

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

Monday, February 17, 2025 - 6:00 PM

District Office, 852 E Division Street, River Falls, Wisconsin 54022

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. **PLEDGE OF ALLEGIANCE**
4. **HEARING OF VISITORS OR DELEGATIONS**
5. **INFORMATIONAL ITEMS**
 - A. **Spotlight on Education: Communications & Community Education** **4**
 - B. **Superintendent, Administrative, and Student Representative Reports**
 1. Student Representative Report
 2. Administrative Reports
 - a. Elementary School Goal Update 2024-25 13
 3. Superintendent Report
 - a. Superintendent 180-Day Report 20
6. **ACTION ITEMS** **28**
 - A. **Approval of Minutes, bills, and recommended employment**

Description: The following have been submitted for approval:
Item 1: January 20, 2025, Regular School Board meeting minutes
Item 2: Bills submitted for payment
Item 3: Pursuant to Board Policy which references Wisconsin Statutes Sections 111, 118, 121, all employees who require Wisconsin state certification shall be recommended by the superintendent to the Board of Education for approval. All recommendations presented at this time are pursuant to approved Board policies and accompanying administrative procedures.
Recommended Action: Approve minutes, bills, and employment as presented.
 - B. **Presentation by Lowell and Kathryn Enerson regarding reasons for proposed detachment of territory pursuant to Wis. Stat. Sec. 11.12**

Description: The School Board will provide an opportunity for the electors and petitioners to present reasons regarding the proposed detachment of territory.
Recommended Action: None, informational only.
 - C. **Consideration and/or Action on the petition by Lowell and Kathryn Enerson to detach property from the River Falls School District to the Hudson School District pursuant to Wis. Stat. sec. 117.12.** **41**

Description: The School Board will consider the petition for detachment of property by Lowell and Kathryn Enerson from the River Falls School District to the Hudson School District. Failure of a school board to adopt a resolution before March 1 constitutes a denial by the School Board.
Recommended Action: Consideration and/or Action on the petition by Lowell and Kathryn Enerson to detach property from the River Falls School District to the Hudson School District pursuant to Wis. Stat. sec. 117.12.
 - D. **Consideration and/or Action to approve February 3, 2025, Educational Program Committee recommendations** **52**

Description: The Educational Program Committee met on February 3, 2025, to hear an overview of the WIAA Name, Image, and Likeness (NIL) proposed amendment, to hear the 150-day academic services update, to approve the 2025-26 RF4C Provider Contract and finally to approve policy 347 Student Records and the accompanying 347-Rule Guidelines for the Confidentiality and Maintenance of Student Records.
Recommended Action:
 1. Approve the 2025-26 RF4C Provider Contract.
 2. Approve the first reading of revised School Board Policy 347 Student Records.

3. Approve the first reading of revised School Board Policy 347-Rule Guidelines for the Confidentiality and Maintenance of Student Records.

E. Consideration and/or Action to approve February 10, 2025, Finance & Facilities Committee recommendations 78

Description: The Finance and Facilities Committee met on February 10, 2025, to acknowledge WI School Bus Driver Appreciation week, to hear a facilities projects update, to hear a kids club update, hear a 2024-25 budget update, to review the petition to alter school district boundaries, and finally to approve the FFA Alumni Association Memorandum of Understanding for infrastructure improvements of a seasonal watering system at the school farm.

Recommended Action: Approve the Memorandum of Understanding between the School District of River Falls and the River Falls FFA Alumni Association for infrastructure improvements of a seasonal watering system at the School Farm.

F. Consideration and/or Action to approve February 10, 2025 Personnel Committee recommendations 83

Description: The Personnel Committee met on February 10, 2025, to review the 2024 student:staff ratio comparables, to hear a staffing update, to approve the 2025-26 Staffing Plan: Phase I, to approve the 2026-27 school year calendar, and to approve the commencement of contract negotiations. The committee also went into closed session to discuss the 2025-26 contract negotiation meetings, the compensation analysis of all employee groups, and the number of teacher contract days.

Recommended Action:

1. Approve the 2025-26 Staffing Plan: Phase I.
2. Approve the 2026-27 school year calendar.
3. Approve Commencement of Contract Negotiations.

G. Consideration and/or Action to approve the first reading of revised School Board Policy 133 Filling School Board Vacancies and the new accompanying 133-Rule Procedures for Filling School Board Vacancies 87

Description: The administrative team is recommending minor updates to the following policy in the 100 series, including a new accompanying rule. (LINK)

Recommended Action:

1. Approve the first reading of revised School Board Policy 133 Filling School Board Vacancies.
2. Approve the first reading of the new School Board Policy 133-Rule Procedures for Filling School Board Vacancies.

H. Consideration and/or Action to approve the second readings of revised School Board Policy 183 Voting, 186 Citizen Advisory Committees, 186-Rule Citizen Advisory Committee Guidelines, 188 Remote School Board Member Participation in Meetings, 190 Recognitions for Accomplishments, 532.1 Personnel Negotiations, 538 Professional Staff Evaluation, 761 Free and Reduced Price Meals, 830 Use of District Facilities, Grounds, and Equipment, 830-Rule Use of District Facilities, Grounds, and Equipment, 910 Facility Development Goals and 940 Naming School District Facilities 90

Description: The first readings of revised policies: 186 Citizen Advisory Committees, 186-Rule Citizen Advisory Committee Guidelines, 188 Remote School Board Member Participation in Meetings, 190 Recognitions for Accomplishments, 532.1 Personnel Negotiations, 538 Professional Staff Evaluation, 761 Free and Reduced Price Meals, 830 Use of District Facilities, Grounds, and Equipment, 830-Rule Use of District Facilities, Grounds, and Equipment, 910 Facility Development Goals and 940 Naming School District Facilities were approved at the January 20, 2025, Regular School Board Meeting. Policy 183 Voting was first approved at the December 16, 2024, Regular School Board Meeting. (LINK)

Recommended Action:

1. Approve the second reading of revised School Board Policy 183 Voting.
2. Approve the second reading of revised School Board Policy 186 Citizen Advisory Committees.
3. Approve the second reading of revised School Board Policy 186-Rule Citizen Advisory Committee Guidelines.
4. Approve the second reading of revised School Board Policy 188 Remote School Board Member Participation

in Meetings.

5. Approve the second reading of revised School Board Policy 190 Recognitions for Accomplishments.
6. Approve the second reading of revised School Board Policy 532.1 Personnel Negotiations.
7. Approve the second reading of revised School Board Policy 538 Professional Staff Evaluation.
8. Approve the second reading of revised School Board Policy 761 Free and Reduced Price Meals.
9. Approve the second reading of revised School Board Policy 830 Use of District Facilities, Grounds, and Equipment.
10. Approve the second reading of revised School Board Policy 830-Rule Use of District Facilities, Grounds, and Equipment.
11. Approve the second reading of revised School Board Policy 910 Facility Development Goals.
12. Approve the second reading of revised School Board Policy 940 Naming School District Facilities.

I. School Board Self-Evaluation Review

Description: The School Board will review and discuss strengths, priorities, and areas of growth.

Recommended Action: No action, discussion only.

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

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

Recommended Action: As needed.

K. Schedule next School Board/Committee meetings

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

Recommended Action: Set the meeting schedule as follows:

Finance & Facilities Committee meeting: Monday, March 3, 2025, 6:00 p.m.

Educational Program Committee meeting: Monday, March 10, 2025, 6:00 p.m.

Personnel Committee meeting: Monday, March 10, 2025, 7:00 p.m. (or immediately following Educational Program)

Regular School Board meeting: Monday, March 24, 2025, 6:00 p.m.

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

L. Consideration of adjourning to closed session pursuant to Wis. Stat. Sec. 19.85(1)(c), which permits convening in closed session for the purpose of considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to discuss the Superintendent's formative evaluation. Roll call required.

7. CONVENE TO CLOSED SESSION

8. ADJOURN (NO ACTION TAKEN IN CLOSED SESSION)

COMMUNICATIONS & COMMUNITY EDUCATION

2025 Update



COMMUNICATIONS | COMMUNITY ED | VOLUNTEER

OUR TEAM:

Jenny Ames, Lauren Kaminski, Lesley Schradle



COMMUNICATIONS

OUR ROLE:

- Serve as a vital bridge between district leadership, staff, students, parents and wider community.
- Share important information in a timely, transparent, consistent, and effective manner.
- Celebrate and recognize students, staff, district, partnerships & events.
- Provide timely and effective emergency messaging.
- Continue to build “brand name recognition” for our district to maintain a unified visual identity.



COMMUNICATIONS SNAPSHOT

September - December, 2024

FACEBOOK @riverfallsschooldistrict

Lifetime Facebook followers: 5.7K

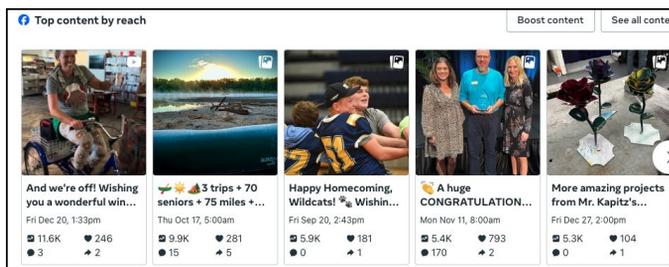
Net follows: 116 (↑ 12.6%)

Reach: 76K

Content Interactions: 20.5K

Top posts by reach Sept 1 - Dec 31, 2024:

1. Kady Bauschelt riding trike (reel)
2. Mr. Bishop's Outdoor Ed canoe trip
3. Homecoming
4. MMS counselor award
5. Kapitz welding projects



COMMUNICATIONS SNAPSHOT

September - December, 2024

INSTAGRAM *Riverfallssd*

Instagram *Riverfallssd*

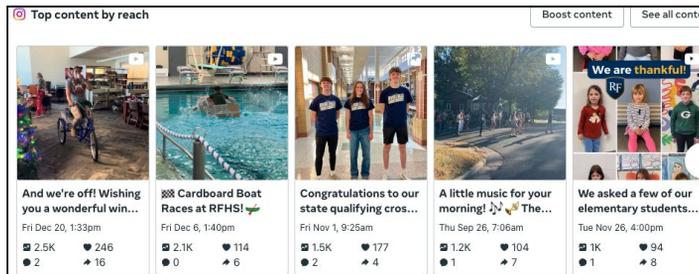
Reach: 5.2K

Content interactions: 1K (↑340.9%)

Lifetime followers: 1.7K

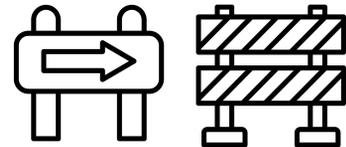
Top posts by reach Sept 1 - Dec 31, 2024:

1. Kady Bauschelt riding trike (reel)
2. Cardboard boat races (reel)
3. State qualifying cross country
4. Band marching in Sept (reel)
5. Thankful elementary students (reel)



5

SOCIAL MEDIA REALITIES & CHALLENGES



- Algorithm of Facebook continually changes; pushes groups and advertisements.
- Currently unable to connect Facebook and Instagram “behind the scenes” due to a business manager account we cannot access.
- Still a very important part of our communication strategy in sharing our good news and stories.
- Reels are effective way to reach audience. We are making efforts to post more reels.

