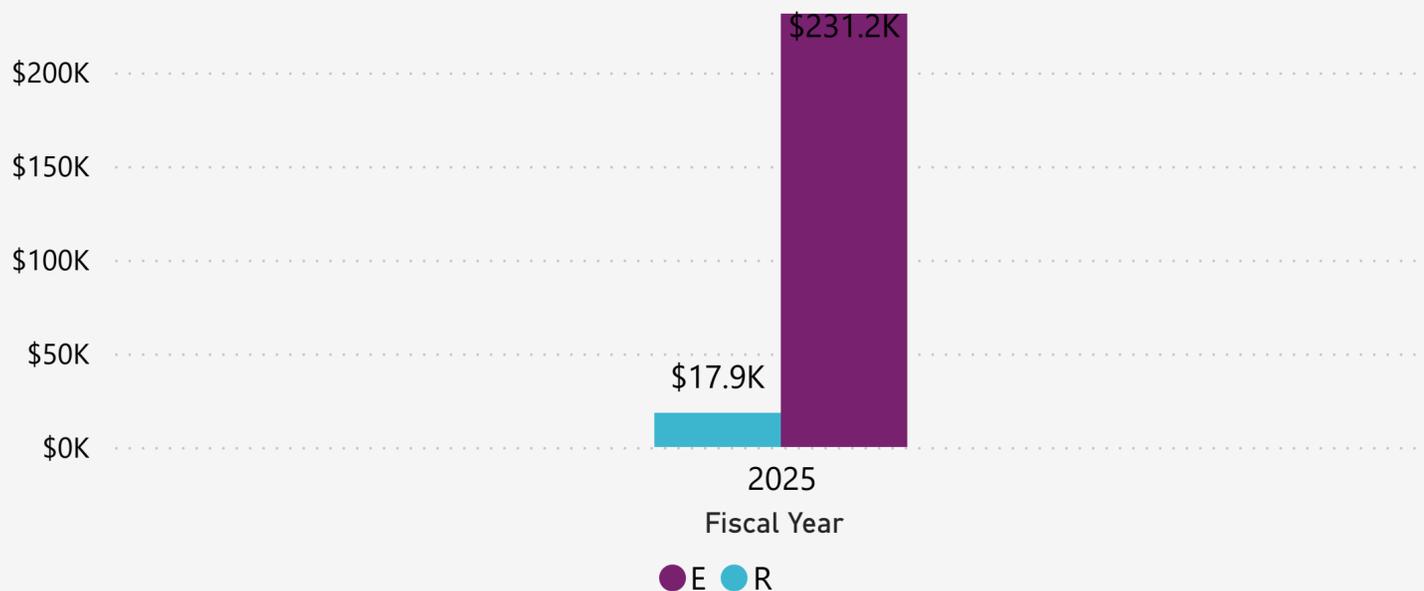


Expense Object	Activity
300- Purchased Services	\$231,238
Total	\$231,238

Revenue and Expense Summary



Revenue and Expense by Year



Financial Reporting

River Falls

Fund(s)



BAIRD

Fiscal Year

2025

Project Code

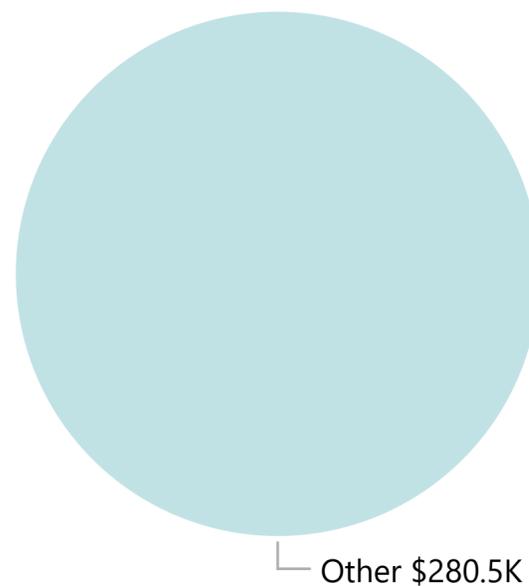
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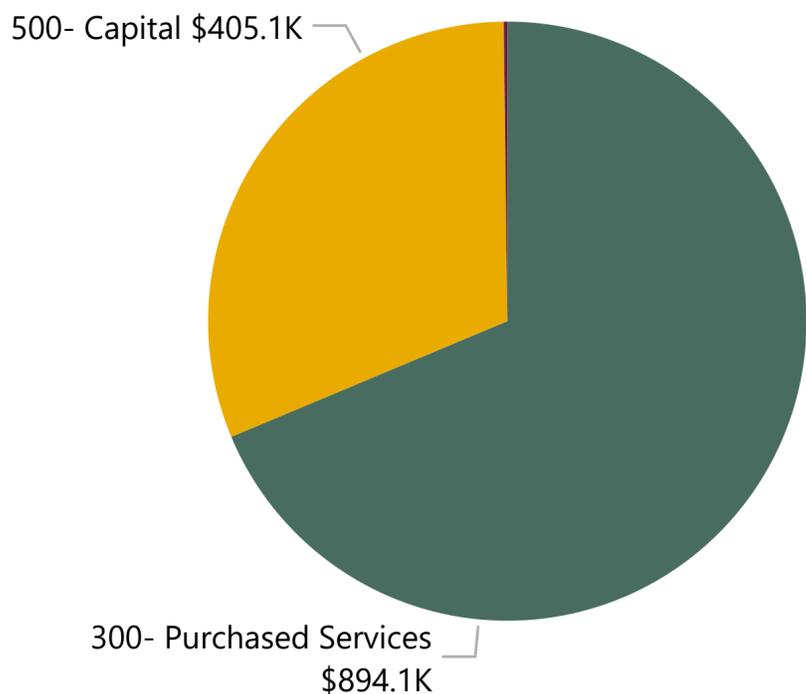
All

Revenues by Source

Revenue Source	Activity
Other	\$280,476
Total	\$280,476

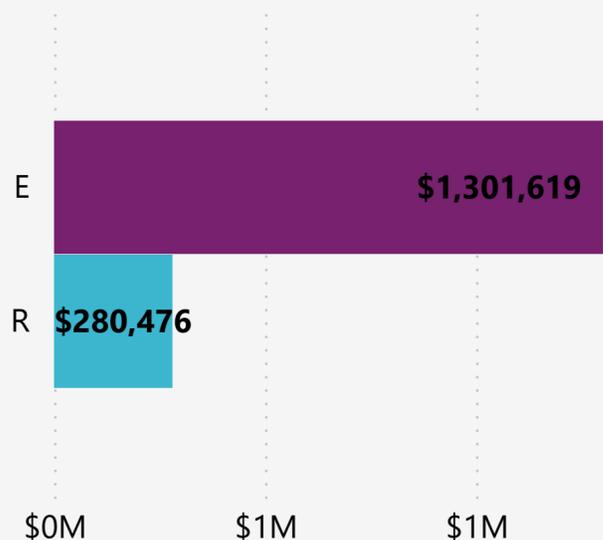


Expenditures by Object

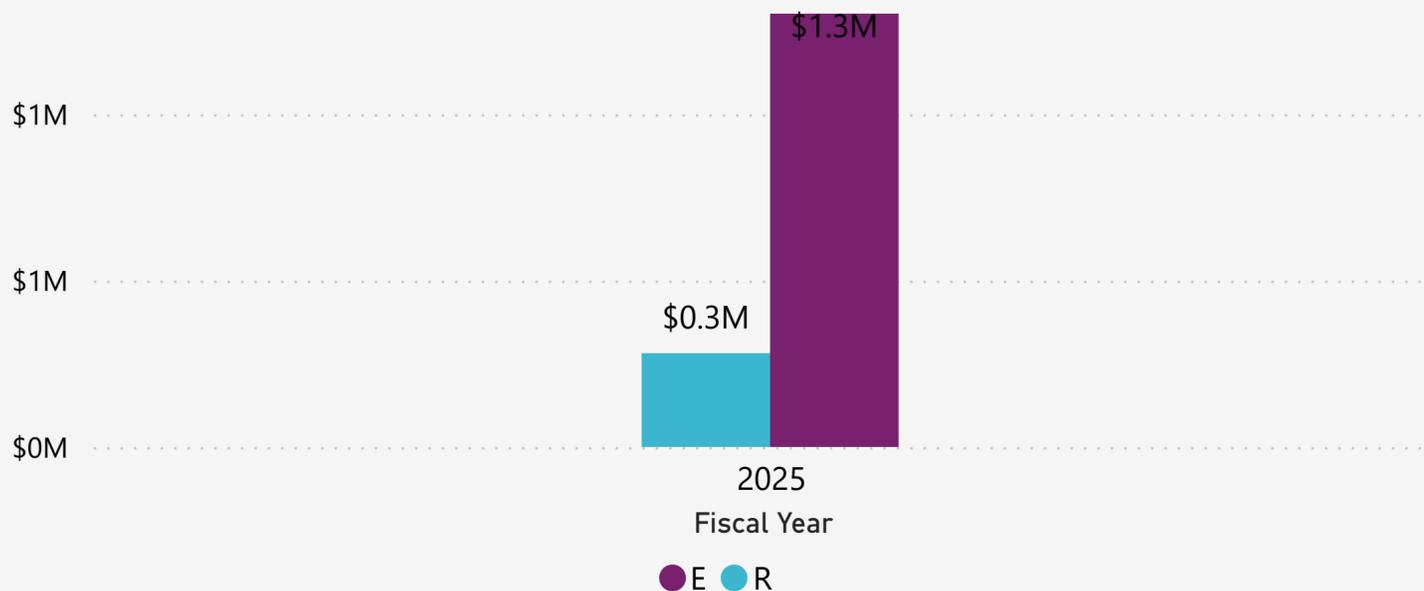


Expense Object	Activity
300- Purchased Services	\$894,080
500- Capital	\$405,112
700- Insurance & Judgements	\$2,428
Total	\$1,301,619

Revenue and Expense Summary



Revenue and Expense by Year



Financial Reporting

River Falls

Fund(s)

- 10
- 21
- 27
- 39
- 46
- 49
- 50

BAIRD

Fiscal Year

2025

Project Code

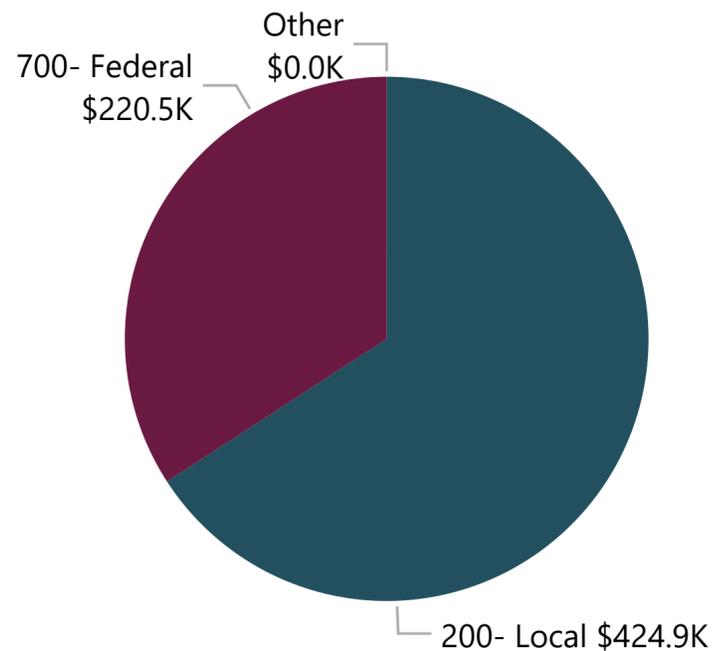
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Location