5

6

COMMUNICATIONS SNAPSHOT

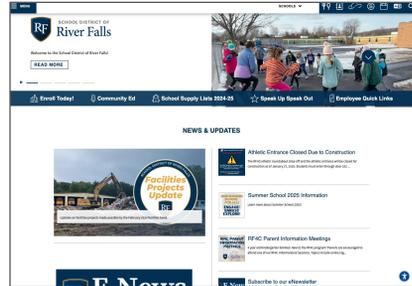
September - December, 2024

WEBSITE www.rfsd.k12.wi.us

Total Active Users: 43K

Top Visited Pages (views)*:

1. District landing page - 149.7k (Dec - 29.7k)
2. Staff directory - 25.6k (Dec - 4.9k)
3. Calendars - 21.5k (Dec - 4.4k)
4. Computer lab - 18.6k
5. Employee Quick Links - 110k
6. Students - 5.2k
7. Food Service - 5k
8. District - About Us - 5k
9. Search Results - 3.8k
10. Athletics & Activities - 3.4k



**Views are the # of pageviews on a website and screenviews on an app.
This is a cumulative number (Sep - Dec).*

ADA DIGITAL COMPLIANCE

The district has taken steps to make sure our website is more accessible to all:

- **Vendor Collaboration** – We are working with our vendor to ensure compatibility with reading assistive technology, including tab navigation and scalable text.
- **Graphics** – Images include alt text, captions, and proper color contrast.
- **Multimedia & Video** – All videos feature closed captions and transcripts.
- **Documents & PDFs** – Guidelines are being established to determine document formats and ensure accessibility.
- **Social Media** – Any text on a flyer must also be included in the post.



This is a work in progress!

COMMUNICATIONS SNAPSHOT

MONTHLY DISTRICT ENEWSLETTER

CONSTANT CONTACT

- **Sends:** 6,883 - 6,954 (varies per month)
- **Opens:** 63.2% average open rate (industry average is 40%)

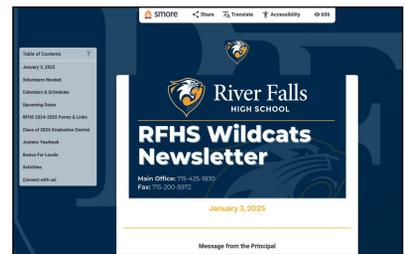
SCHOOL NEWSLETTERS

SMORE

- Digitally ADA Compliant
- Translation built in

Fall 2024: RFHS, MMS, WS, GW, RB, RFPME

Early 2025: RCA, RF4C, Food Service, MMS Counseling, RFHS ACP, and RFHS Virtual Academy



COMMUNICATIONS SNAPSHOT

PRINTED MEDIA

Character Education poster, postcard, magnet



District Community Newsletter

SHARE OF THE DISTRICT ENROLLMENT	
Elementary	50%
Intermediate	25%
High School	25%

District Scorecard

COMMUNICATIONS SNAPSHOT

PRINTED MEDIA

Brochures



Fast Facts



RFHS Banners



COMMUNICATIONS SNAPSHOT

MEDIA

- Superintendent occasional column
- Story suggestions
- Story submissions
- PSAs

Superintendent's column: American Education Week

Posted Wednesday, November 13, 2024 at 1:16 pm



David Bell

By River Falls Supt. David Bell

It is American Education Week! In the School District of River Falls, we are taking this opportunity to honor the powerful impact that teachers and support staff have on our students, while also celebrating the invaluable support our schools have received from the River Falls community.

Our organization is large, so it can be difficult to find the appropriate way to meaningfully honor the people who devote their professional lives to inspiring, engaging, and challenging students. From bus drivers and teachers to support staff and volunteers, each person contributes to the positive environment and culture in our schools. It can be a complicated operation; however, our students benefit from a support system that believes in their ability to learn and grow.

American Education Week is also about recognizing the importance of the support our schools receive from the River Falls community. I have been fortunate to live and work in other communities in Wisconsin. I can confirm that all communities in our state have a high level of pride in their local schools; however, the support in River Falls is special. This support can take many forms, such as leading volunteer organizations, donating supplies, supporting on-curricular activities, or advocating for the needs of students. Support doesn't mean we always agree, but it does mean our community is committed to helping our students reach their unique potential.

RF senior exit interviews give students first interview experience



Pat Arnes and Mark Steiner interview a student at River Falls' senior exit interviews.

ANDREW HARRINGTON / JENSEN COUNTY JOURNAL
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Spreading smiles: Student creates oral care kits for the community



River Falls High School sophomore Kaylie Cegelski assembled nearly 400 oral hygiene kits to support local community organizations.

COVER STORY PHOTO
Posted Wednesday, January 23, 2025 at 2:27 pm

RFHS sophomore Kaylie Cegelski says she's always enjoyed going to the dentist.

"It was that kid who asked to have my teeth painted [with fluoride] twice. I have always loved going to the dentist," Cegelski said.

When she was required to shadow a dentist as part of a HOSA (Health Occupation Student Association)

VOLUNTEER PROGRAM SNAPSHOT

September - December, 2024

- **719 volunteer applications** processed.
- **49 events coordinated** by Volunteer Coordinator
- **88 activities** (an event can have several activities)
- **1203 total spots** filled
- **553 volunteer participants**
- **Volunteers are in RFHS, MMS, GW, Rocky, RFPME, WS, RCA, Community Education events, and some 4k sites.**
- **735 participant volunteer hours** - only includes events managed by Lesley Schradle, our volunteer coordinator. Does not include field trips, mystery readers, STEP participants, student volunteer opportunities, and anything not coordinated by Lesley.



COMMUNITY EDUCATION SNAPSHOT

NEW OFFERINGS

Green Skills Sampler, fused glass classes, Edgar Allan Poe and the Detective Story, Tidying Your Mind and Home with the KonMari Method®, Dementia Live, Squeeze the Juice

PARTNERSHIPS

Whole Earth Co-op, The Garage, Kinni River Land Trust, UW-RF Office of Sustainability, Hope for Earth, The Falls Theatre, Ted Blank Travel, Fox Den Books, Three Schweet Sisters

SOME POPULAR OFFERINGS

Jigsaw Puzzle Competition, Green Skills Sampler, trips (*Fort Snelling Through the Ages*, *White Christmas*, *Mousetrap*, *Beauty & the Beast*, *Grease*), Sweetheart Dance, Marvelous Movie Date, Preschool Open Gym, Cardio Dance, yoga, lap swim, floral classes, cooking classes, fused glass classes, mosaic classes, Estate Planning, Earth Fest.



[Puzzle Competition video](#)

COMMUNITY EDUCATION SNAPSHOT

	Summer 2024	Fall 2024	Winter 2024	Winter 2025
Classes offered:	73	92	72	98 (to date)
Classes held:	51	70	64	85
Registrations:	1210	628	732	753



AWARDS & NOTABLES

WSPRA Spectrum Awards:

- Award of Excellence - Successful 2024 Referendum Campaign
- Award of Merit - Web Overhaul

Presentations:

- WSPRA - panelist/presenter at Fall 2024 convention
- WSPRA - zoom presenter for fall PD series
- WASB - district team presentation at WASB 2025 conference
- Several consulting sessions throughout year with districts related to establishing a community education program

Training/Education:

- ICEPAC (Western Wisconsin Community Ed consortium)
- WSPRA (Wisconsin School PR Association)
- NSPRA (National School PR Association)
- Currently attending NSPRA Crisis Communication Tract with Dave Bell



THANK YOU!

What questions do you have?





Elementary
2024-25
Goals



February
2025
Update

Elementary Wildly Important Goal (WIG)

Goal: 100% of students will be proficient or exceed their yearly growth goal in foundational reading skills as measured by the grade level screening assessment by Spring of 2027.

Description: The elementary schools will utilize AIMSWeb+ for grades K-3 Literacy Screening, and utilize FastBridge for grades 4-5 screening in the 2024-2025 school year. School staff will identify lead measures to support the WIG of building proficiency in elementary readers.

Strategic Plan:

- 1.1- Support a collaborative teaching culture focused on student learning.
- 1.2- Identify and monitor academic readiness benchmarks.
- 2.6- Review and update curriculum and library resources to be age and developmentally-appropriate, while offering a diverse balance of culture, race, backgrounds, and life experiences.



Wildly Important Goal (WIG)

Our goal was identified by: Reviewing FastBridge and Forward reading trend data from previous years- reading data, for the most part, has been generally stagnant, in addition to the implementation of a new resource at the elementary buildings (Greenwood, Rocky Branch, and Westside are using Collaborative Classroom. RFPME is implementing a tracking system for Montessori lessons in classrooms)

Data Used: Forward and FastBridge data from the last 3 school years. We looked at achievement and growth data from FastBridge and screening as well as progress monitoring data.

Story from the Data: While we have highly qualified teachers, strong curricular resources, and highly researched data tools there is work to be done closing the execution gap to ensure students are growing and meeting proficiency goals.

Qualitative Factors that Influenced Our Decision: The ELA Curriculum team sought and provided feedback around a variety of resources paired with essential standards and a stronger understanding of the Science of Reading that influenced the purchase of the resource that reinvigorated the desire to push for more academic growth.

Monitoring Our WIG

Assessment Used to Measure Our Progress:

Classroom assessments and student work samples to gauge progress along the way.

Examples would include mastery checks every 4 weeks for small group reading, 1:1 conferencing notes, and daily student response journal entries tied to independent reading.

		Proficient	Not Proficient
AIMSWeb+	K	76.6%	23.4%
Grade K: Letter Names & Letter Sounds	1	66.3%	33.7%
	2	72.9%	27.1%
Grades 1-3: Oral Reading Fluency (WPM)	3	65.6%	34.4%
	4	70.6%	29.4%
FastBridge	4	70.6%	29.4%
aReading (Broad Rdg Skills)	5	70.4%	29.6%



Responding to Current Lag Data

Obstacles we will have to move/adjust to continue to grow:

- Elementary Principals are working together, alongside Student Service teams to create usable tools for measuring Student Growth.
- Continued conversations around the most impactful ways to measure student Student Growth over time (i.e. growth from screening window to screening window, year to year, beginning of year to end of year, etc).
- Grade level teaching teams have made instructional decisions based on the Item analysis of Forward data.
- Proficiency in use and understanding of AIMSWeb+ Screening tool (only specific subtests are utilized to determine Personal Reading Plan need).
- Creation of Personal Reading Plans with diagnostic testing for students below the 25 percentile.

Committing To Our Lead Measure

<u>Activity our buildings will commit to that is that impacts our WIG:</u>	<u>Mid Year Reflection on our Lead Measure Commitments:</u>
Commitment to 85%+ Authentic PLC collaboration meetings on Thursday mornings	<ul style="list-style-type: none"> • On average we have met 82% of Thursdays in Grade Level PLC Teams • Intentionality towards building and sustaining authentic meetings
Use of SIPPS and UFLI Foundations (RFPME) for targeted small group reading intervention through Title Programming	Continued use and training for Reading Interventionists on SIPPS resource and calibration of UFLI materials
Implementation of Reading Resources (Collaborative Literacy (GW, RB, WS) and Transparent Classroom (RFPME) as intended)	Implementation fidelity checks, ongoing professional development, reflection of new elements and practices with a variety of teams
Child Study Implementation at RFPME as Public Montessori SST process	RFPME has had 22 Child Study Meetings this school year!



October 2024
Update

Elementary Wildly Important Goal (WIG)

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- 1.1- Support a collaborative teaching culture focused on student learning.
- 1.2- Identify and monitor academic readiness benchmarks.
- 2.6- Review and update curriculum and library resources to be age and developmentally-appropriate, while offering a diverse balance of culture, race, backgrounds, and life experiences.



Wildly Important Goal (WIG)

Our goal was identified by ...

Reviewing FastBridge and Forward reading trend data from previous years- reading data, for the most part, has been generally stagnant, in addition to the implementation of a new resource at the elementary buildings (Greenwood, Rocky Branch, and Westside are using Collaborative Classroom. RFPME is implementing a tracking system for Montessori lessons in classrooms)

Data Used: Forward and FastBridge data from the last 3 school years. We looked at achievement and growth data from FastBridge and screening as well as progress monitoring data.

Story from the Data: While we have highly qualified teachers, strong curricular resources, and highly researched data tools there is work to be done closing the execution gap to ensure students are growing and meeting proficiency goals.

Qualitative Factors that Influenced Our Decision: The ELA Curriculum team sought and provided feedback around a variety of resources paired with essential standards and a stronger understanding of the Science of Reading that influenced the purchase of the resource that reinvigorated the desire to push for more academic growth.

Monitoring Our WIG

Assessment Used to Measure Our Progress:

Classroom assessments and student work samples to gauge progress along the way. Examples would include mastery checks every 4 weeks for small group reading, 1:1 conferencing notes, and daily student response journal entries tied to independent reading.

Assessment Used to Measure Our Progress:

K-3 AIMSweb+

Assessment Used to Measure Our Progress:

4-5 FastBridge

- Growth targets
 - Will be determined after the winter screening window by Student Services teams as we work to understand the data.
- Proficiency goals
 - Will be determined by the norms set by each screening tool.
- PLC Meetings teams will work to build understanding of goals for each grade level and student.



Committing To Our Lead Measure

Activity our building will commit to that is in our circle of control/influence that impacts our WIG?:

- Commitment to 85%+ Authentic PLC collaboration meetings on Thursday mornings
- Use of SIPPS (Systematic Instruction of Phonics, Phonemic Awareness and Spelling) for targeted small group reading intervention
- Implementation of Reading Resources (Collaborative Literacy (GW, RB, WS) and Transparent Classroom (RFPME)) as intended
- Child Study Implementation at RFPME as Public Montessori SST process

We selected these commitments because...

These lead measures all have a targeted focus on universal instruction and are in year 1 of implementation

We will track the implementation/effectiveness of these commitments by?

- Track how often our PLCs meet on available Thursdays.
- Classroom walkthroughs, coaching conversations and observation data.
- Winter and Spring screening data



Responding to Current Lag Data

Obstacles we will have to move/adjust to continue to grow:

- No fall screening data K-5
 - Utilized SIPPS Screening Assessment to assess any student below the 25th percentile from Spring 2024 on FastBridge, in addition to any new students to provide some baseline data for our striving learners
- Due to Act 20, new screener in K-3 will make it more difficult to compare data from previous FastBridge percentile rankings
 - Will have winter and spring data points in new screener that will be used to measure growth
 - Screener will be consistent moving forward (till spring 2027 goal end date)
 - Growth can't be measured until Spring because of screener transition
- Team Time and use of para support has changed.
 - As we move through the curriculum and learn how para support can best be used during the literacy block we will monitor and adjust.



Superintendent Report

February 17, 2025



Superintendent Entry Plan

- A vision for the transition of Superintendent leadership at River Falls School District.
- Students, staff, and community stakeholders deserve a transition that will maintain continuity in our culture, sustain the positive momentum that exists at all levels of the organization, and identify opportunities for continuous district growth and improvement.



Entry Plan Goals

- Governance: Support challenging, meaningful, and engaging learning experiences by maintaining effective School Board governance.
- Student Success: Implement the 2022-27 Strategic Plan by aligning resources, promoting collaboration, eliminating barriers, and advocating for ALL students.
- Organizational Alignment: Lead an efficient administrative leadership structure that addresses system needs and supports the attainment of district and school goals.
- Communication and Engagement: Communicate with and seek feedback from students, staff, families, and the community in a transparent, open, collaborative, and sincere manner.



Monitoring the Entry Plan

- The Superintendent will provide progress updates at the following intervals
 - 30 Day Check-In (7/22/24)
 - 90 Day Target (10/21/24)
 - 180 Day Target (2/17/25)
 - 360 Day Target (6/16/25)
- Allows for adjustments, modifications, and promotes ongoing communication.



180-Day Check-In (2/17/25)

- Governance
 - 2024-25 Policy Review Report
 - State Education Convention
- Student Success
 - Strategic plan progress monitoring report
- Organizational Alignment
 - Administrator mentorship update
- Communication and Engagement
 - District communications guiding documents.
 - Employee listening session plan that maximizes the opportunity for employee participation.



Governance

- 2024-25 Policy Review Report
 - 100-Operations
 - Updated (28): 110, 111, 130, 132, 141, 142, 151, 151.2, 151.3, 152, 152-Rule, 153, 161, 162, 163, 163.1, 164, 166 (new), 171, 171.1, 171.2, 171.3, 172,173, 174, 181, 182, 184, 185,
 - 2nd Reading on 2/17/25 (6): 183, 186, 186-Rule, 187, 188, 190
 - 1st Reading on 2/17/25 (2): 133, 133-Rule (New)
 - Policies that still need to be updated (1): 165
 - 100 Series Review will be completed by 4/30/25.
 - 200 Series Review will be completed by 7/1/25.



Governance

- 2024-25 Policy Review Report
 - 300-Instruction
 - Updated (4): 342, 342.7, 342.7-Rule (new), 342.72
 - 1st Reading (2) : 347, 347-Rule
 - 400-Students
 - New (6): 453.4 Rule (3), 453.4 E-1, 453.4 E-2, 453.4 E-3, 453.4 E-4, 453.4 E-5
 - 500-Personnel
 - Updated (12): 522.1, 522.4, 523.3, 535.1, 535.3, 546.1, 523.11, 533.1, 527, 527-Rule(1), 527-Rule(2), 537
 - 2nd Reading (2): 532.1, 538
 - 600-Fiscal Management
 - Updated (6): 611, 652, 653, 662.1, 662.3, 671.2
 - 700-Support Services
 - 2nd Reading (1): 761
 - 800-Community Relations
 - Updated (1): 860
 - 2nd Reading (2): 830, 830-Rule
 - **72 policies updated, adopted, or in-process**



Governance-State Education Convention



Student Success



2024-2025
District Scorecard

WHAT IS THE DISTRICT SCORECARD?

The School District of River Falls' District Scorecard serves as a tool to track the progress towards goals set by the 2022-27 Strategic Plan. The benchmarks reflect our high expectations for academic growth, student engagement, and employee satisfaction. Our intent is to meet or exceed these targets, but if we fall short, we are committed to identifying new lead measures that will drive change. This pursuit is ongoing and continuous.

OUR MISSION

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

OUR VISION

In partnership with families and the community, the School District of River Falls is an innovative PK-12 grade educational leader committed to the academic, social, emotional, and physical well-being of every student.

OUR VALUES

- STUDENTS FIRST
- PEOPLE MATTER
- EQUITY
- RESPECT
- INTEGRITY
- EXCELLENCE
- INNOVATION
- COMMUNICATION

CRITICAL PERFORMANCE INDICATORS

Critical Performance Indicators measure what matters most to our district. Our commitment to excellence in learning, working, and community connections is reflected in our rigorous benchmarks.