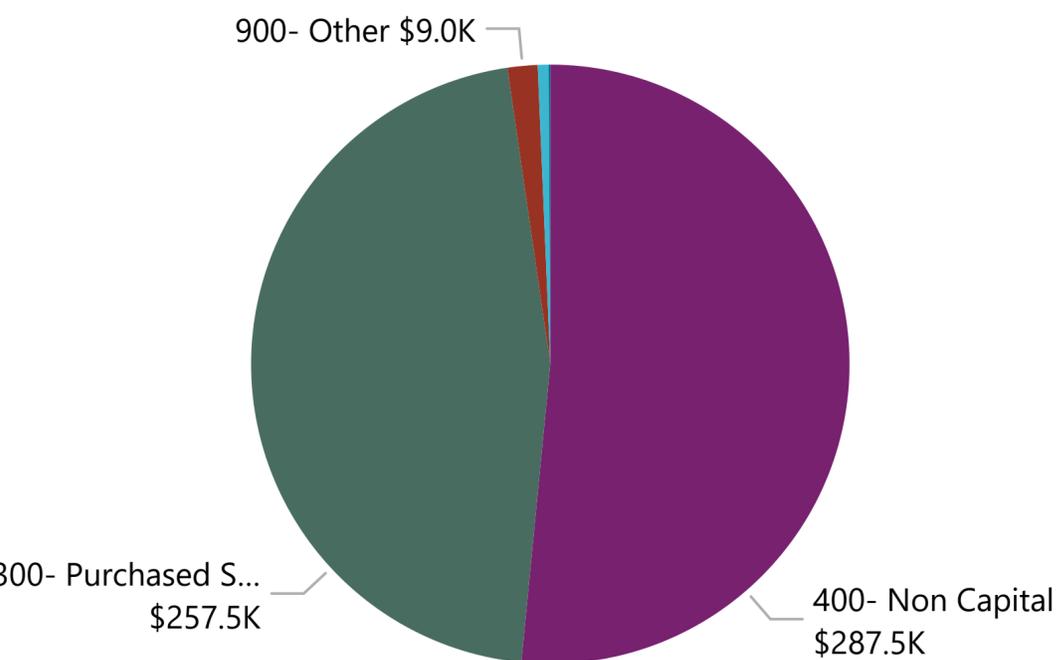
All

Revenues by Source

Revenue Source	Activity
200- Local	\$424,889
700- Federal	\$220,468
Other	\$3
Total	\$645,360



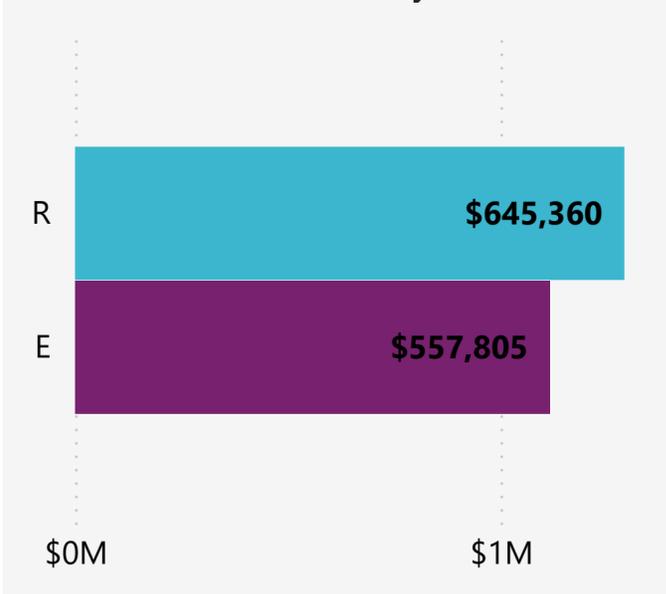
Expenditures by Object



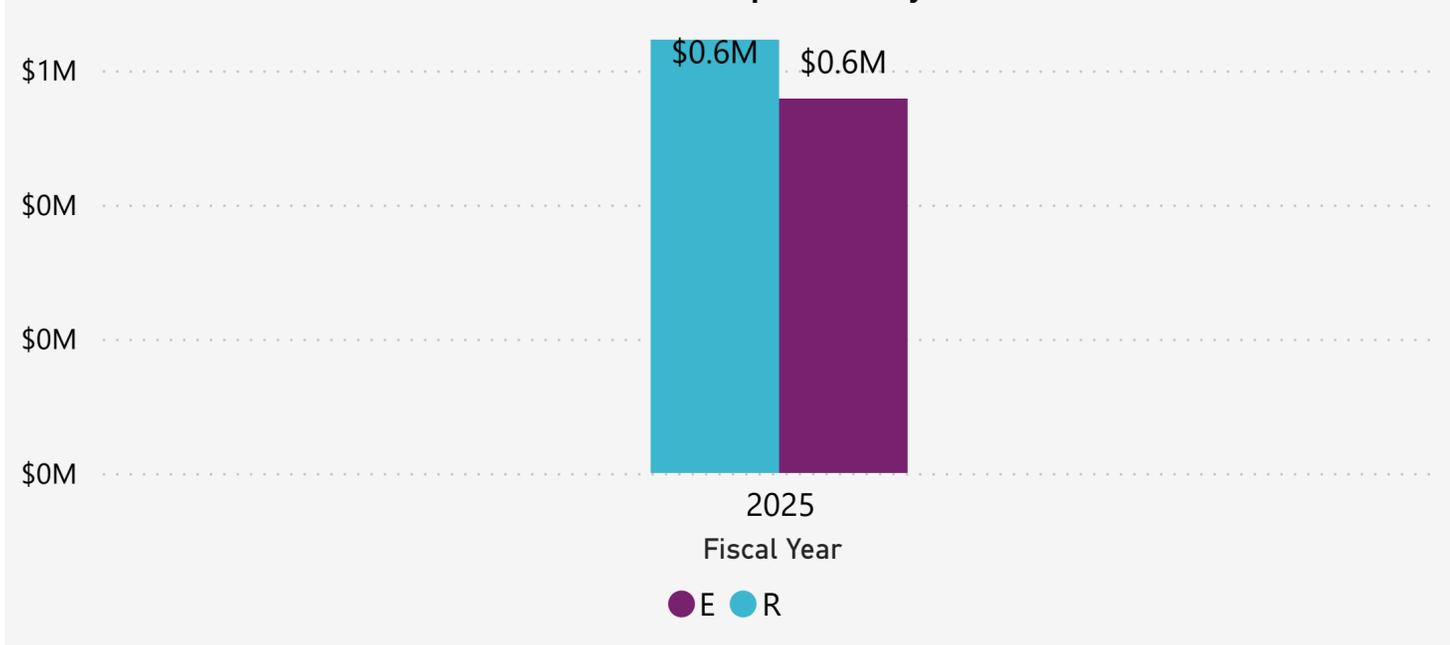
Expense Object

Expense Object	Activity
100- Salaries	\$3,289
200- Benefits	\$461
300- Purchased Services	\$257,512
400- Non Capital	\$287,509
900- Other	\$9,033
Total	\$557,805

Revenue and Expense Summary



Revenue and Expense by Year



Financial Reporting

River Falls

Fund(s)

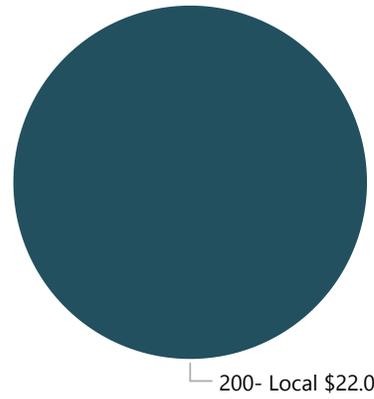
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- 46
- 49
- 50
- 60
- 73
- 80



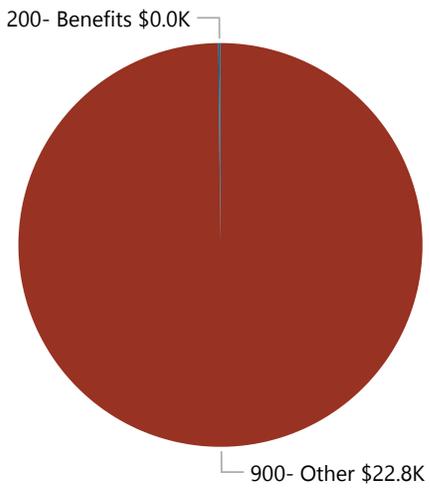
Fiscal Year:
 Project Code:
 Location:

Revenues by Source

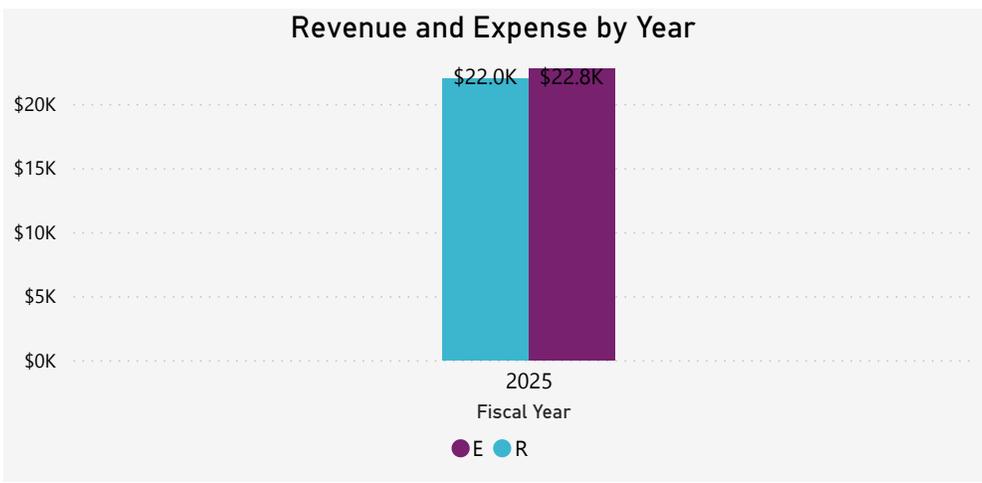
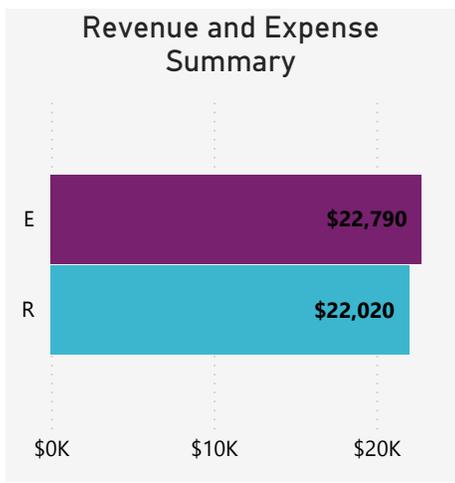
Revenue Source	Activity
200- Local	\$22,020
Total	\$22,020



Expenditures by Object



Expense Object	Activity
200- Benefits	\$35
900- Other	\$22,755
Total	\$22,790



Financial Reporting

River Falls

Fund(s)

- 39
- 46
- 49
- 50
- 60
- 73
- 80



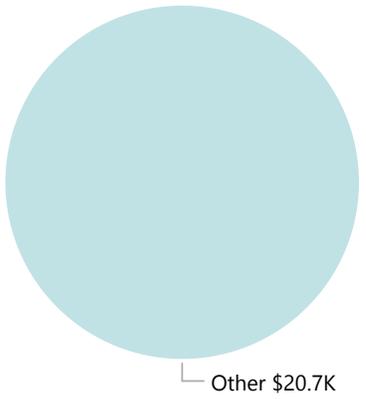
Fiscal Year: 2025

Project Code: All

Location: All

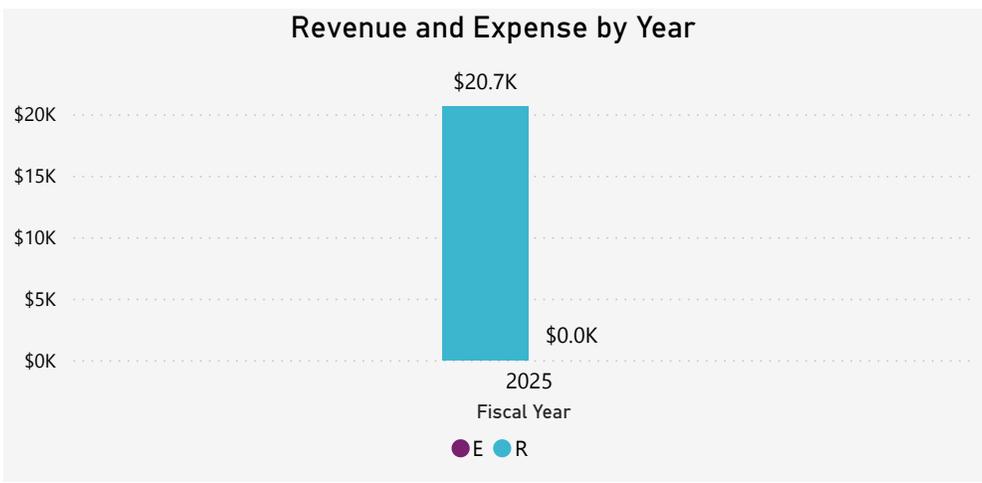
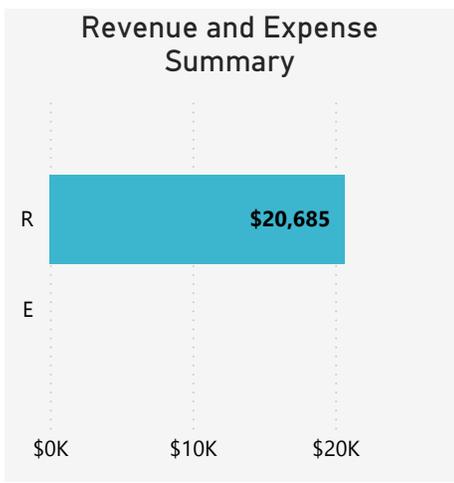
Revenues by Source

Revenue Source	Activity
900- Other	\$0
Other	\$20,685
Total	\$20,685



Expenditures by Object

Expense Object	Activity
900- Other	\$0
Total	\$0



Financial Reporting

River Falls

Fund(s)

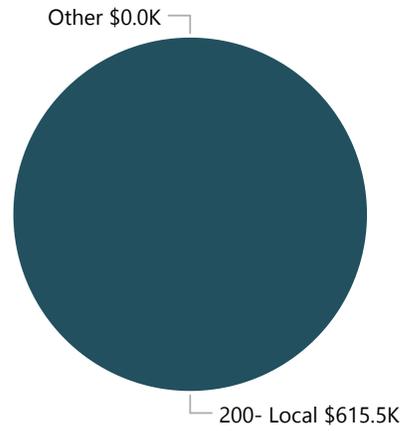
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- 46
- 49
- 50
- 60
- 73
- 80



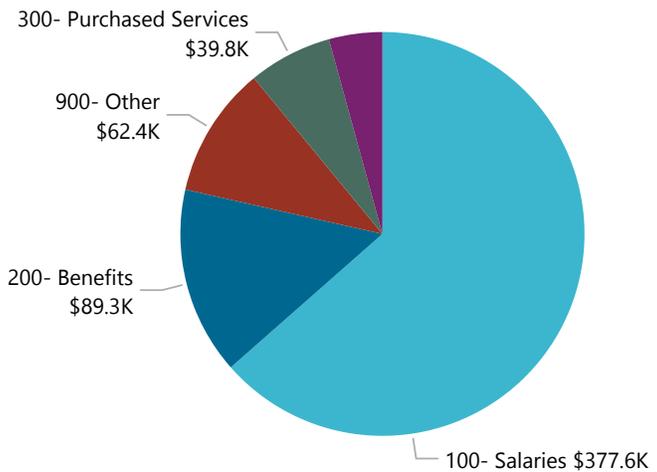
Fiscal Year:
 Project Code:
 Location:

Revenues by Source

Revenue Source	Activity
200- Local	\$615,451
Other	\$4
Total	\$615,455

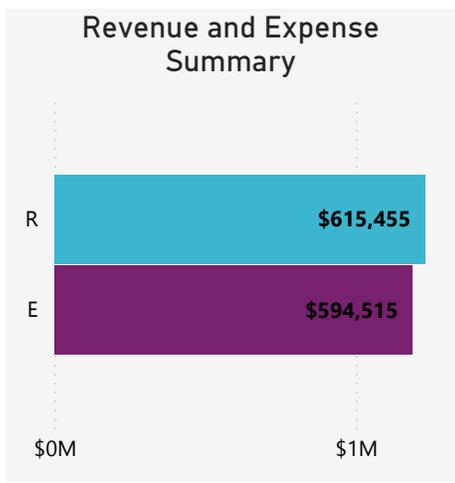


Expenditures by Object

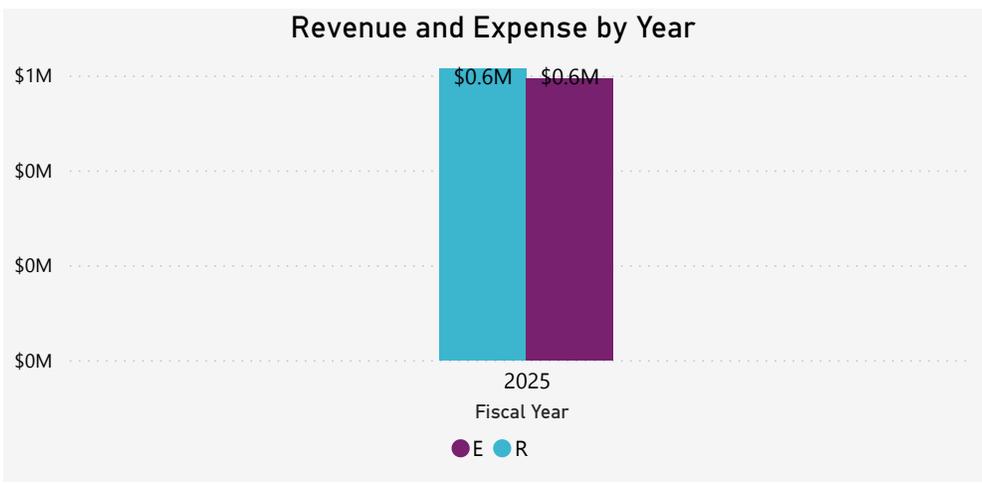


Expense Object	Activity
100- Salaries	\$377,563
200- Benefits	\$89,336
300- Purchased Services	\$39,834
400- Non Capital	\$25,382
900- Other	\$62,399
Total	\$594,515

Revenue and Expense Summary



Revenue and Expense by Year



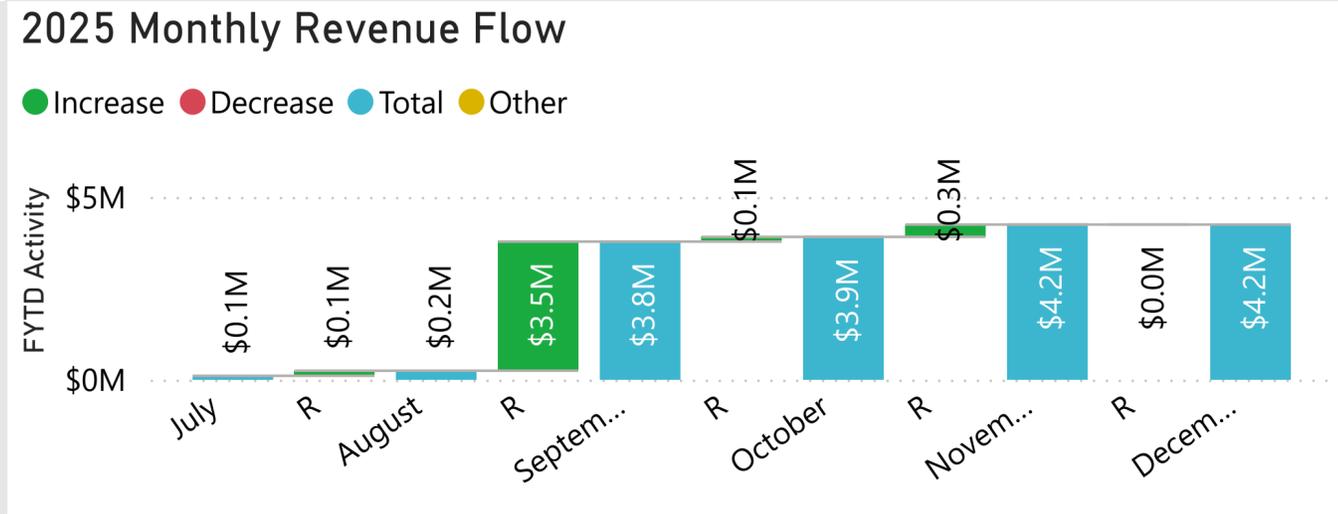
Revenue / Expenditure Projections

2024-25

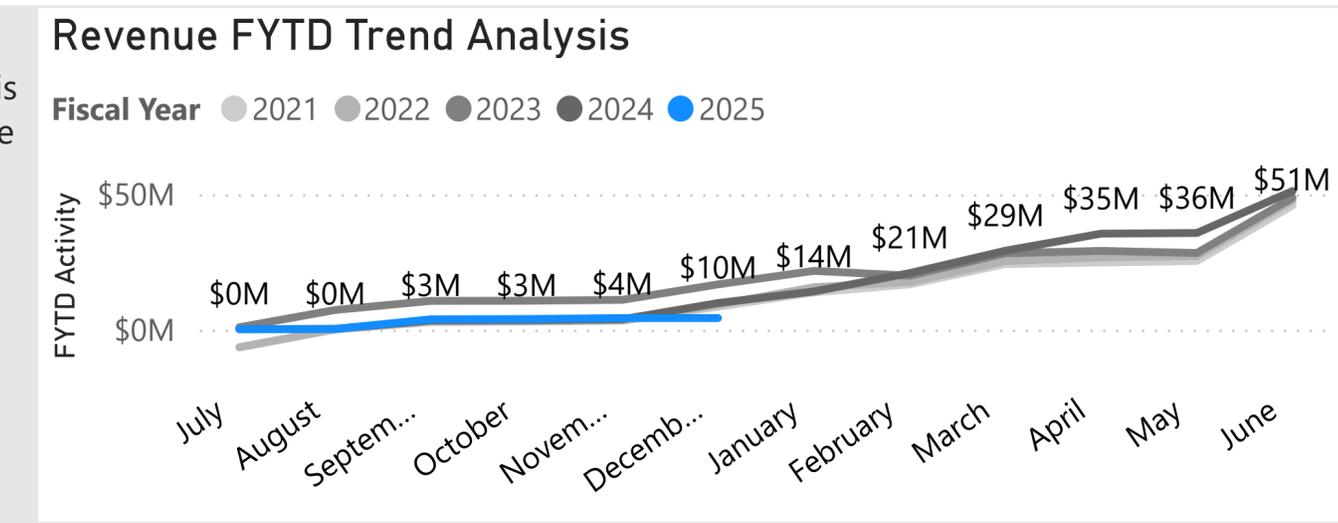
Fund(s)
10 27



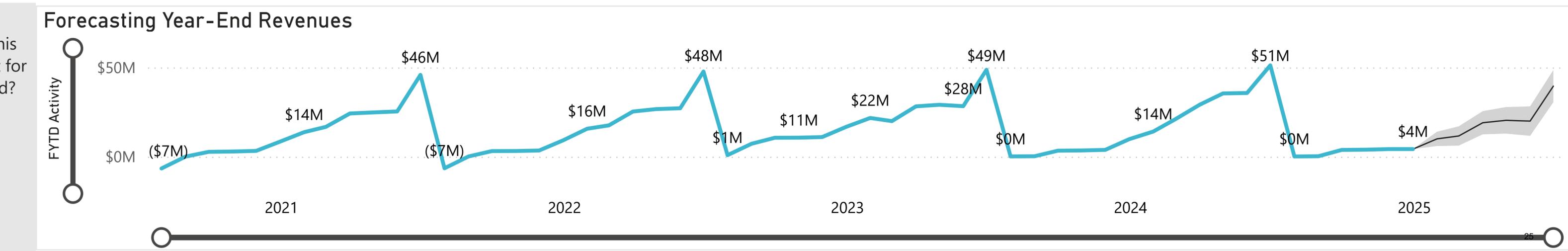
What does the current year show?



How does this compare to prior years?



What might this forecast for year-end?