SCHOOL BOARD MONITORING CALENDAR

	JUL	AUG/SEP	SEP	OCT	OCT	NOV	DEC
TOPIC	School Board	Personnel, Ed Pro, Finance & Facilities	School Board	School Board	Personnel	School Board	Ed Pro
MTC	Strategic Plan Scorecard Draft, Supt Entry Plan	2024-25 Committee Goals	Final Strategic Plan Scorecard & Monitoring Calendar	Elem WIG Report, Supt 90-Day Report	Staff Retention Report	M5/HS, SPED WIG Report	State Assessment Report
	JAN	FEB	FEB	MAR	APR	JUN	JUN
TOPIC	Finance & Facilities	Personnel	School Board	School Board	Personnel	School Board	Planning Retreat
MTC	Budget Forecast & Facility Planning	Salary Comparability Report	Elem WIG Report, Supt 180-Day Report	M5/HS, SPED WIG Report	2025-26 Staffing Plan	Final WIG Reports	Updated Strategic Plan Scorecard Draft, Stakeholder Feedback & Data Analysis

Sept 2024 | pl of 3

RIVER FALLS LEARNS



- Commitment to academic growth of all students.
- Investment in college and career planning experiences.
- Strong systems of support and robust resources for every learner.

DISTRICT CRITICAL PERFORMANCE INDICATOR	2023-24	2024-25	2025-26	2026-27 TARGET
100% of students in Grades K-5 will be proficient or exceed their yearly growth goal as measured by the reading screening assessment.				100
90% of our students at Meyer Middle School will be proficient (3.0) on priority standards measured on each of their end of course cumulative assessments.				90
100% of students at River Falls High School will achieve grade level reading comprehension expectations or achieve at least 10% growth each year as they progress towards reading mastery.				100
80% of Special Education students will show above average growth (Student Growth Percentile of > 65) on Universal Reading Screeners from Fall to Spring.				80
The district's composite score on the state report card will rank 2nd or better when compared to regionally or demographically comparable school districts.*	4			2
The district's achievement score on the state report card will rank 2nd or better when compared to regionally or demographically comparable school districts.*	2			2
Overall ACT Composite will increase to 22.0 for 11th Grade students.	20.5			22.0
80% of students taking an AP Exam will earn a 3 or better.	73.4			80

*Hudson, Menomonie, New Richmond, Monona Grove, West De Pere, and Pulaski



RIVER FALLS WORKS



- Supportive collaborative teaching culture focused on student learning and high quality teaching practices.
- Mentoring and coach support for all staff.
- Regionally competitive salary and benefits package.
- Dedicated to a strong district and building culture and climate.

DISTRICT CRITICAL PERFORMANCE INDICATOR	2023-24	2024-25	2025-26	2026-27 TARGET
Employee retention rate will increase from 79% to 90%.	83			90
Staff member job satisfaction, as measured on the Job Satisfaction: Staff Feedback Survey composite, will increase from 67.25% to 75%.	67.25			75
Employee salary ranking will be 2nd or better when compared to regionally & demographically comparable school districts.*	5			2
Staff feedback on effective training/professional development, as measured on the Job Satisfaction: Staff Feedback Survey, will increase from 63.5% to 85%.	63.25			85
Capital referendum projects will be completed aligned to plan, within budget, on schedule, and with consistent, transparent communication to stakeholders.				100
Authentic collaboration will occur on scheduled collaboration dates within all K-12 buildings.				85

*Hudson, Menomonie, New Richmond, Monona Grove, West De Pere, and Pulaski



RIVER FALLS CONNECTS



- Connected and supportive community.
- Transparent and open communication.
- College and technical college connections.

DISTRICT CRITICAL PERFORMANCE INDICATOR	2023-24	2024-25	2025-26	2026-27 TARGET
The percentage of students who are identified as chronically absent** will decrease from 8.32% to 3%.	8.32			3
82% of River Falls High School students will participate in at least one co-curricular activity.	76			82
Parent connections feedback survey will increase from 83.4% to 90%.	83.4			90
The percentage of students completing at least one dual enrollment course will increase from 59.4% to 70%.	59.4			70
District website accessibility will be updated so that 100% of users have access to online programs, services, and activities.				100
Increase overall Community Education satisfaction scores by 10%.				10

**For the purpose of this scorecard, chronically absent is defined as absent for more than 10% of school days. All absences, except medical, are considered.



Organizational Alignment

- Administrator Mentorship
 - Self review and goal-setting conferences
 - Formal and informal sampling visits
 - Leadership Development support→ Director of Human Resources
 - Administrator PLC→ Director of Academic Services
 - Mid/end of year reviews



Communication and Engagement

- Establishing a consistent process, design, and tool for school newsletters to ensure a uniform parent experience, ADA compliance, and easy language translation.
 - Crisis Communication training – Dave and Jenny are enrolled in NSPRA's Crisis Communication Academy (Jan - June).
 - Provide transparent, timely updates on the progress with our facilities projects.
 - Continue to share the celebrations and share information through various communication tools to reach our staff, parents and community.
 - Continue to become ADA compliant in our website and all digital communications.



Communication and Engagement

- Staff Listening Sessions→ April 2025
 - Opportunity to gather feedback and provide important employee-focused feedback.
 - Looking for ways to improve attendance, while have it still feel like employees can opt-in.
 - School Board representatives will be invited to participate as their schedule allows.



School District of River Falls
Regular School Board Meeting

Monday, January 20, 2025 - 6:00 PM
District Office, 852 E Division Street,
River Falls, Wisconsin 54022

The regularly scheduled meeting of the River Falls School Board was called to order on Monday, January 20, 2025, at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. President Johnson Myers called the meeting to order at 6:00 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

President Stacy Johnson Myers, Vice President Alan Tuchtenhagen, Clerk Lindsey Curtis, Treasurer Mike Miller, members Monica LaVold (arrived 6:18 pm) and Alison Page. Board member Bo Hirstein and student representative Addison Reisdorfer were absent. Also present were Superintendent David Bell, Director of Human Resources and Leadership Development Nate Schurman, Co-Directors of Academic Services MaryBeth Elliott & Amy Wise, and Director of Finance & Facilities Lynette Coy. Director of Student Services Mark Inouye, Meyer Middle School Principal Mark Chapin, Rocky Branch Principal Ashley Bingenheimer, FFA Advisor Ryan Pechacek, and Food Service Director Pat Knox were also present.

HEARING OF VISITORS OR DELEGATIONS - None

INFORMATIONAL ITEMS

A. Wildcat Pride Awards

River Falls FFA (Future Farmers of America) and the School District of River Falls Food Service Program were congratulated on being recognized by the Wisconsin Department of Instruction for providing local food to Wisconsin students through the Local Food for Schools Program in November.

B. Spotlight on Education: Food Service Program

Knox presented some highlights to the School Board, including the Discovery Kitchen program at the River Falls Public Montessori, which focused on "Noodles Around the World" in November. He also mentioned the recent partnership with the UW-River Falls beef management team to procure local beef for the lunch program.

C. Superintendent, Administrative, and Student Representative Reports

1. Student Representative Report - None
2. Superintendent Report

Bell discussed the overall responsibilities and scope of the Building and Grounds department, which encompasses 10 different facilities and over 160 acres of land to maintain. He highlighted the department's dedication to efficiency and the creation of sustainable partnerships, such as with Pierce County Recycling.

ACTION ITEMS

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

1. The minutes from the December 16, 2024, Regular School Board Meeting.
2. Accounts Payable and Payroll payments in the amount of \$4,550,091.99.
3. Pursuant to School Board Policy which references Wisconsin Statutes Sections 111, 118, and 121, approval of the following employment recommendations: 1. Recommended approval of the employment of Erik Wild as 1.0 FTE Long Term Substitute Special Education Teacher at River Falls High School effective January 2, 2025 through June 9, 2025 (vacant position). 2. Recommended approval of the hiring of the following short-term, on call Substitute Teachers: a. Krista Ottino b. Mary Cormican c. Holly Kruger d. Theodore Sullivan e. Annika Gunderson f. Erin Bitter g. Lori McGinty h. Gabrielle Lord-Klein. Motion carried unanimously (6-0).

B. Consideration and/or Action to approve January 6, 2025, Educational Program Committee recommendations

The Educational Program Committee met on January 6, 2025, to approve the memo to establish seats for open enrollment and to approve the District's notice of educational options. Policies 347 Student Records and 347-Rule Guidelines for the Confidentiality and Maintenance of Student Records were tabled for a future meeting.

Action:

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1. Tuchtenhagen moved, seconded by Curtis to approve the memo to establish seats for Open Enrollment. Motion carried unanimously (6-0).
2. Tuchtenhagen moved, seconded by LaVold to approve the District's Notice of Educational Options. Motion carried unanimously (6-0).

C. Consideration and/or Action to approve January 13, 2025, Finance & Facilities Committee recommendations

The Finance and Facilities Committee met on January 13, 2025, to hear a Facilities Project bid update, to hear a 2024-25 budget update, to discuss the Request for Proposal (RFP) for audit services, and to approve the initial reading of Policies: 761 Free and Reduced Price Meals, 830 Use of District Facilities, Grounds, and Equipment, 830-Rule Use of District Facilities, Grounds, and Equipment, 910 Facility Development Goals and 940 Naming School District Facilities. Policy 672: Purchasing was tabled for a future meeting.

Action: Miller moved, seconded by Curtis to approve the first reading of revised School Board Policy 761 Free and Reduced Price Meals, 830 Use of District Facilities, Grounds, and Equipment, 830-Rule Use of District Facilities, Grounds, and Equipment, 910 Facility Development Goals and 940 Naming School District Facilities. Motion carried unanimously (6-0).

D. Consideration and/or Action to approve January 13, 2025 Personnel Committee recommendations

The Personnel Committee met on January 13, 2025, to discuss the staffing update and to approve the initial readings of Policies 538 Professional Staff Evaluation and 532.1 Personnel Negotiations. The committee also went into closed session to approve the continuing employment letters for administrators and to discuss 2025-26 bargaining goals.

Action:

1. Page moved, seconded by Tuchtenhagen to approve the first reading of revised School Board Policy 538 Professional Staff Evaluation and 532.1 Personnel Negotiations. Motion carried unanimously (6-0).
2. Tuchtenhagen moved, seconded by Page to approve the continuing employment letters for administrators. Motion carried unanimously (6-0).

E. Acknowledge for the record the actions taken in regard to the 2025 Spring School Board Election

Pursuant to Wisconsin statutes, the school district clerk must verify/certify school board candidates, designate the names as they are to appear on the ballot, determine the need for a primary, supervise drawing and names for placement on the ballot, and notify municipal clerks for the spring school board election.

Action: LaVold moved, seconded by Tuchtenhagen to acknowledge for the record the actions taken in regard to the 2025 Spring School Board Election. Motion carried unanimously (6-0).