Detail Monthly / Source Analysis

- July
- August
- September
- October
- November**
- December
- January
- February
- March
- April
- May
- June

Source Detail	2021	2022	2023	2024	2025
100- Fund Transfers	0.00%	0.00%	0.00%	0.00%	0.00%
200- Local	0.58%	1.46%	47.52%	1.19%	1.13%
300- Interdistrict	0.16%	0.98%	0.33%	0.36%	0.13%
500- Intermediate	0.00%	0.00%	135.46%	0.00%	0.00%
600- State	12.10%	12.93%	12.87%	12.13%	13.53%
700- Federal	0.46%	0.06%	31.04%	0.02%	0.01%
800- Other Financing	2.80%	86.82%	6.51%	9.32%	64.46%
900- Other	88.12%	43.67%	2342.70%	89.36%	113.67%
Total	7.05%	7.27%	22.66%	7.47%	7.91%

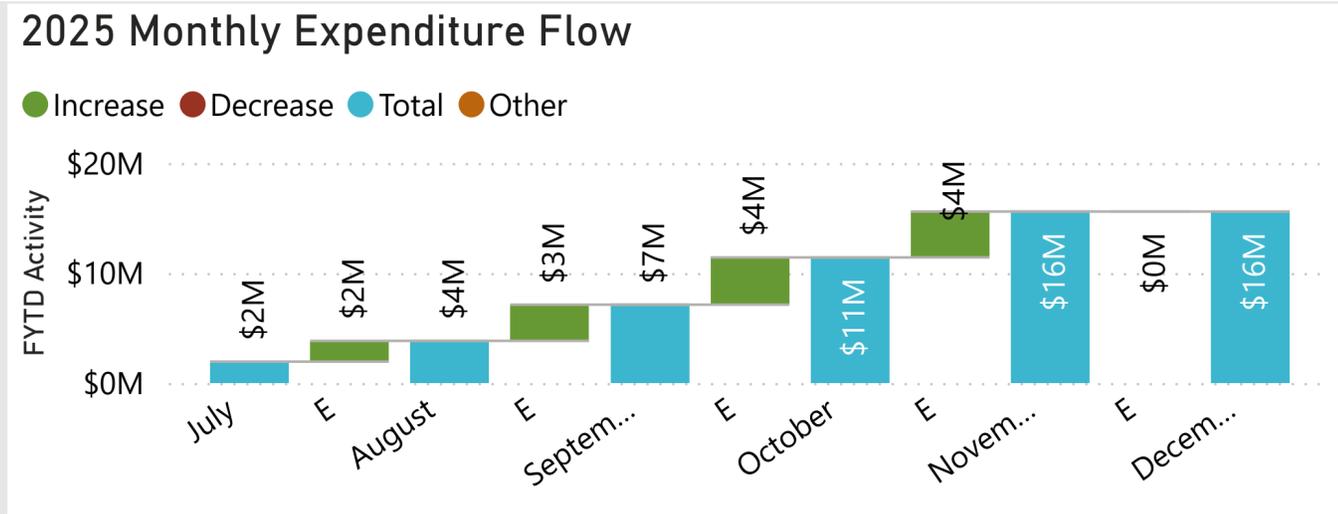
Revenue / Expenditure Projections

2024-25

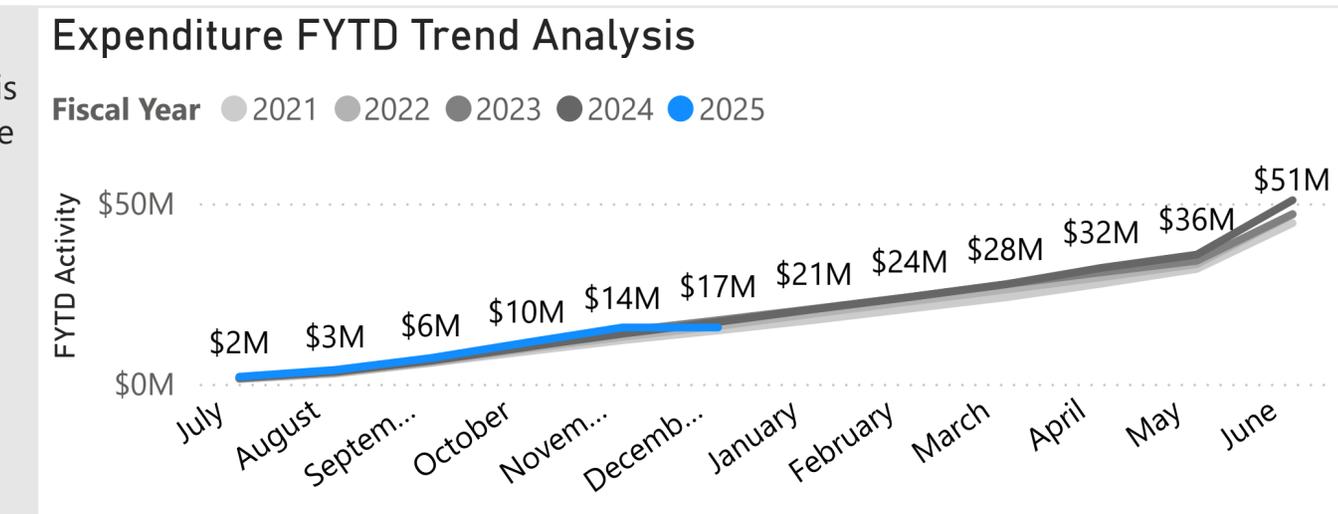
Fund(s)
10 27



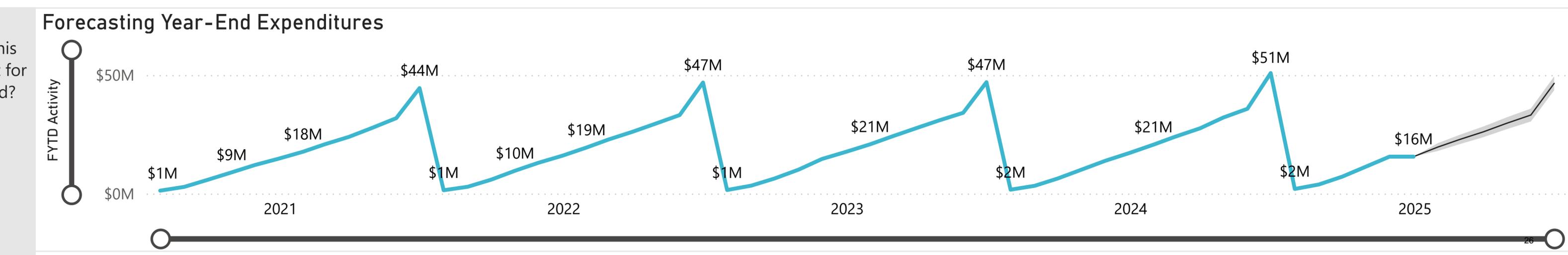
What does the current year show?



How does this compare to prior years?



What might this forecast for year-end?



Detail Monthly / Object Analysis

July August September October November December
January February March April May June

Obj / Funct Detail	2021	2022	2023	2024	2025
100- Salaries	28.95%	28.97%	28.41%	28.32%	29.13%
200- Benefits	31.05%	31.80%	36.15%	35.62%	34.14%
300- Purchased Services	20.93%	29.15%	39.73%	25.25%	27.06%
400- Non Capital	49.31%	32.28%	37.56%	31.48%	36.43%
500- Capital	8.03%	18.13%	31.95%	10.25%	103.97%
600- Debt Retirement	0.00%	0.00%	0.00%	57.08%	28.71%
700- Insurance &	91.47%	54.83%	97.00%	97.16%	100.30%
800- Transfers	0.00%	0.00%	0.00%	0.00%	0.00%
900- Other	46.00%	32.31%	14.77%	22.57%	35.31%
Total	26.58%	27.45%	30.05%	27.26%	29.05%

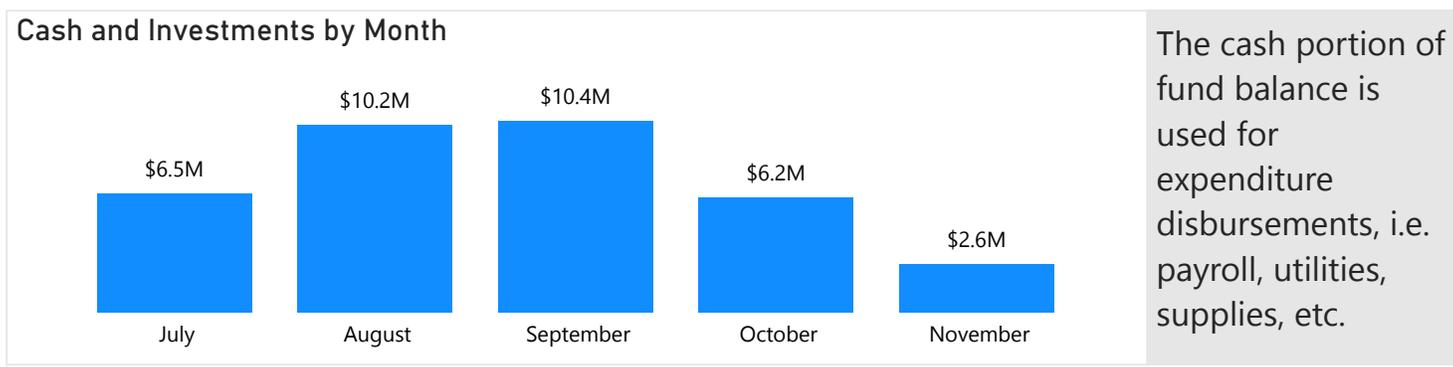
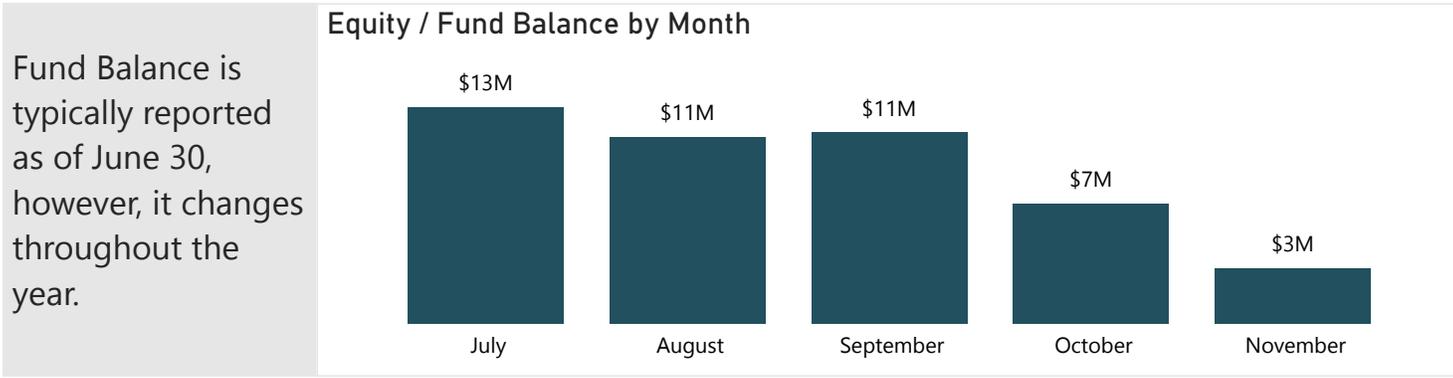
Financial Reporting

River Falls

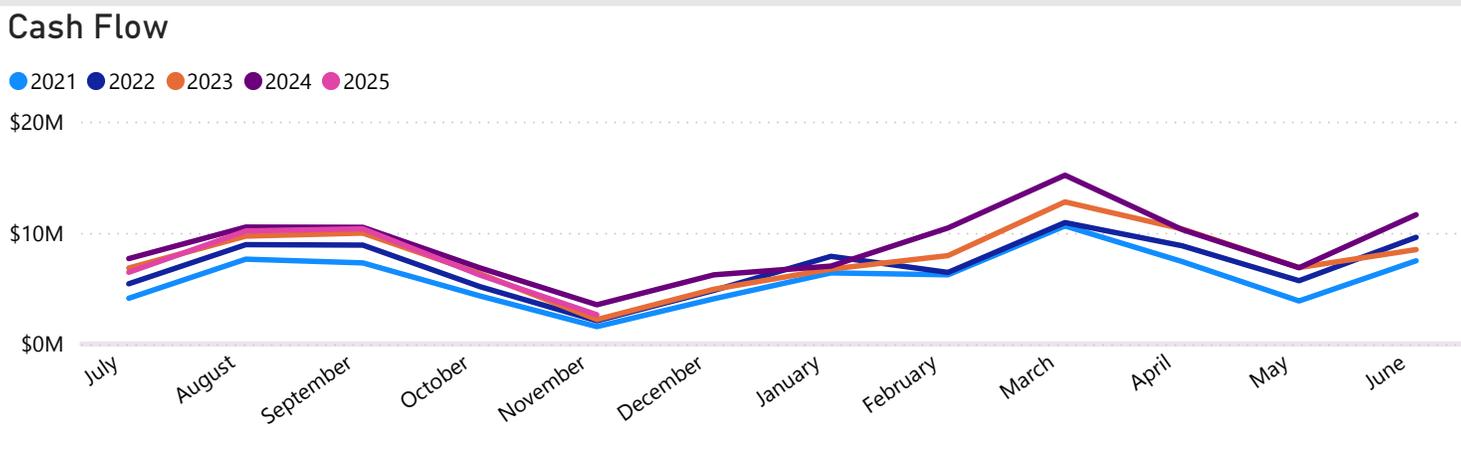
Fund(s)



December



Cash flow typically follows a consistent pattern from year-to-year due to disbursement and revenue timing. Cash reserves are needed for months when little revenue is received.



SCHOOL DISTRICT OF RIVER FALLS

REQUEST FOR PROPOSAL AUDIT SERVICES

I. INTRODUCTION

A. General Information

The School District of River Falls is requesting proposals from licensed certified public accountant firms to audit its financial statements for the fiscal year ending June 30, 2025, with the option of auditing its financial statements for the subsequent two (2) fiscal years. These audits are to be performed in accordance with the provisions included in this request for proposal.

To be considered, one (1) copy of a proposal must be received by Lynette Coy at 852 E. Division Street, River Falls WI 54022 by 11:00 a.m. on _____. The School District of River Falls reserves the right to reject any or all proposals submitted.

The School District of River Falls reserves the right, where it may serve the District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the School District of River Falls, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Submission of the proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the School District of River Falls and the firm selected.

It is anticipated the selection of a firm will be completed on _____. Following the notification of the selected firm it is expected a contract will be executed between both parties by _____.

B. Term of Engagement

A three (3) year contract is contemplated, subject to satisfactory negotiation of terms and the concurrence of the School Board.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

The auditor will express an opinion on the fair presentation of the School District's financial statements in conformity with generally accepted accounting principles.

The financial and compliance audit will involve all the School District's funds and accounts. The auditor is required to analyze and apply audit procedures to the supplementary information in order to comply with reporting requirements as prescribed by Wisconsin Department of Public Instruction and the *State of Wisconsin Single Audit Guidelines*, issued by the Wisconsin Department of Administration.

A membership audit of the third Friday of September and the second Friday in January Membership Reports, if required by the Department of Public Instruction.

Provide routine consultation during the year at no additional cost.

B. Auditing Standards

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the *Government Auditing Standards*, issued by the Comptroller General of the United States; *Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non Profit Organizations*; and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration.

The audit must include the examination of the basic financial statements by a certified public accountant. The financial statements presented in the auditor's report shall comply with generally accepted accounting principles (GAAP). Additionally, Districts must conform to the account structure prescribed under Wis. Stat. § 115.28(13). The DPI prescribes the district account structure called the Wisconsin Uniform Financial Accounting Requirements (WUFAR). Other entities may need to reference this account structure as well.

The auditor's examination must be made in accordance with the following:

- a) Generally accepted auditing standards established by AICPA.
- b) Government Auditing Standards issued by the Comptroller General of the United States.
- c) Uniform Guidance, if applicable.
- d) State Single Audit Guidelines, including appendices, if applicable.
- e) Wisconsin School District Audit Manual.

C. Reports

The auditor shall submit to the School District of River Falls School Board the following reports, with copies of each for transmittal to the Department of Public Instruction and other agencies as required:

1. Department of Public Instruction form PI-1506 AC internet filing and audit statements.
2. Independent Auditors Report on financial statements of the governmental activities, each major fund, and the aggregate remaining fund information.
3. Independent Auditor's Report on Compliance and Internal Controls over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
4. Independent Auditor's Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with *OMB Circular A-133* and the *State Single Audit Guidelines*.
5. Current year Findings and Questioned Costs.
6. Status of Prior Year Findings and Questioned Costs.

7. A management letter, with appropriate recommendations, commenting on material weaknesses in internal accounting control, reportable conditions, and identifying possible noncompliance with finance related legal provisions.
8. Student Activity Funds Audit Report
9. State Aid Membership audit reports as required by the Department of Public Instruction.
10. Irregularities and illegal acts. Auditors are required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:
 - a. Superintendent
 - b. Director of Finance
 - c. School Board President

In the required report(s) on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial statement. In addition, the following conditions shall be considered reportable:

- Reportable conditions that are also material weaknesses shall be identified as such in the report
- Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report(s) on internal controls
- The report on compliance shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance

Audit reports shall be submitted in pdf searchable format with ten (10) copies of each audit report in hard copy.

D. Working Paper Retention and access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the School District of River Falls of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

School District of River Falls

Wisconsin Department of Public Instruction

U.S. General Accounting Office (GAO)

Parties designated by the federal or state governments or by the School District of River Falls as part of an audit quality review process audit.

In addition, the firm shall respond to the reasonable inquiries of successor. Auditors allow successor auditors to review working papers relating to matters of continuing accounting significance.

E. Timing, Location, and Conduct of Audit Work

In addition to time requirements established by the Department of Public Instruction, the following conditions shall apply:

1. Prior to June 1 of each year, the District expects to receive a list of schedules to be prepared and other items required for the audit.
2. Pre-closing, interim tests and procedures, if required, shall be conducted at a mutually agreeable time.
3. The final onsite audit will be scheduled for the final week of July or first weeks of August. The audit will be conducted on district premises. The District will provide space deemed adequate by the auditor to efficiently conduct the audit.
4. Adjusted trial balance figures are required by August 31. Prior to completion of the onsite audit, the auditor will meet with the district Director of Finance & Facilities to review adjusting journal entries, certify data for submission of the PI-1505AC, and review any adjustments or concerns that might affect the district completion of the PI-1505 & PI-1505SE.
5. Prior to submission of the completed report, the auditor will be required to review a draft of the proposed report and management letter with the District Director of Finance & Facilities.
6. The financial audit reports must be submitted to the District and an exit conference completed no later than November 15 of each year. The financial Audit Statement must be submitted to the Department of Instruction by December 15.
7. The auditor will present the financial statement and management letter at a meeting of the School Board if requested.

III. DESCRIPTION OF THE GOVERNMENT

A. Principal Contact

The auditors will report to the School Board President and will receive information from the District Director of Finance & Facilities or a designated representative, who will coordinate the assistance to be provided by the School District to the auditor.

B. Background Information

The School District of River Falls is a K-12 district consisting of four (4) Elementary Schools, one (1) Middle School, one (1) High School and one (1) alternative High School. The District General Fund budget is approximately \$45 million and the All-Fund budget is approximately \$55 million.

The Business Office personnel consists of the Director of Finance & Facilities, Accountant, Payroll Assistant, Accounts Payable and Program Assistant to the Director.

The District uses the modified accrual accounting system designed by the Wisconsin Department of Public Instruction (WUFAR Accounting System). The District utilizes Skyward financial software.

C. Federal and State Financial Assistance

The School District of River Falls does anticipate that a single audit will be required.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are required to be submitted:

Requests for proposals issued _____
Due Date for proposals _____

B. Notification and Contract Dates

Selected firm notified _____
Contract date _____

C. Date Audit May Commence

The School District of River Falls will have all records, posted statements, bank reconciliations, and other necessary reports ready for audit and all management personnel available to meet with the firm’s personnel as of _____.

V. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Lynette Coy
Director of Finance & Facilities
852 E. Division St
River Falls WI 54022
715.425.1800 x1113
Lynette.coy@rfsd.k12.wi.us

2. Submission of Proposals

The following material is required to be received by _____ for a proposing firm to be considered:

a. One (1) copy of a Technical Proposal to include the following:

i. Title page

Title page showing the request for proposal's subject; the firm's name, address and telephone number of a contact person; and the date of the proposal.

ii. Table of Contents

iii. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement of why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for sixty days.

iv. Detailed Proposal

THE DETAILED PROPOSAL SHOULD FOLLOW THE ORDER SET FORTH IN SECTION VB OF THIS REQUEST FOR PROPOSALS.

b. Proposer should send the completed proposal to the following mailing address:

Lynette Coy
Director of Finance & Facilities
852 E. Division St
River Falls WI 54022
715.425.1800 x1113
Lynette.coy@rfsd.k12.wi.us

An emailed proposal is acceptable.

B. Technical Proposal

1. General Requirements

The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements. As such, the substance of proposals will carry more weight than their form or manner of presentation.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

While additional data may be presented, the following subjects, items No. 2 through 10, must be included. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the School District as defined by generally accepted auditing standard and the U.S. General Accounting Office's Government Auditing Standards. The firm should also list and describe the firm's professional relationships involving the School District or any of its agencies for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

3. License to Practice in Wisconsin.

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Wisconsin.

4. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's government audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement.

The firm shall provide information on the results of the most recent peer review and the results of any Federal or State reviews of its audits during the past five (5) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past five (5) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Wisconsin. The firm also should provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past five (5) years and membership in professional organizations relevant to the performance of the audit.

The firm should provide as much information as possible regarding the number, qualifications, experience and training including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the School District. However, in either case, the School District retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of ten) performed in the last five years that are similar to the engagement described in this request for proposals. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposals.

Firms are required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

- c. Sample sizes and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of EDP software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of the School District of River Falls' internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential Audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the School District.

C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum

price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The School District of River Falls will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.

The dollar cost bid sheet should include the following information:

- a. Name of Firm
 - b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with the School District of River Falls.
 - c. A fixed price consistent with auditing standards at that time for the 2025 and 2026 engagements.
2. Rates by Partner, Manager, Supervisory and Staff Level Times Hours Anticipated for Each

The dollar cost bid should include a schedule of professional fees and expenses.

3. Out-of-Pocket Expenses Included in the Total All-Inclusive Maximum Price
4. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the agreement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billings shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld pending delivery of the firm's final reports.

VI. EVALUATION PROCEDURES

A. Administrative Review

Proposals submitted will be evaluated by the Superintendent and the Director of Finance & Facilities.

During the evaluation process, the District has the discretion to request any one or all firms to make oral presentations. Such presentations may provide firms with an opportunity to answer any questions on a firm's proposal. Not all firms may be asked to make such oral presentations.

B. Final Selection

The School District of River Falls School Board will select a firm based upon the recommendation of administration. It is anticipated that a firm will be selected at the school board meeting on - _____. Following notification of the firm selected, it is expected a contract will be executed between both parties by _____.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the School District of River Falls and the firm selected.

The School District of River Falls reserves the right without prejudice to reject any and all proposals.

Memo

Date: January 10, 2025
To: Finance & Facilities Committee
From: Lynette Coy, Director of Finance & Facilities
Re: Policy Updates on January 13, 2025 Agenda

Below is a summary of the updates to policies for the January 13, 2025 Finance & Facilities Meeting Agenda.

672 Purchasing -

Tabled until a future meeting in order to review sample policies recently received from WASB.

761 Free and Reduced Price Meals -

In reviewing the Civil Rights compliance checklist it was determined that the policy was in need of numerous updates. We're recommending updates to the policy that align with current requirements and regulations.

830 Use of School District Facilities, Grounds, and Equipment -

This was a collaborative effort. A team of Administrators met several times to review, discuss, and update the policy and rule. We also looked at a neighboring district for fee comparison.

Policy 830 -

- Added B&G Director as it's an integral position in this process.
- Other minor grammatical updates.

Rule 830 -

- Updated process to reflect current practices.
- Timelines updated to ensure proper notice for our staff and to find appropriate supervision if needed.
- Page 4 - added "availability of appropriate custodial staffing" to ensure that our buildings have proper supervision and support while also managing the additional burden it can put on staff.
- Priority Groups - we value the partnerships with local groups. The definitions were reviewed and they align with the district's vision and mission.
- Fees - recommendation to move to hourly rates to provide more flexibility and appropriately assess fees. Some options have been removed based on current practice.
- Equipment Fees - entire section removed to align with current practice of not charging these fees. Hourly rates are sufficient to cover use of equipment. Special equipment requests will be considered/negotiated individually.

- Personnel & Production Fees - section deleted as these are adequately addressed in other areas of the rule, or are not applicable.
- Auditorium - deleted much of this section as current practice is to require the Auditorium Supervisor to be present for use of any areas/equipment other than the space itself. They will work closely with groups to determine the needs and requirements.

910 Facility Development Goals -

Grammatical updates only. Aligns with the district's vision.

940 Naming District Facilities -

Grammatical updates only. Aligns with the district's vision.



POLICY 761 FREE AND REDUCED PRICE MEALS

The School Board recognizes the importance of good nutrition to each student's educational performance.

The District participates in the National School Lunch Program and the federal School Breakfast Program. In these programs, the District follows state and federal requirements regarding a child's or household's eligibility for free or reduced-price meals, including the applicable income eligibility guidelines and all applicable nondiscrimination requirements. The primary means of establishing eligibility for free or reduced-price meals are:

1. Through the annual submission of an application for the free or reduced-price benefits;

Or

2. Through direct certification, which is based on a match to state-provided data that confirms an individual child's status.

For any individual child or household whose eligibility for free or reduced-price benefits is based on the application process, the District is required to conduct verification procedures on a subset of all applications. The purpose of verification is to ensure overall quality control and to confirm the eligibility of specific applicants. The Director of Finance & Facilities has primary administrative responsibility for ensuring that appropriate verification occurs on a timely basis.