F. Consideration and/or Action to approve the first readings of revised School Board Policy 186 Citizen Advisory Committees, 186-Rule Citizen Advisory Committee Guidelines, 188 Remote School Board Member Participation in Meetings, and 190 Recognitions for Accomplishments

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

Action: Page moved, seconded by Tuchtenhagen to approve the first readings of revised School Board Policy 186 Citizen Advisory Committees, 186-Rule Citizen Advisory Committee Guidelines, 188 Remote School Board Member Participation in Meetings, and 190 Recognitions for Accomplishments. Motion carried unanimously (6-0).

G. Consideration and/or Action to approve the second readings of revised School Board Policy 172 Special School Board Meetings, 173 Closed Sessions, 183 Voting, 184 School Board Minutes, 185 School Board Committees and new School Board Policy 453.4 Rule(3) Procedures for Administering Medication to Students on Field Trips, 453.4 Exhibit(1) Prescription Medication Authorization Form, 453.4 Exhibit(2) Medication Administration Incident Report, 453.4 Exhibit(3) Medication Recording Form, 453.4 Exhibit(4) Overnight Field Trip Health Information Form and 453.4 Exhibit(5) Over-the-Counter OTC Medication Authorization Form

The first readings of revised policies: 172 Special School Board Meetings, 173 Closed Sessions, 183 Voting, 184 School Board Minutes, 185 School Board Committees, and new policies: 453.4 Rule(3) Procedures for Administering Medication to Students on Field Trips, 453.4 Exhibit(1) Prescription Medication Authorization Form, 453.4 Exhibit(2) Medication Administration Incident Report, 453.4 Exhibit(3) Medication Recording Form, 453.4 Exhibit(4) Overnight Field Trip Health Information Form and 453.4 Exhibit(5) Over-the-Counter OTC Medication Authorization Form were approved at the December 16, 2024, Regular School Board Meeting. (LINK)

Action: Curtis moved, seconded by LaVold to approve the second reading of revised School Board Policies 172 Special School Board Meetings, 173 Closed Sessions, 184 School Board Minutes, 185 School Board Committees and the new policies 453.4 Rule(3) Procedures for Administering Medication to Students on Field Trips, 453.4 Exhibit(1) Prescription Medication Authorization Form, 453.4 Exhibit(2) Medication Administration Incident Report, 453.4 Exhibit(3) Medication Recording Form, 453.4 Exhibit(4) Overnight Field Trip Health Information Form and 453.4 Exhibit(5) Over-the-Counter OTC Medication Authorization Form. Motion carried unanimously (6-0).

Policy 183 Voting was tabled for further review.

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

As always, School Board members were given the opportunity to suggest items for future School Board meeting agendas.

Action: Bring back Policy 183 Voting and the School Board Self-Evaluation.

I. Schedule next School Board/Committee meetings

Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, February 3, 2025, 6:00 p.m.

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

Personnel Committee meeting: Monday, February 10, 2025, 7:00 p.m. (or immediately following Finance & Facilities)

Regular School Board meeting: Monday, February 17, 2025, 6:00 p.m.

ADJOURNMENT

President Johnson Myers declared the meeting adjourned at 7:18 p.m.

Lindsey Curtis, Clerk

SCHOOL DISTRICT OF RIVER FALLS
River Falls , Wisconsin 54022

February 2025 Board Meeting

Accounts Payable	AMOUNT
Checks # 220453 - 220805	\$370,359.01
ACH # 242500503-242500597	\$945,597.56
Wires The Standard, Mn Life, Payroll Taxes, Wis Deferred Comp, EBC, Postage, WEA EyeMed, HSA Bank, WRS-Retirement, HealthPartners (medical prem/dental fees/self funded claims)	\$1,557,161.66
NSF/Return of Funds	
Void Check #220315, #220514	-\$3,241.00

PAYROLL

Checks #	\$0.00
ACH # 997396912 - 997398178	\$1,631,538.50
Void 997397485	-\$369.40

\$4,501,046.33

Actual

FNB - General Money Market Balance	\$11,776,194.42
RCU - Money Market Balance	\$192,189.77

Publication List - Checks over \$100 - Feb 2025 Meeting

POST	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
1/10/2025	220453	AMERICAN RED CROSS	Lifeguard certs	\$ 230.00
1/10/2025	220454	ANDERSON, CHRISTY	reim mileage	\$ 110.22
1/10/2025	220455	ANDERSEN, VICTORIA	CE Class Pymt	\$ 910.21
1/10/2025	220456	ANTCZAK, THANE	officiating fees	\$ 475.00
1/10/2025	220457	ANTCZAK, TONY	officiating fees	\$ 475.00
1/10/2025	220458	AUDIOQUIP INC	supplies	\$ 2,860.00
1/10/2025	220459	AUTO VALUE	BG Supplies	\$ 174.60
1/10/2025	220460	BALDWIN LIGHTSTREAM	Jan services	\$ 1,603.88
1/10/2025	220461	BEEN, NICOLAS	officiating fees	\$ 300.00
1/10/2025	220462	BESTUL, DAVE	officiating fees	\$ 110.00
1/10/2025	220463	BEZANSON, JAMES	officiating fees	\$ 175.00
1/10/2025	220464	BLADE SERPENT	supplies	\$ 140.97
1/10/2025	220465	BRANDVOLD, DAVID	officiating fees	\$ 475.00
1/10/2025	220467	BRIGGS, JESSICA	CE Class Pymt	\$ 240.00
1/10/2025	220468	BRICKHOUSE MUSIC LLC	supplies	\$ 1,046.43
1/10/2025	220469	BSN SPORTS	supplies	\$ 360.00
1/10/2025	220470	ST CROIX LANES	team building	\$ 1,218.00
1/10/2025	220471	BUMP, CAMERON	officiating fees	\$ 110.00
1/10/2025	220472	CAMPBELL, GARY	officiating fees	\$ 195.00
1/10/2025	220473	CAMPEAU, KADYN	officiating fees	\$ 155.00
1/10/2025	220474	CANON FINANCIAL SERVICES INC	copier pymts	\$ 3,257.56
1/10/2025	220476	CESA 11	trainings	\$ 1,547.00
1/10/2025	220477	CESA # 4	conf feg	\$ 300.00
1/10/2025	220478	CINTAS	Multiple Invoices	\$ 1,089.46
1/10/2025	220480	CL BENSEN COMPANY INC	Multiple Invoices	\$ 14,703.62
1/10/2025	220481	CLIFTONLARSONALLEN LLP	audit invoice	\$ 7,350.00
1/10/2025	220482	COOK, MCKENNA	reim mileage	\$ 108.34
1/10/2025	220483	COUGHLIN, JOSEPH	reim supplies	\$ 188.91
1/10/2025	220486	DARRELL'S SEPTIC SERVICE INC	Multiple Invoices	\$ 1,000.00
1/10/2025	220487	DECK THE HALLS	CE Class Pymt	\$ 178.23
1/10/2025	220489	DIXEN, TROY	reim supplies	\$ 119.84
1/10/2025	220490	DMM PRODUCTIONS LLC	25% deposit	\$ 2,286.56
1/10/2025	220491	DUBOIS, RICHARD	officiating fees	\$ 175.00
1/10/2025	220492	DUCKLOW, MAKENA	officiating fees	\$ 155.00
1/10/2025	220496	EGAN, ANGEL	reim supplies	\$ 220.13
1/10/2025	220498	ELLSWORTH COMMUNITY SCHOOL DISTRICT	WIAA; WR	\$ 150.00
1/10/2025	220499	ETS CONSULTING LLC	partnership	\$ 897.00
1/10/2025	220500	EXPRESS SERVICES INC	Multiple Invoices	\$ 4,096.00
1/10/2025	220501	FERN, JARED	officiating fees	\$ 300.00
1/10/2025	220502	FIELD ENVIRONMENTAL CONSULTING INC	Multiple Invoices	\$ 8,149.45
1/10/2025	220503	FOOD SERVICE-SDRF	Multiple Invoices	\$ 8,734.02
1/10/2025	220505	GOMEZ, NATALY	reim mileage	\$ 128.71
1/10/2025	220506	GRAHAM, JACQUELINE	reim supplies	\$ 764.54
1/10/2025	220508	HAGLUND, KEVIN	officiating fees	\$ 200.00