The Director of Finance & Facilities, in consultation with the Food Service Director as needed, will designate the staff positions that are authorized to make eligibility determinations and to serve as confirming and verifying officials on behalf of the District. The individuals who hold the designated positions, whether employees of the District or contracted service providers, will have such authority.

The Director of Finance & Facilities may designate one or more individuals who are authorized to serve as a fair hearing official to address appeals of eligibility for, or the discontinuation of, free or reduced-price benefits. However, no employee of a food service management company that is under contract with the District will serve as a hearing official.

The schools will annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and will seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and

institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:

**U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or**

2. Fax:

(833) 256-1665 or (202) 690-7442; or

3. E-mail:

program.intake@usda.gov.

This institution is an equal opportunity provider.

~~The Board of Education acknowledges its responsibility to serve lunches free or at a reduced price to students from families who have an annual income at or below the family size income level established yearly. This eligibility standard does not prohibit a family from applying for free and reduced price meals for its children, even if it does not meet the established income criteria, if sufficient reasons can be demonstrated to indicate that the family cannot pay the full price.~~

~~Free and reduced price meal criteria shall be uniformly applied in all schools of the District. There shall be no discrimination against students eligible to receive free and reduced price meals. Their names shall not be published, posted or announced in any manner, nor shall there be overt identification of any such students by use of special tokens or tickets or by any other means. Students eligible for free and reduced price meals shall not be required to work for their lunch, use a separate lunchroom, go through a separate entrance, eat lunch at a different time or eat a different lunch from the lunch sold to students paying the full price of such a lunch.~~

~~A student's parent(s)/guardian(s) may request free or reduced price meals. The Director of Finance shall~~

~~review applications and determine eligibility. A file of applications and/or authorizations shall be maintained in the school district administrative offices. If a parent/guardian is dissatisfied with the decision of the Director of Finance, he/she may appeal the decision in accordance with established procedures.~~

~~Notice of this policy and its accompanying procedures shall be given annually.~~

LEGAL REFERENCE: PL 91-248, PL 94-105

CROSS REFERENCE: 458-Rule Nutrition Guidelines, 763AP Food Service Money Collection and Access

DATE OF ADOPTION: December 9, 1968

REVISED: October 20, 1975, August 15, 1977, August 21, 1978, March 17, 1980, February 16, 1981, October 15, 1984, September 16, 1991, April 17, 2006, **XXXXXX XX, 2025**



POLICY 830 USE OF SCHOOL DISTRICT FACILITIES, GROUNDS, AND EQUIPMENT

PURPOSE

The School Board supports the full use of one of the community's greatest assets, the ~~school~~ district's facilities, grounds and equipment. The School Board welcomes and encourages responsible ~~school~~ district and community use of our district facilities, grounds and equipment by citizens of all ages, when such use does not interfere with or decrease use as needed for ~~school~~ district programs. This policy is designed to meet the needs of all stakeholders

GENERAL STATEMENT OF POLICY

The School Board and Superintendent authorize the Activities Director to coordinate the scheduling and approval process for the use of district facilities, grounds and equipment in accordance with district regulations, policies, and procedures. Such regulations, policies and procedures are intended to result in consistent implementation of usage of ~~school~~ district facilities, grounds and equipment throughout the district.

The School Board authorizes the Activities Director to manage the process of scheduling district facilities, grounds and equipment in a manner that maximizes the usage and availability for all facility user groups. A centralized software scheduling system will be utilized to schedule all district and community use of district buildings and grounds. For safety, security, energy efficiency, and customer service reasons, the following event information shall be included in the system: event start/end time, anticipated # of attendees, special set-ups, custodial support, and traffic management plans. Building and Grounds Director shall be included in the development of **all** event management plans ~~when necessary~~.

Fees will be charged to facility user groups based on the priorities for scheduling of facilities, type of activity, and costs to cover direct expenses as a result of facility usage. Direct expenses may include but are not limited to set-up, takedown, personnel costs, ~~equipment~~, and damages as a result of district facility, grounds and equipment usage.

The Activities Director will respond to any facility user group's issues or concerns related to facility usage. The Activities Director will work in collaboration with facility scheduler, **Building & Grounds Director**, building principals, custodians, and other employees as needed to assist in investigating and resolving complaints from facility users. If satisfactory resolution cannot be achieved, the complainant may appeal to the Superintendent, who will review the request and make a final decision.

Rules and regulations to protect property owned and operated by the ~~school~~ district's taxpayers and to ensure the safety of users will be established. ~~The Activities Director will establish such rules and procedures for annual board review and approval, and~~ The Activities Director will establish and implement a process for disseminating approved rules, regulations, guidelines,

and procedures to facility users and school district staff.

Authorization for use of district facilities, grounds and equipment ~~will~~ shall not be considered as an endorsement of or approval of the activity, group, or organization nor the purposes they represent.

The ~~school~~ district reserves the right to reject or cancel any request for use of district facilities and/or grounds that is contrary or detrimental to the purpose of the schools or ~~school~~ district policies, or if deemed not in the public's best interest. The following types of activities will not be permitted: activities promulgating any theory or doctrine subversive to laws of the United States or any political subdivision thereof; any activity that tends to violate good manners, morals, values, or taste; activities that would tend to be injurious to the district facilities or grounds ~~or equipment~~; and activities that are discriminatory in nature. The final authority concerning the denial of a facility use request rests with the Superintendent.

Facility User Groups receiving approval to use district facilities, grounds and/or equipment are responsible for ensuring adequate supervision of the approved activity. Groups or individuals using district facilities or grounds must furnish a certificate of insurance for liability limits for no less than \$1,000,000 per occurrence naming the District as an additional insured, ~~or they must submit a liability disclaimer signed by all participants~~. Insurance may be in the form of a "blanket" policy or a certificate for one-time events. Proof of Insurance ~~or disclaimer forms~~ must be provided before the event can take place. The applicant and/or organization agree to hold harmless the District from any expenses or costs in connection with the use of ~~school~~ district facilities and grounds.

All policies, ordinances, laws, fire codes, and codes of the School District of River Falls, cities in which the schools are located, state of Wisconsin and federal government must be observed by facility users.

The Superintendent is authorized to act in any case not covered by the rules and regulations for district facility, grounds or equipment as deemed appropriate.

The ~~School~~ Board of Education reserves the right to approve "Joint Use" or "Special Use" agreements between the ~~school~~ district and other cooperative community entities as deemed necessary.

PRIORITIES FOR SCHEDULING OF FACILITIES

To make maximum use of district facilities, grounds and equipment with minimum conflict, it is necessary to arrange facility user groups on a priority basis. Groups using the facilities will be prioritized from Priority 1 through 4 with a Priority 1 having highest priority for use when developing the annual master district and school related activities calendar. The term "priority" as used in this regulation is intended to mean first consideration for access to facilities rather

than exclusive use at the expense of all groups assigned lower priority. Although Priority 1 retains the right to cancel the use of scheduled facility groups with an assigned lower priority, efforts will be made to keep cancellations to a minimum.

“Local” is generally defined as those whose primary residence, address, chapter, affiliation is considered to be located within the legal boundaries of the ~~school~~ district.

Priority 1 - Refers to the programs and activities of the School District of River Falls. All directly related pre K-12 school activities such as regularly scheduled daytime school activities, musical and arts events, student co-curricular activities, school productions, staff development, approved meetings and activities of student organizations, school staff, parent organizations, Community Education, or other organizations whose sole purpose is to support the ~~school~~ district. No fee shall be charged for use of district facilities or grounds, by school or school related organizations. Also, included are basic political occurrences such as providing election polling places.

Priority 2 - Refers to local non-profit groups/clubs, agencies, parks and recreational programs, and adult service organizations composed of at least 51% of ~~school~~ district residents and organized to promote civic, charitable, educational, social, leadership, service-learning, support services, or recreational activities for youth. This includes local youth religious/social/recreational activities, and local non-public school recreational activities, camps or clinics provided by district staff or coaches for district youth. Priority 2 also includes local community theater groups.

Priority 3 - Refers to local religious organizations for worship and adult or youth instruction, political parties, partisan issue organizations, and local youth/adult special interest, recreational or social groups/clubs/associations, AAU or elite youth teams headed by a district parent. These groups must be composed of at least 51% of district residents.

Priority 4 - Refers to for-profit businesses, educational institutions, or non-profit organizations located outside of the ~~school~~ district or non-resident groups whose primary residence, address, chapter or affiliation is considered to be located outside the legal boundaries of the school district. Fund-raising activities not specifically designed to benefit the ~~school~~ district or its students by any organization are considered to be Priority 4.

Fees will be assessed according to use requests, policy, and extra costs associated with usage.

The illustrations of various groups within each priority grouping above are illustrations only and should not be construed to represent an all-inclusive listing. The Activities Director and/or Superintendent is given the authority to clarify a priority.

LEGAL REFERENCE: Wisconsin Statutes Sections 120.10(9), 120.13(17)(19) & (21)

CROSS REFERENCE: 363.2 Access to District Technology Tools, 363.2-Rule Internet Safety and Acceptable Use Guidelines, 522.7 Staff Use of Equipment, 611 Fiscal Management, 830-Rule Guidelines - Use of District Facilities

APPROVED: January 18, 1971

REVISED: March 19, 1973, April 21, 1981, September 16, 1991, September 17, 2001, December 15, 2008, November 19, 2012, December 16, 2013, July 18, 2016, July 21, 2017, XXXXXX XX, 2025



POLICY 830-RULE USE OF DISTRICT FACILITIES, GROUNDS, AND EQUIPMENT

Scheduling Process:

Facility user groups or individuals interested in using district facilities, grounds or equipment are required to obtain prior approval by means of Request for Use of District Facilities Form.

- Request forms ~~are available online at www.rfsd.k12.wi.us~~ or by contacting the district Activities Director at (715) 425-1830 ext. 1109. Forms can be submitted through:
 1. Mail to the Activities Director, River Falls High School, 818 Cemetery Rd, River Falls, WI, 54022
 2. Fax to (715) 425-0784
 3. Drop off at the River Falls High School
 4. Submit online
- Requests should be made at least **fourteen (14)** ~~seven (7)~~ business days prior to anticipated use. Upon receipt of the request, the Activities Director will verify space **& staff** availability, complete the approval process, and establish estimated costs according to policy.
- The requestor will receive confirmation of the location, personnel required, and other requirements of use after the approval process is completed. Large Events may necessitate the need for additional charges for supervision, setup, clean up, and trash removal.
- Facility user groups **will** ~~may~~ be required to submit a ~~partial~~ payment and ~~or~~ deposit to the Activities office prior to usage. Approval for use of **district school** facilities and grounds may require the signature of the building principal **and Building & Grounds Director.**

Liability Insurance:

- Groups or individuals using district facilities or grounds must furnish a certificate of insurance for liability limits for no less than \$1,000,000 per occurrence naming the district as an additional insured, ~~or they must submit a liability disclaimer signed by all participants.~~ Insurance may be in the form of a “blanket” policy or a certificate for one-time events. Proof of insurance ~~or disclaimer forms~~ must be provided before the event can take place. The applicant and/or organization agree to hold harmless the district from any expenses or costs in connection with the use of **district school** facilities and grounds.

Requests for Use of Equipment

- Use of district equipment must be applied for at the same time the request form is submitted ~~and will be billed according to policy and equipment fee schedule.~~ (Only equipment that is specified and approved on the request can be used). ~~Building principals must approve any equipment or decorations brought into a facility by a group.~~ Equipment and decorations should be removed directly following an activity. Groups using the schools will not be allowed to store materials or equipment in the school unless pre-approved by the **Activities Director** ~~building principal or administrator.~~

Supervision

- Facility user groups receiving approval to use district facilities, grounds, and equipment are responsible for ensuring adequate supervision of the approved activity.
 - For safety reasons, no children will be allowed entrance to a building until a responsible adult is in attendance and ready to take charge of the group.
 - The adult responsible for the activity must remain with the group the entire time that they are in the building and must not leave until ~~he/she is~~ **they are** certain that all members of ~~his/her~~ **their** group are out of the building and picked up by parents/guardians.
 - The adult responsible for the activity is also accountable for the conduct/behavior of both participants and spectators, enforcing rules and regulations, as well as restricting group activity to the areas listed on the facility use application. All children must be under direct parental/leader supervision.
 - When the building has multiple users on the same date or a large event, the Activities Director or building Principal has the right to request an ~~building monitor~~ **event coordinator** at the expense of the facility user group(s). The ~~building monitor's~~ **event coordinator's** role is to assist participants, ensure that rules and regulations are being enforced by the adult(s) responsible for the activity, and assure order, safety, and security is maintained in the facility.
 - The facility user group is responsible to observe fire occupancy regulations at all times.