Publication List - Checks over \$100 - Feb 2025 Meeting

1/10/2025	220509	HANSEN, MELISA	Multiple Invoices	\$ 2,075.30
1/10/2025	220512	HILE, CHARLES	officiating fees	\$ 475.00
1/10/2025	220513	HILLYARD INC MPLS	Multiple Invoices	\$ 770.60
1/10/2025	220514	HISTORIC THEATRE GROUP	pymt-Hadestown	\$ 3,105.00
1/10/2025	220515	HOSA FUTURE HEALTH PROFESSIONALS	memberships	\$ 374.00
1/10/2025	220516	HUDSON PHYSICIANS	health screens	\$ 1,404.00
1/10/2025	220518	IGOUE, KYLE	officiating fees	\$ 130.00
1/10/2025	220521	INFINITE CAMPUS	Multiple Invoices	\$ 5,277.33
1/10/2025	220522	J H LARSON COMPANY	Multiple Invoices	\$ 525.44
1/10/2025	220523	JOHNSON, BILLIE JO	reim supplies	\$ 230.40
1/10/2025	220525	KIMBERLY, LOGAN	officiating fee	\$ 300.00
1/10/2025	220527	KWIK TRIP INC	Fuel	\$ 1,998.35
1/10/2025	220529	LAUGHERY, NED	officiating fees	\$ 475.00
1/10/2025	220530	LEHMANN, PAUL	officiating fees	\$ 110.00
1/10/2025	220531	LEMKE, FRED	officiating fees	\$ 265.00
1/10/2025	220532	LEXIA LEARNING SYSTEMS LLC	subscription	\$ 1,100.00
1/10/2025	220533	LIFE TECHNOLOGIES CORP	lab supplies	\$ 243.50
1/10/2025	220535	LOFFLER COMPANIES INC	Multiple Invoices	\$ 150.93
1/10/2025	220536	LUCKY LUKE LLC	books	\$ 353.99
1/10/2025	220538	LUEDTKE, KRISTOPHER	reim supplies	\$ 365.00
1/10/2025	220539	MACKIN EDUCATIONAL RESOURCES	Multiple Invoices	\$ 3,462.45
1/10/2025	220540	MACSWAIN, JIM	officiating fees	\$ 475.00
1/10/2025	220541	MARK'S PLUMBING PARTS	Multiple Invoices	\$ 1,073.38
1/10/2025	220542	MARUSAK, BEN	officiating fees	\$ 475.00
1/10/2025	220543	MARUSAK, MATT	officiating fees	\$ 475.00
1/10/2025	220544	MATZEK, BENNETT	officiating fees	\$ 130.00
1/10/2025	220545	MCCONE FOODS INC	supplies	\$ 2,688.00
1/10/2025	220546	MCGINLEY, JOHN	officiating fees	\$ 110.00
1/10/2025	220548	MERIDIAN CONSULTING GROUP	health/safety	\$ 1,440.00
1/10/2025	220550	MEYER, CASSANDRA	reim mileage	\$ 137.69
1/10/2025	220551	MINNESOTA COACHES INC/HASTINGS BUS CO	Multiple Invoices	\$ 4,865.50
1/10/2025	220552	MINNESOTA CHEMICAL	lint screens	\$ 128.01
1/10/2025	220553	MINNTEX CITRUS INC	supplies	\$ 2,259.30
1/10/2025	220554	MOOSE LODGE #594	bkfst w/sants	\$ 161.79
1/10/2025	220555	MOUNDS VIEW HIGH SCHOOL	WIAA; WR	\$ 295.00
1/10/2025	220556	MTI DISTRIBUTING INC	sweeper parts	\$ 493.18
1/10/2025	220557	NADEAU, BRIAN	Multiple Invoices	\$ 200.00
1/10/2025	220558	NATIONAL SPEECH & DEBATE ASSOCIATION	resource pkg	\$ 199.00
1/10/2025	220559	NELSON, RYAN	officiating fees	\$ 110.00
1/10/2025	220560	NELSON, TYLER	officiating fees	\$ 110.00
1/10/2025	220561	NEW RICHMOND HIGH SCHOOL	WIAA; WR	\$ 250.00
1/10/2025	220562	NIEBUR, AMANDA	CE Class Pymt	\$ 240.00
1/10/2025	220563	O'REILLY AUTO PARTS	Multiple Invoices	\$ 392.08
1/10/2025	220566	OTTO, BRIAN	officiating fees	\$ 175.00
1/10/2025	220568	PARSONS, JEFF	officiating fees	\$ 475.00
1/10/2025	220569	PARTS TOWN LLC	Multiple Invoices	\$ 736.02
1/10/2025	220572	PLUM, SARAH	reim supplies	\$ 310.03

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Publication List - Checks over \$100 - Feb 2025 Meeting

1/10/2025	220573	PREMIER TRUCK GROUP	Multiple Invoices	\$ 3,101.93
1/10/2025	220576	READ NATURALLY INC	subscription	\$ 780.00
1/10/2025	220577	RIVER FALLS ACE HARDWARE	Multiple Invoices	\$ 495.50
1/10/2025	220578	ROCKY MOUNTAIN RECOGNITION INC	Multiple Invoices	\$ 5,751.52
1/10/2025	220579	SCHROYER, TYLER	officiating fees	\$ 200.00
1/10/2025	220581	SCIENTIFIC SPECTRUM	Shop Laser Tube	\$ 2,795.00
1/10/2025	220583	SISKO, RYAN	officiating fees	\$ 175.00
1/10/2025	220584	SKAPPEL, KATHRYN	reim supplies	\$ 305.68
1/10/2025	220585	SOLBERG, STACY	CE Class Pymt	\$ 684.00
1/10/2025	220586	SPLINTER, ROY	officiating fees	\$ 110.00
1/10/2025	220587	ST CROIX GAS	Multiple Invoices	\$ 26,183.65
1/10/2025	220588	STEP SAVER INC	Multiple Invoices	\$ 522.00
1/10/2025	220589	SWANEPOEL, ADAM	officiating fees	\$ 110.00
1/10/2025	220590	T-MOBILE	11/11-12/10	\$ 500.00
1/10/2025	220591	T-MOBILE	WiFi	\$ 172.20
1/10/2025	220592	TOMLINSON, MARK	CE Class Pymt	\$ 576.00
1/10/2025	220593	TRANSPARENT CLASSROOM	Dec pymt	\$ 400.00
1/10/2025	220594	TURPIN, ZACHARY	team building	\$ 380.40
1/10/2025	220596	UNITED WAY ST CROIX VALLEY	Multiple Invoices	\$ 342.00
1/10/2025	220598	VARSITY SPIRIT FASHION	supplies	\$ 5,479.40
1/10/2025	220599	WAINWRIGHT, JIM	HS Choir Cellist	\$ 150.00
1/10/2025	220600	WARD, ERIN	CE Class Pymt	\$ 189.72
1/10/2025	220601	WENGER CORPORATION	Multiple Invoices	\$ 1,949.02
1/10/2025	220602	WERNER, JEREMY	Multiple Invoices	\$ 200.00
1/10/2025	220603	WHITE, NICK	officiating fee	\$ 110.00
1/10/2025	220605	WISCONSIN HOSA	membership	\$ 510.00
1/10/2025	220606	WISCONSIN DEPT OF REVENUE	Payroll accrual	\$ 291.67
1/17/2025	220609	ALBRECHT, SEAN	officiating fees	\$ 110.00
1/17/2025	220611	ALFREDO SYSTEMS	TECH ED	\$ 359.82
1/17/2025	220613	APPLIED DESIGNS & SIGNS INC	supplies	\$ 2,600.00
1/17/2025	220614	AT&T	715 425-1803 147 0	\$ 2,824.49
1/17/2025	220615	AUTO VALUE	Multiple Invoices	\$ 161.02
1/17/2025	220616	BLICK ART MATERIALS	art supplies	\$ 311.82
1/17/2025	220617	BRANDVOLD, KARIN	reim mileage	\$ 112.96
1/17/2025	220618	BRUNS, JULIE	officiating fees	\$ 175.00
1/17/2025	220619	CAMPBELL, STACEY	Multiple Invoices	\$ 309.83
1/17/2025	220620	CARNS, RYAN	officiating fees	\$ 220.00
1/17/2025	220621	CAUBLE, KAREN	officiating fees	\$ 110.00
1/17/2025	220623	CINTAS	Supplies	\$ 343.08
1/17/2025	220625	COLUMN SOFTWARE PBC	Multiple Invoices	\$ 187.67
1/17/2025	220626	CUMMINS SALE & SERVICE	service call	\$ 1,407.84
1/17/2025	220628	DRISCOLL, MALACHY	officiating fees	\$ 120.00
1/17/2025	220629	EGGERT, AMANDA	reim supplies	\$ 123.37
1/17/2025	220630	EVANS, KORY	officiating fees	\$ 285.00
1/17/2025	220631	EXPRESS SERVICES INC	sub fulfillment	\$ 1,280.00
1/17/2025	220632	FAIRVIEW CLINICS	DOT Exams	\$ 153.00
1/17/2025	220633	FELLING, MEGAN	reim supplies	\$ 102.52

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Publication List - Checks over \$100 - Feb 2025 Meeting

1/17/2025	220635	GILLES, HILLARY	reim supplies	\$ 166.08
1/17/2025	220636	GRAY, TANIA	officiating fees	\$ 175.00
1/17/2025	220637	HASELMAN, JOSEPH	travel expenses	\$ 241.33
1/17/2025	220638	HILLYARD INC MPLS	Multiple Invoices	\$ 348.12
1/17/2025	220639	HOENISCH, CINDY	officiating fees	\$ 175.00
1/17/2025	220640	HUDSON PHYSICIANS	DOT Exams	\$ 726.00
1/17/2025	220642	KAHUT-LOOMIS, MICHELLE	officiating fees	\$ 175.00
1/17/2025	220645	KRUPA, MELISSA	officiating fees	\$ 175.00
1/17/2025	220646	LAEHN, JEREMY	officiating fees	\$ 210.00
1/17/2025	220647	LONG, LAURA	reim supplies	\$ 397.49
1/17/2025	220648	LOY, KATRINA	Multiple Invoices	\$ 257.50
1/17/2025	220649	LUCAS, MARY JEAN	officiating fees	\$ 175.00
1/17/2025	220650	MACSWAIN, JIM	officiating fees	\$ 150.00
1/17/2025	220651	MAIER, JORDAN	reim supplies	\$ 142.16
1/17/2025	220652	MANNING, BETSY	Reim conf reg	\$ 119.00
1/17/2025	220653	MARK'S PLUMBING PARTS	Multiple Invoices	\$ 630.45
1/17/2025	220654	MASTERCARD CORPORATE CLIENTS	Multiple Invoices	\$ 15,002.46
1/17/2025	220655	MIDWEST BUS PARTS INC	Supplies	\$ 671.90
1/17/2025	220656	MITHUN, TERESA	choir accompanist	\$ 475.00
1/17/2025	220658	NELSON, ANN	Multiple Invoices	\$ 292.20
1/17/2025	220659	O'ROURKE MEDIA GROUP-MINNESOTA LLC	Multiple Invoices	\$ 103.69
1/17/2025	220660	OTTO, DYLAN	officiating fees	\$ 155.00
1/17/2025	220661	PTACEKS FAMILY MARKET	Multiple Invoices	\$ 2,183.96
1/17/2025	220662	RICHARDT, JOCELYN	officiating fees	\$ 110.00
1/17/2025	220663	RICHISON, JAMES II	officiating fees	\$ 175.00
1/17/2025	220664	RIVER FALLS MUNICIPAL	Multiple Invoices	\$ 53,889.62
1/17/2025	220665	ROGERS, NANCY	reim mileage	\$ 122.28
1/17/2025	220666	ROTARY CLUB OF RIVER FALLS	Qtrly dues	\$ 125.00
1/17/2025	220668	SAM DEMMA ENTERPRISES INC	spkr pymt	\$ 3,750.00
1/17/2025	220670	SCHURMAN, AMBER	Reim mileage	\$ 190.49
1/17/2025	220671	SMITH, JENNIFER	officiating fees	\$ 175.00
1/17/2025	220672	ST MICHAEL-ALBERTVILLE SR HIGH SCHOOL	WIAA - WR	\$ 300.00
1/17/2025	220673	SYSCO MINNESOTA	Multiple Invoices	\$ 4,603.90
1/17/2025	220674	THOMPSON, STEPHANIE	Reim conf reg	\$ 119.00
1/17/2025	220675	TURCOTTE, AMBER	officiating fees	\$ 175.00
1/17/2025	220676	UNITED WAY ST CROIX VALLEY	Multiple Invoices	\$ 192.00
1/17/2025	220677	VERIZON WIRELESS	Cell Phones	\$ 2,040.67
1/17/2025	220680	WASPA	conf reg	\$ 295.00
1/17/2025	220681	WISCONSIN DEPT OF REVENUE	Payroll accrual	\$ 705.97
1/17/2025	220682	WISCONSIN EMERGENCY MANAGEMENT	Multiple Invoices	\$ 1,650.00
1/17/2025	220683	WOLF, JENNIFER	reim supplies	\$ 110.66
1/24/2025	220685	ALBRECHT, SEAN	officiating fees	\$ 175.00
1/24/2025	220686	ALBRECHT, TYLER	officiating fees	\$ 155.00
1/24/2025	220687	BAUSCHELT, KADY	reim training	\$ 170.99
1/24/2025	220688	BJORNSTAL, CARL	officiating fees	\$ 110.00
1/24/2025	220690	BONTE, JOLENE	NB services	\$ 1,637.61
1/24/2025	220691	BOWMAN, TIMOTHY	officiating fees	\$ 155.00

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Publication List - Checks over \$100 - Feb 2025 Meeting

1/24/2025	220692	CAMPBELL, GARY	officiating fees	\$ 240.00
1/24/2025	220693	CAPSTONE PRESS INC	subscription	\$ 6,896.40
1/24/2025	220694	CAREY, BARBARA	officiating fees	\$ 110.00
1/24/2025	220695	CINTAS	Supplies	\$ 343.08
1/24/2025	220697	CUTTING EDGE CURRICULUM INC	FFA CURRICULUM	\$ 850.00
1/24/2025	220698	DACHEL, PAYTON	officiating fees	\$ 220.00
1/24/2025	220699	DARROW, LEIGH	officiating fees	\$ 175.00
1/24/2025	220700	DECHEINE, LAURA	Musical	\$ 1,500.00
1/24/2025	220701	DUCKLOW, MARA	officiating fees	\$ 110.00
1/24/2025	220702	EAGAN PARKS & RECREATION-CB GROUPS	KC Deposit	\$ 500.00
1/24/2025	220703	EAU CLAIRE JAZZ INC	band reg	\$ 600.00
1/24/2025	220705	EXPRESS SERVICES INC	sub fulfillment	\$ 2,048.00
1/24/2025	220707	FENTON, DENNIS	officiating fees	\$ 175.00
1/24/2025	220708	FERN, JARED	officiating fees	\$ 110.00
1/24/2025	220710	GENESIS TECHNOLOGIES INC	adobe renewal	\$ 2,500.00
1/24/2025	220711	GLASS EXPRESS	bus 20 windshield	\$ 350.00
1/24/2025	220712	GRAINGER	Custodial Tools	\$ 104.24
1/24/2025	220714	HAGLUND, KEVIN	officiating fees	\$ 110.00
1/24/2025	220716	HASKINS, MAXWELL	officiating fees	\$ 110.00
1/24/2025	220717	HILLYARD INC MPLS	Multiple Invoices	\$ 10,873.69
1/24/2025	220719	HOSTETLER, KATRINA	Reim conf reg	\$ 179.00
1/24/2025	220720	HUDSON PHYSICIANS	Multiple Invoices	\$ 5,630.63
1/24/2025	220721	JOHNSON, BILLIE JO	Multiple Invoices	\$ 3,182.06
1/24/2025	220722	JOHNSON, RYAN	officiating fees	\$ 175.00
1/24/2025	220723	JONESTSHIRTS.COM	supplies	\$ 287.49
1/24/2025	220725	LARSEN, TANYA	reim supplies	\$ 145.74
1/24/2025	220726	LAWSON PRODUCTS INC	Parts	\$ 128.37
1/24/2025	220728	LOFFLER COMPANIES INC	Multiple Invoices	\$ 2,244.15
1/24/2025	220729	MASA	subscription	\$ 816.00
1/24/2025	220730	MATH MASTERS	Multiple Invoices	\$ 400.00
1/24/2025	220732	MENARDS	Maint Supplies	\$ 319.58
1/24/2025	220733	NATIONAL DOWN SYNDROME ADOPTION NETWORK	Donation	\$ 493.62
1/24/2025	220736	PAOLI CLAY COMPANY INC	clay	\$ 435.00
1/24/2025	220737	PARKER, MARK	officiating fees	\$ 110.00
1/24/2025	220739	QUARBERG, DANNY	officiating fees	\$ 110.00
1/24/2025	220740	REID, MONICA	supplies	\$ 245.49
1/24/2025	220741	RIVER FALLS CHAMBER OF COMMERCE	chamber dinner	\$ 120.00
1/24/2025	220742	SCC WRESTLING CLUB	WR reg	\$ 120.00
1/24/2025	220745	STOUT, FRANK	officiating fees	\$ 110.00
1/24/2025	220747	TARTAN SENIOR HIGH SCHOOL	WIAA; BSW	\$ 150.00
1/24/2025	220748	UNIVERSITY OF MINNESOTA	Griak Contract	\$ 500.00
1/24/2025	220751	WEBB, LUCAS	officiating fees	\$ 350.00
1/31/2025	220753	AT&T BUSINESS DIRECT	Multiple Invoices	\$ 1,890.68
1/31/2025	220754	AUTO VALUE	Multiple Invoices	\$ 222.91
1/31/2025	220756	CAMPBELL, GARY	officiating fees	\$ 130.00
1/31/2025	220759	CINTAS	Supplies	\$ 403.30
1/31/2025	220760	CITY OF RIVER FALLS	permit application	\$ 16,509.25

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Publication List - Checks over \$100 - Feb 2025 Meeting

1/31/2025	220761	CLIFTONLARSONALLEN LLP	audit invoice	\$ 2,231.25
1/31/2025	220762	COLUMN SOFTWARE PBC	Multiple Invoices	\$ 132.07
1/31/2025	220764	DACHEL, PAYTON	officiating fees	\$ 110.00
1/31/2025	220765	DUBOIS, RICHARD	officiating fees	\$ 175.00
1/31/2025	220766	DUCKLOW, CONNOR	officiating fees	\$ 110.00
1/31/2025	220767	EXPRESS SERVICES INC	sub fulfillment	\$ 2,560.00
1/31/2025	220768	FOOD SERVICE-SDRF	College fair dinner	\$ 1,001.50
1/31/2025	220769	GRAINGER	Actuators	\$ 700.98
1/31/2025	220773	HILLYARD INC MPLS	Supplies	\$ 146.20
1/31/2025	220774	HUTTON SERVICES LLC	Service Call	\$ 2,279.40
1/31/2025	220775	KIDS DISCOVER LLC	subscription	\$ 6,496.00
1/31/2025	220777	LAMINATION DEPOT	supplies	\$ 177.96
1/31/2025	220778	MACKIN EDUCATIONAL RESOURCES	Multiple Invoices	\$ 2,164.78
1/31/2025	220780	MAVO SYSTEMS INC	patch/repair	\$ 2,100.00
1/31/2025	220781	MENARDS	Multiple Invoices	\$ 1,407.76
1/31/2025	220782	MERKATORIS, AMBER	supplies	\$ 133.24
1/31/2025	220783	MINUTEMAN PRESS	YA postcards	\$ 256.84
1/31/2025	220785	NCS PEARSON INCORPORATED	Multiple Invoices	\$ 7,400.00
1/31/2025	220787	OTTO, BRIAN	officiating fees	\$ 155.00
1/31/2025	220788	PACK, NICHOLAS	officiating fees	\$ 110.00
1/31/2025	220789	PECHACEK, RYAN	reim hotel	\$ 360.00
1/31/2025	220790	POLARIS THERAPY	supplies	\$ 132.00
1/31/2025	220791	PREMIER TRUCK GROUP	Multiple Invoices	\$ 739.08
1/31/2025	220792	RAND MCNALLY EDUCATION	atlas	\$ 270.00
1/31/2025	220793	SMITH, SARA	rupplies	\$ 140.50
1/31/2025	220794	SORENSEN, ANDREA	reim supplies	\$ 108.55
1/31/2025	220795	SORENSEN, DEBRA	reim mileage	\$ 243.88
1/31/2025	220796	ST CROIX FALLS HIGH SCHOOL	wiaa; wr	\$ 250.00
1/31/2025	220798	STEVENS, TAYLOR	Multiple Invoices	\$ 1,000.00
1/31/2025	220799	SUPERIOR AUTOMOTIVE	inspections	\$ 385.00
1/31/2025	220800	T-MOBILE	12/11-01/10	\$ 500.00
1/31/2025	220801	T-MOBILE	WiFi	\$ 172.20
1/31/2025	220804	UNIVERSITY OF WI STEVENS POINT	scholarship	\$ 1,000.00
1/10/2025	242500503	3 SCHWEET SISTERS LLC	CE Class Pymt	\$ 1,215.50
1/10/2025	242500504	ACCESS SECURITY INC	Dist Monitoring	\$ 2,304.00
1/10/2025	242500505	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 4,478.82
1/10/2025	242500506	BRAY ASSOCIATES ARCHITECTS INC	Ref services	\$ 154,296.67
1/10/2025	242500507	C & L COMMUNICATIONS INC	Dec locates	\$ 391.00
1/10/2025	242500508	COMPUTER INTEGRATION TECHNOLOGIES INC	agrmt mgd svcs	\$ 1,760.00
1/10/2025	242500509	CITY OF RIVER FALLS	Pole Attachments	\$ 201.28
1/10/2025	242500510	CONFIDENTIAL RECORDS INC	Multiple Invoices	\$ 243.50
1/10/2025	242500511	DECKER INC	whiteboards	\$ 1,019.26
1/10/2025	242500512	FAMILY FRESH - SPARTANNASH COMPANY	supplies	\$ 215.00
1/10/2025	242500513	HOPE FOR EARTH INC	CE Class Pymt	\$ 256.50
1/10/2025	242500514	HORIZON COMMERCIAL POOLS	supplies	\$ 1,167.48
1/10/2025	242500515	HUEBSCH	Multiple Invoices	\$ 127.46
1/10/2025	242500516	IDENTISYS INC	DO Badges	\$ 791.70