Cancellations

- Facility user groups agree to cancel with the Activities Director any scheduled facility use dates requested, at least **five (5)** ~~two (2)~~ full business days in advance of intended use in order to avoid total fee charges (if an event is scheduled for a Saturday or Sunday, cancellation must be made **by Monday** ~~Thursday~~). Pre-approved ~~school~~ district or community activities may need to be canceled by district authorities to accommodate unforeseen events or emergency changes in school functions. In most cases the ~~school~~ district will attempt to provide scheduled groups with at least **five (5)** ~~two (2)~~ business days' notice when an unexpected need for the space should arise. Every effort will be made to keep cancellations to a minimum and relocate scheduled ~~school~~ district or community activities if necessary.
- When school is canceled due to inclement weather or physical problems, activities scheduled during the day, immediately after school, or in the evening are all canceled. **Any deviation from this will be at the discretion of the Superintendent or designee.** ~~Listen to WEVR radio.~~ School fields will be closed if city fields are closed due to inclement weather. When use of facilities or grounds is canceled and a facility user is found on the premises, future use may be denied to that user. Information on closures of facilities or grounds is now available on the District website ~~through Facility Use/Rental~~.

Conflicts or Issues

- In most scheduling disputes between groups, the natural season of sports, priority for scheduling facility usage, date order received and historical usage will prevail. Applicants should not advertise events until FINAL APPROVAL is received.
- The Activities Director will respond to any facility user group's issues or concerns related to facility usage. The Activities Director will work in collaboration with the **Building & Grounds Director**, building principals, custodians, and other employees as needed to investigate and resolve complaints from facility users. If satisfactory resolution cannot be achieved, the complainant may appeal to the Superintendent who will review the request and make a final decision. In retrospect, issues and concerns related to facility user groups are to be reported immediately to the custodian on duty or ~~building monitor~~ **event coordinator** (where applicable) so ~~he/she~~ **they** can attempt to resolve them. If the situation warrants further intervention the building principal is to be contacted for guidance on how to proceed. The building principal will work in collaboration with the Activities Director **and Building & Grounds Director** in investigating and resolving complaints related to use of facilities. If satisfactory resolution cannot be achieved, the final authority rests with the Superintendent.
- ~~If the request is denied, the requestor will be informed of the reason(s). He/she may appeal by calling, writing, or meeting with the Activities Director. If the director upholds the decision, the requestor may appeal to the Superintendent who will review the request and make a final decision.~~ The final authority concerning the scheduling of school facilities and grounds rests with the Superintendent.

Staff Related Procedures

- To facilitate planning on the part of facility user groups the ~~school~~ district principals and other administrators will submit annual building usage requests for the upcoming school year to the Activities Director by the end of the current school year. To avoid later conflicts with community events, this calendar will include not only dates and times of specific activities but also dates and times when specific spaces or entire facilities will not be available for community use due to conferences, limited parking, or periods of special event setup. These requests will be reviewed and approved by the administrative team for the ~~school~~ district's master calendar and/or building schedules. Request forms from facility user groups received prior to any given school year will not be approved until completion of all school and community education programs have been scheduled for the coming school year. Requests for summer building usage by ~~school~~ district personnel and programs are due to the Activities Director in February in order to plan ahead and determine available and suitable building locations.
- ~~School~~ District personnel and program requests or modifications in schedules that arise after the start of the school year need to be submitted to the Activities Director in a timely manner in order to avoid potential scheduling conflicts with facility user groups' pre-approved activities and to allow for adequate notification and pursuit of alternative arrangements.
- For activities or events sponsored by River Falls youth associations or district coaches/advisors the following information applies for Facility and Grounds Use.

- User fees according to Priority 2 rates. (Indoor gym rates and field rates will be the same fee.)
- Certificate of insurance in the amount of \$1,000,000 per occurrence and \$1,000,000 annual aggregate, naming the School District of River Falls as the additional insured.
- The lead coach must give written assurance that WIAA Rules will not be violated.
- Financial accounting of said camps, clinics, lessons or tournaments will be submitted to the ~~school~~ district if requested.
- Request forms can be obtained from the Activities Director.

Facility Use Rules and Regulations

Certain rules and regulations exist to protect the property owned and operated by the ~~school~~ district's taxpayers and to ensure **the** safety of users. The following rules are to be adhered to when using ~~school~~ district facilities, grounds, and equipment. It is the facility user group's responsibility to communicate these rules and regulations to their leaders, participants, and spectators.

- Regular school activities, programs and organizations of the ~~school~~ district shall have first priority in the use of any district facility or grounds. The elementary gymnasiums and multi-purpose areas are available no earlier than 6:15 p.m. on week-days due to the district's Kids' Club school age extended day programs. Groups are not allowed to enter these areas until 6:15 p.m. unless pre-approved by the Activities Director or **his/her** designee.
- The ~~school~~ district reserves the right to reject or cancel any request for use of facilities, grounds, and equipment that is contrary or detrimental to the purpose of the schools or ~~school~~ district policies, or if deemed not in the public's best interest. The following types of activities will not be permitted: activities promulgating any theory or doctrine subversive to laws of the United States or any political subdivision thereof; any activity that tends to violate good manners, morals, values or taste; activities that would tend to be injurious to the facilities, grounds, or equipment; and activities that are discriminatory in nature.
- Use of district facilities on holidays or holiday weekends and Sundays is discouraged due to limited staff availability.
- Weekend use by non-district facility groups will be charged a custodian fee as designated in the fees section of this document **and are subject to the availability of appropriate custodial staffing.**
- After the Request for Use of District Facilities form has been approved and signed by the Activities Director or ~~his/her~~ designee, ~~building principal~~ and a representative of the facility user group, it becomes an agreement with the requestor and/or the organization, and they cannot sublet or transfer their rights and privileges to any other individual, group, business, or organization.
- Facility user groups should check permanent equipment and condition of room(s) at start of usage to determine any previous damage. Such damage should be documented and shown to the custodian or the ~~building monitor~~ **event coordinator** immediately. If any damage is noticed after a group has used the district facility, grounds, or equipment the group will be held responsible for the cost of repair or replacement of any items damaged, lost, or stolen from ~~school~~ district property. Facility user groups will be responsible for

leaving the facilities and property in the same condition as upon arrival (including returning furniture to original configuration and any other clean up needed).

- The Facility Use permit is granted for specific dates, equipment, rooms or areas of buildings for specific periods of time and for specific uses including the nearest restrooms and drinking fountain. Using a building for other purposes, using additional facilities, loitering in other areas, entering or remaining in the building beyond the allotted time will be considered as unauthorized use of the facilities. Additional charges may be added to the facility use fee as well as denial of future facility use requests.
- No permit holders shall be allowed to sublet the facility.
- All School District of River Falls policies, local and state ordinances, laws and fire codes pertaining to the use of public facilities must be observed. Copies of all ~~school~~ district policies are available online at www.rfsd.k12.wi.us. Policies include but are not limited to, the following:
 - River Falls School District is tobacco free. Use of tobacco products is prohibited on ~~school~~ district property including buildings and grounds.
 - Possession or consumption of intoxicating beverages or illegal substances (drugs) in any form is prohibited on ~~school~~ district property including facilities and grounds.
 - No weapons or look alike weapons, as defined in Policy 832, shall be brought on ~~school~~ district property for any reason other than in conjunction with an authorized firearm safety program with the exception of legally authorized officials.
 - Facility user group leaders agree to go over any safety concerns and rules related to scheduled activity including proper sportsmanship, location of fire extinguishers, fire blankets, and proper use of equipment. Facility user groups must furnish their own first aid kits and instructional supplies.
 - District policy prohibits all forms of harassment and violence as defined in Policy 411.1.
 - If a fire alarm sounds in any area of a building the entire building must be evacuated according to evacuation maps posted in each room near exits.
 - If an alarm sounds related to tornado warning the entire building must take cover in the nearest location as indicated on maps posted in each room.
 - Consumption of food (including snacks and refreshments) and beverages in school facilities is allowed in designated areas only, which does not include instructional areas, gymnasiums, auditoriums, and other special use rooms.
 - Disorderly conduct is prohibited and punishable by ejection from the facilities or grounds. This includes inappropriate communication and disrespect for authority, building monitors, and/or custodians by group leaders or participants of a group. The proper authorities may be notified, including law enforcement to intervene.
 - To preserve the ~~school~~ district's gym floors, soft-soled shoes are recommended. Removal of non-soft soled shoes is requested prior to entering the gymnasiums.
 - Parking is allowed in designated areas only. Cars parked in fire lanes will be ticketed.
- The Superintendent or ~~his/her~~ designee is authorized to act in any case not covered by the rules and regulations as deemed appropriate.

- Some regulations may vary where separate **School** Board of Education approved “Joint Use” or “Special Use” agreements exist between the ~~school~~ district and other cooperative community entities:
 - There are additional special guidelines for use of kitchens (food service areas), classrooms with cooking facilities, and the pool that the facility user groups must follow. Copies of these guidelines are provided with the permit prior to usage when that area is requested. Appropriate school or school-trained personnel may be required when special school facilities or equipment are utilized and will be billed to the facility user group at the current hourly rate.
 - In most cases, the athletic fields will be used for high school and district sponsored events, plus events sponsored by the River Falls Park and Recreation Department composed of a majority of ~~school~~ district residents. The use of the athletic fields will be approved based on field conditions, priority scheduling, and in consultation with the Activities Director.
 - Use of the varsity running track shall be limited to regular school groups and approved facility user groups. Spiked running shoes may not be used on the varsity running track.
 - Use of computer facilities must comply with the district’s acceptable use guidelines.
 - Tennis courts are available for individual use based on the posted rules, restrictions and priority scheduling.

Priorities for Scheduling of Facilities

To make maximum use of district facilities, grounds, and equipment with a minimum conflict, it is necessary to arrange facility user groups on a priority basis. Groups using the facilities will be prioritized from Priority 1 through 4 with a Priority 1 having highest priority for use when developing the annual master district and school related activities calendar. The term “priority” as used in this regulation is intended to mean first consideration for access to facilities rather than exclusive use at the expense of all groups assigned lower priority. Although Priority 1 retains the rights to cancel the use of scheduled community facility groups with an assigned lower priority, efforts will be made to keep cancellations to a minimum.

“Local” is generally defined as those whose primary residence, address, chapter, affiliation is considered to be located within the legal boundaries of the ~~school~~ district.

Priority 1 - Refers to the programs and activities of the School District of River Falls. All directly related pre-K-12 school activities such as regularly scheduled daytime school activities, musical and arts events, student co-curricular activities, school productions, staff development, community education ~~services events/programs/classes~~, approved meetings and activities of student organizations, school staff, parent organizations, or other organizations whose sole purpose is to support the ~~school~~ district. No fee shall be charged for use of district facilities or grounds by school or school related organizations, except if use is requested at a time it would not be open, a charge back for personnel (i.e. custodial) may be assessed as well as any special services or personnel needed as a result of usage. Also will be included are basic political occurrences such as providing election polling places.

Priority 2 – Refers to local non-profit groups/clubs, agencies, parks and recreational programs, and adult service organizations composed of at least 51% of school district residents and organized to promote civic, charitable, educational, social, leadership, service learning, support services, or recreational activities for youth. This includes local youth religious/social/recreational activities, and local non-public school recreational activities. Camps or Clinics provided by district staff or coaches for district youth. Priority 2 also includes local community theater groups.

Priority 3 – Refers to local religious organizations for worship and adult or youth instruction, political parties, partisan issue organizations and local adult/youth special interest, recreational, or social groups/clubs/associations, AAU or Elite youth teams headed by a district parent. The groups must be composed of at least 51% of district residents.

Priority 4 - Refers to for-profit businesses, educational institutions, or non-profit organizations located outside of the school district or non-resident groups whose primary residence, address, chapter or affiliation is considered to be located outside the legal boundaries of the school district. Fund-raising activities not specifically designed to benefit the school district or its students by any organization are considered Priority 4.

Fees will be assessed according to use requests, policy, extra costs associated with usage and fee schedule approved by the School Board of Education.

The illustrations of various groups within each priority grouping above are illustrations only and should not be construed to represent an all-inclusive listing. The Activities Director and/or Superintendent is given the authority to clarify a priority.

Facility Use Fee Schedule – Effective July 1, 2019

	Priority 1 & 2	Priority 3	Priority 4
Montessori AG Gymnasium	NC	\$77/day \$35/hr	\$114/day \$50/hr
Computer Lab	NC	\$87/day	\$114/day
Elementary Cafeteria	NC	\$77/day \$30/hr	\$87/day \$50/hr
Elementary Fields	NC	\$61/day \$20/hr	\$114/day \$30/hr
Elementary Gymnasium *	NC	\$61/day \$24/hr	\$93/day \$45/hr
Elementary Library	NC	\$44/day \$22/hr	\$61/day \$38/hr
HS Auditorium *	NC	\$336/ 3 hr performance \$114/ 3 hr rehearsal \$120/hr	\$563/ 3 hr performance \$228/ 3 hr rehearsal \$175/hr

HS Auxiliary Gymnasium *	NC	\$77/day	\$35/hr	\$114/day	\$60/hr
HS Band or Choir Room	NC	\$87/day		\$114/day	
HS Commons	NC	\$114/day	\$35/hr	\$169/day	\$60/hr
HS Concession Room	NC	\$44/day		\$87/day	
HS Dance Studio	NC	\$87/day	\$25/hr	\$114/day	\$45/hr
HS Fields #1-6 Grass	NC	\$61/day	\$35/hr	\$114/day	\$60/hr
HS Fields A-E Baseball/Softball	NC	\$45/hr		\$90/hr	
HS Library Media Center	NC	\$87/day	\$20/hr	\$114/day	\$30/hr
HS Main Gymnasium *	NC	\$114/half day \$228/day \$20/hr/court		\$169/half day \$335/day \$30/hr/court	
HS Pool	NC	\$336/day		\$563/day	
HS Wildcat Field & Track *	NC	\$169/day	\$75/hr	\$336/day	\$150/hr
HS Tennis Courts *	NC	\$61/day	\$25/hr	\$114/day	\$35/hr
Kitchens	NC	\$14/hr		\$14/hr	
MS Auditorium *	NC	\$169/ 3 hr performance \$87/ 3 hr rehearsal \$65/hr		\$228/ 3 hr performance \$114/ 3 hr rehearsal \$95/hr	
MS Athletic Fields	NC	\$61/day	\$35/hr	\$114/day	\$60/hr
MS Cafeteria	NC	\$77/day	\$30/hr	\$87/day	\$50/hr
MS Gymnasium *		\$35/hr		\$60/hr	
MS Library Media Center	NC	\$87/day	\$20/hr	\$114/day	\$30/hr
MS Multipurpose Room (Lower Level)	NC	\$61/day	\$30/hr	\$92/day	\$50/hr
MS Tennis Courts *		\$20/hr		\$25/hr	
Parking Lot	NC	\$61/day		\$228/day	
Regular Classrooms & Elementary Library Media Centers	NC	\$44/day	\$15/hr	\$61/day	\$25/hr

* Auditoriums, Tennis Courts, Gymnasiums, HS Fields, and Wildcat Field/Track require a \$500 deposit to be used towards any additional fee charges. If no additional fees apply, the deposit will be returned in full.

Joint Powers agreements will govern terms of use for local government and other agencies as approved by the School Board of Education.

Facility rental rates may be reviewed annually. will increase on July 1 by the CPI of the most recently completed calendar year and rounded up to the nearest dollar.

Additional Fees for Facility and Grounds Usage:

- Rescheduling – A \$25 \$10 fee may be charged if excessive revisions or rescheduling is made to the original request.
- No Show charges – billed according to estimated costs on activity confirmation.
- Event Coordinator Supervisor/Building Monitor billed at current hourly rate, unless waived.
- ~~Late Service Fee – A late service fee of \$25.00 per month will be charged for any accounts with a balance due carried over 60 days.~~
- Custodian fees for set up and take down for large groups or if the facility user group does not fulfill their obligations of leaving the facility in the same condition in which they found it.
- Equipment repair and damage fees, if applicable.
- For large events a fee for extra garbage pickup may apply
- When requesting use of school parking lots a deposit may be requested and there may be charges applied if maintenance is required after the event.

Equipment Charges Per Use:

Staging Platforms/Flats	\$8/unit
Choral Risers	\$50/day
Overhead Projector/TV	\$15 each item
Sound System — Multiple Day Use	\$25 Call for Quote
Microphone	\$5 each
Piano/Grand Piano — **Group is responsible for tuning	\$25/\$80
Spotlights	\$15
General Stage Lighting	\$35
Podium	\$5

Special Lighting Needs	Call for Quote
LCD Projector	\$40/day
Smart Board	\$25/day
Chairs	\$0.50/chair per day
Tables	\$5/table per day

Personnel and Production Fees

- ~~Custodian and Food Service~~ Facilities used by facility user groups when custodians are not normally on duty will be charged at a \$32 hourly rate of compensation for after hours use. The hours charged will include the actual hours of the activity plus any pre and post time required for preparation and cleanup of school facilities. Certain events may require more than one custodian, which the Building Principal can request. Salary rates for personnel costs are subject to unit contracts and are not negotiable. Some personnel costs may be shared when there are multiple community facility user groups using the facility at the same time. Contact the Food Service Department for all applicable rates and charges.
- ~~Supervisor/Building Monitor~~ charges may be waived when the group that rents space provides an adult leader/supervisor that can adequately control the public areas and ensure the safety, security, and proper use of facilities according to district rules and regulations. The Activities Director retains the right to require an adult leader/supervisor to attend an orientation and training session. When it is deemed necessary by school authorities that a district hired supervisor/building monitor is required for certain facility uses and activities the supervision/building monitor time will be billed to the facility user group at the current hourly rate. Tournaments or events with over 150 attendees may require a building monitor.
- ~~Red Cross Certified Lifeguard(s)~~ must be on duty during pool rental periods for each pool in use. Lifeguards will be hired by the facility user group. A list of lifeguards to be used and their appropriate certification will be presented to the Activities Office as part of the contract.
- ~~Facility user groups that use the fields and track~~ may be assessed a custodian fee for grooming, cleanup of trash and garbage left on the grounds, chalking of fields and any other unforeseen costs due to the use. Weekend field grooming may be an additional charge.

Auditorium Guidelines and Procedures

Auditorium rental rates include the space only. If a group requires access to lighting, sound, materials, tools or any other equipment, there will be an additional charge for an Auditorium Supervisor as well as any additional trained personnel as determined by the district. Due to the complexity and delicate nature of the equipment, only district trained and authorized auditorium personnel will be allowed in the control booth to operate this light and sound system.

1. All backstage equipment and rooms, including choral risers, music rooms, shells, staging platforms, instruments, etc. are property of River Falls School District. These items may not be used unless prior arrangements have been made with the high school music department.
2. The Auditorium Supervisor must approve any equipment or decorations brought into the auditorium by a group. Equipment and decorations should be removed directly following an activity. Groups using the auditoriums will not be allowed to store materials or equipment in the school unless pre-approved by the Auditorium Supervisor. At no time are any decorations or objects allowed to be attached in any way to the stage curtains -- front or back, black or blue curtains; neither taped, stapled, pinned, or sewn. Objects are not to be attached to any walls or fixtures without prior written approval from the Auditorium Supervisor.
3. Consumption of food and beverages in the auditoriums and backstage areas is not allowed. Concession items must be consumed in the lobby or commons during the intermission and are not to be brought into the auditoriums or backstage areas.
4. Facility user groups agree to adhere to all regulations regarding fire and safety codes, including not blocking any entrances or exits at any time, and not using flammable or dangerous chemicals or materials.

House - The seating capacity of the Meyer Middle School auditorium is 593. Seating capacity of the high school auditorium is 750. Seating is not allowed in the aisles of either auditorium due to fire and safety codes.

Lighting—The auditorium lighting systems are computer controlled systems with multiple dimmer capacity, many lighting instruments, color gels, and standard features for dimming control, area lighting, and fading. Due to the complexity and delicate nature of the equipment, only district trained and authorized auditorium personnel will be allowed in the light control booth to operate this system. There is an additional charge for personnel and use of the lighting systems. Discuss lighting needs, options, and price quotes with the Auditorium Supervisor prior to facility usage.

Sound System—The sound systems in the auditoriums are available for use at an additional cost. Only authorized, trained staff will be allowed to operate the systems. Additional mixers, speakers, amplifiers, or other peripherals cannot be added to the system without prior consent of the Auditorium Supervisor. The auditorium sound systems have the capacity for playing tape cassettes and CDs through the main speaker assembly. Monitor speakers in the lobby, foyer, and dressing room are not available at this time. Additionally, up to 3 microphones, with stands, are available at an additional cost. The microphones are wired and can be positioned in the stage apron area.

Technical Support Staff—River Falls School District can provide, with the approval of the Auditorium Supervisor, district personnel to help with a group's production. The personnel available include: light board operators, sound board operators, and spot light operators. These

positions are required if this equipment is used; on some occasions, the same person can function in multiple positions to reduce costs. Only district trained and authorized auditorium personnel can operate the equipment. Contact the Auditorium Supervisor regarding needs and a price quote prior to usage.

Materials & Tools— Please contact the Auditorium Supervisor regarding the availability of flats and platforms. It is understood that there will not be any tools available for use by facility user groups. Groups will need to provide their own tools including extension cords and special music cabling with the exception of microphone cords. The school district holds no responsibility for lost or stolen items.

Painting— Facility user groups may paint their own scenery and props, but all painting should be done off campus, unless it is a school sponsored activity. If at the conclusion of the run of a group's production it is determined that the floor, curtains, or carpet are in need of cleaning because of paint spills or other contaminants or scratches, the group will be assessed the cost of such cleaning or repair at time and materials.

DATE OF ADOPTION: March 9, 1973

REVISED: April 20, 1981, September 16, 1991, 2001, 2002, 2004, 2005, December 15, 2008, October 15, 2012, December 16, 2013, July 1, 2016, July 1, 2017, July 21, 2017, July 1, 2018, July 1, 2019, XXXXXX XX, 2025



POLICY 910 FACILITY DEVELOPMENT GOALS

The School District of River Falls **will shall** utilize the latest and best information and ideas regarding educational facilities in the district. With a view to achieving the district's central purpose of high quality education, also acting with fiscal responsibility, the district **will shall** strive not for the cheapest but for the most economical construction which adequately meets requirements of quality education, safety, accessibility, durability, maintenance, insurance and flexibility.

The **School** Board of Education establishes these broad goals for facility development in accordance with the District's Strategic Plan:

1. To integrate facilities planning with other aspects of planning in a comprehensive program of education problem-solving.
2. To base educational specifications for school buildings on identifiable learner needs.
3. To design for sufficient flexibility in order to permit program modification or the installation of new programs.
4. To design school buildings as economically feasible as possible, provided that learner needs are effectively and adequately met by design.
5. To involve the community, district staff, and available experts in the facilities planning process, and take advantage of the latest developments and research in building plans and specifications.
6. To design school buildings for maximum potentiality for community use.

DATE OF ADOPTION: September 16, 1991

REVISED: June 18, 2007, January 16, 2012, July 21, 2017, **XXXXXX XX, 2025**



POLICY 940 NAMING SCHOOL DISTRICT FACILITIES

Naming of school district facilities is the responsibility of the **School** Board of Education. A final decision **will shall** be made by majority vote of the entire **School** Board. The **School** Board of Education will appoint a facility naming committee. Written nominations for a facility name, which **will shall** contain the rationale for such nomination, may be solicited from the public. Once a facility has been officially named, it **will shall** not be renamed except for compelling reasons to be determined by the **School** Board.

Criteria that may be considered when naming school facilities are:

- A facility may be named after a geographic location and/or a section of the district it serves.
- If a facility is to be named after a person, that person **will shall** be of exemplary moral character; have made an outstanding contribution to education, humanity or community; have displayed outstanding leadership or be a person of historical significance.
- Facilities may also be named after major contributors to the school district without whom new facilities would not have been possible.
- The name should not be in conflict with the names **of** other facilities in the system or in the surrounding area.
- The committee may use the following sources for the suggestion of names:
 - Public participation. This is to include announcements through the news media soliciting suggestions for facilities names
 - Student participation
 - Faculty/staff participation
 - Previous file of suggested names. A permanent file of previously suggested names **will shall** be maintained by the Superintendent.

All nominations **will shall** be in writing and should contain the **rationale** for such nomination.

Parts of facilities may be named using the same criteria for recognition of individuals and be identified in an appropriate and consistent manner as determined by the **School** Board.

DATE OF ADOPTION: November 19, 2001

REVISED: June 18, 2007, **XXXXXX XX, 2025**