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Publication List - Checks over \$100 - Feb 2025 Meeting

1/10/2025	242500517	INSTRUMENTAL MUSIC CO INC	Multiple Invoices	\$ 992.67
1/10/2025	242500518	J W PEPPER & SON INC	Multiple Invoices	\$ 308.98
1/10/2025	242500519	MEI MEI'S COOKIES & CREAMERY LLC	MS activity	\$ 144.00
1/10/2025	242500520	MISSISSIPPI WELDERS SUPPLY COMPANY INC	Multiple Invoices	\$ 336.23
1/10/2025	242500521	NORTH CENTRAL INTERNATIONAL LLC	Multiple Invoices	\$ 169.36
1/10/2025	242500522	O'KEEFE MILLWORK LLC	FACS sewing lab	\$ 2,300.10
1/10/2025	242500523	PARAGON DEVELOPMENT SYSTEMS INC	Replace battery	\$ 180.00
1/10/2025	242500526	RF REN PROJECT LLC	property tax	\$ 19,437.05
1/10/2025	242500527	RIESTER REFRIGERATION INC	Cooler Compressor	\$ 1,337.00
1/10/2025	242500528	RIVER CITY DISPOSAL INC	Multiple Invoices	\$ 3,603.27
1/10/2025	242500529	RIVER CITY STITCH LLC	Multiple Invoices	\$ 1,072.00
1/10/2025	242500530	SECURITY CHECK ME LLC	Multiple Invoices	\$ 378.00
1/10/2025	242500531	STAPLES -(PAPER)	Multiple Invoices	\$ 1,763.23
1/10/2025	242500532	TMS JOHNSON INC	HS PRV-2 Fan	\$ 2,500.00
1/10/2025	242500533	TOTAL EXCAVATING AND GRADING LLC	Snow Removal	\$ 10,711.00
1/10/2025	242500535	YALE MECHANICAL LLC	Upgrade Supplies	\$ 11,282.00
1/17/2025	242500536	AIR COMMUNICATIONS OF WI INC	supplies	\$ 598.64
1/17/2025	242500537	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 4,145.05
1/17/2025	242500538	ARCHKEY TECHNOLOGIES	supplies	\$ 497.51
1/17/2025	242500539	BOARDMAN & CLARK LLP	legal	\$ 840.00
1/17/2025	242500540	CHARTWELLS	Dec invoice	\$ 199,109.29
1/17/2025	242500541	DOT & DAISY LLC	supplies	\$ 500.00
1/17/2025	242500542	DUET RESOURCE GROUP INC	Multiple Invoices	\$ 6,334.32
1/17/2025	242500543	HORIZON COMMERCIAL POOLS	labor charges	\$ 1,150.00
1/17/2025	242500545	IDENTISYS INC	Multiple Invoices	\$ 926.32
1/17/2025	242500547	J W PEPPER & SON INC	Multiple Invoices	\$ 167.50
1/17/2025	242500549	NORTH CENTRAL INTERNATIONAL LLC	Multiple Invoices	\$ 8,751.55
1/17/2025	242500550	RIVER CITY STITCH LLC	supplies	\$ 938.00
1/17/2025	242500551	RIVER MOON COFFEE ROASTING CO	supplies	\$ 180.00
1/17/2025	242500552	RIVERLAND LASER LLC	supplies	\$ 577.34
1/17/2025	242500553	SCHOOL DISTRICT OF HUDSON	homeless transport	\$ 4,605.97
1/17/2025	242500554	STAPLES -(PAPER)	Multiple Invoices	\$ 135.70
1/17/2025	242500555	TRAFERA LLC	adj height stand	\$ 899.00
1/17/2025	242500556	WI ASSOC OF SCHOOL BOARDS INC	legal	\$ 120.00
1/17/2025	242500557	WELD RILEY SC	legal	\$ 1,200.00
1/17/2025	242500558	WILLIAM V MACGILL AND CO	Health Aide Order	\$ 1,742.02
1/17/2025	242500559	YALE MECHANICAL LLC	Maint Stock	\$ 3,076.00
1/24/2025	242500560	ABDO PUBLISHING COMPANY	Library books	\$ 1,403.00
1/24/2025	242500561	ADVANCED LIGHT & SOUND LLC	Multiple Invoices	\$ 6,781.00
1/24/2025	242500562	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 3,711.45
1/24/2025	242500563	BATTERIES PLUS BULBS HUDSON	Multiple Invoices	\$ 1,203.80
1/24/2025	242500564	COMPUTER INTEGRATION TECHNOLOGIES INC	Multiple Invoices	\$ 1,707.00
1/24/2025	242500565	CITY OF RIVER FALLS	snow removal	\$ 532.90
1/24/2025	242500566	DUET RESOURCE GROUP INC	Multiple Invoices	\$ 11,297.99
1/24/2025	242500567	FOX DEN BOOKS	supplies	\$ 374.00
1/24/2025	242500568	GALLAGHER BENEFIT SERVICES INC	Jan consulting svcs	\$ 5,000.00
1/24/2025	242500569	HORIZON COMMERCIAL POOLS	Pool Chemical	\$ 287.59

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Publication List - Checks over \$100 - Feb 2025 Meeting

1/24/2025	242500570	HUB 70 DESIGN AND PRINT LLC	Multiple Invoices	\$ 381.12
1/24/2025	242500572	KRAUS-ANDERSON CONSTRUCTION COMPANY	Tennis Court Reno	\$ 362,399.26
1/24/2025	242500573	MISSISSIPPI WELDERS SUPPLY COMPANY INC	Multiple Invoices	\$ 556.49
1/24/2025	242500574	NEO ELECTRICAL SOLUTIONS LLC	Multiple Invoices	\$ 427.00
1/24/2025	242500575	POINT OF BEGINNING INC	Ref services	\$ 15,626.63
1/24/2025	242500576	RF REN PROJECT LLC	rent/insur	\$ 18,476.16
1/24/2025	242500577	STAPLES -(PAPER)	Multiple Invoices	\$ 306.50
1/24/2025	242500579	WHITE PINE BERRY FARM	FT Fees	\$ 516.00
1/31/2025	242500580	A & C KITCHEN EXHAUST SERVICES	Hood Cleaning	\$ 2,000.00
1/31/2025	242500581	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 3,290.86
1/31/2025	242500582	BAUER BUILT INC	service work	\$ 3,333.91
1/31/2025	242500583	CESA 9	Multiple Invoices	\$ 20,010.00
1/31/2025	242500584	DOT & DAISY LLC	supplies	\$ 824.00
1/31/2025	242500585	FAMILYMEANS	EAP/Admin fee	\$ 570.00
1/31/2025	242500586	HORIZON COMMERCIAL POOLS	svc call	\$ 1,020.86
1/31/2025	242500587	MISSISSIPPI WELDERS SUPPLY COMPANY INC	supplies	\$ 158.69
1/31/2025	242500588	NARDINI FIRE EQUIPMENT	Multiple Invoices	\$ 998.80
1/31/2025	242500589	NORTH CENTRAL INTERNATIONAL LLC	Multiple Invoices	\$ 8,883.38
1/31/2025	242500591	RENNING, LEWIS & LACY, S.C.	legal svcs	\$ 432.00
1/31/2025	242500592	RIESTER REFRIGERATION INC	svc call	\$ 290.00
1/31/2025	242500593	RIVER CITY STITCH LLC	supplies	\$ 507.00
1/31/2025	242500594	STAPLES -(PAPER)	Multiple Invoices	\$ 1,315.64
1/31/2025	242500595	THE ATLANTIC MONTHLY GROUP LLC	subscription	\$ 1,100.00
1/31/2025	242500596	TOTAL EXCAVATING AND GRADING LLC	snow removal	\$ 7,832.00

RIVER FALLS BOARD OF EDUCATION MEETING

Monday, February 17, 2025

Personnel Agenda:

1. Recommended approval of the employment of Kevin Bruesewitz as 1.0 FTE Long Term Substitute Social Studies Teacher at Meyer Middle School effective approximately March 1, 2025 through March 28, 2025 (for Scott Pape).
2. Recommended approval of the employment of Derek Russell as 1.0 FTE Long Term Substitute Social Studies Teacher at Renaissance Charter Academy effective approximately March 12, 2025 through June 9, 2025 (for Tess Kania).
3. Recommended approval of the employment of Lily Heebink as 0.6 FTE Long Term Substitute Project Search Teacher effective approximately March 24, 2025 through May 23, 2025 (for Natasha Herum).
4. Recommended approval of the hiring of the following short-term, on call Substitute Teachers:
 - a. Christopher Chapin
 - b. Samuel Gray
 - c. Anna Mennenga
 - d. Katherine Murray
 - e. Alicia Hartigan
 - f. Carly Trzebiatowski
 - g. Eric Bark
 - h. Derek Russell
 - i. Ramon Salgado
 - j. Karl Erickson
 - k. Amy Jentges
5. Recommended acceptance of the resignation of Amber Merkatoris as full-time Science Teacher at River Falls High School effective January 16, 2025.
6. Recommended acceptance of the resignation of Zachariah Walker as full-time English Language Arts Teacher Long Term Substitute at River Falls High School effective February 14, 2025.

May 30, 2024

River Falls School District
852 E Division St.
River Falls, WI 54022

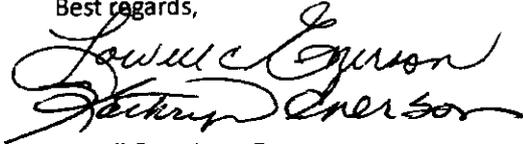
To the River Falls School Board,

We have enclosed documentation to petition the River Falls School District to detach from the district our two small parcels of land that are currently lawn and a pasture. The parcels are 2 acres and 2.95 acres. Our driveway is located on one of these parcels.

Our house and 5.40-acre parcel of land is located adjacent to these two parcels and is in Hudson School District. Currently we have three separate tax bills and would like to combine these into one tax bill.

We ask for your consideration in this matter and would appreciate your support to combine these three parcels of land into one parcel.

Best regards,

Handwritten signatures of Lowell and Kathryn Enerson in cursive script.

Lowell & Kathryn Enerson
293 Townsvalley Rd.
River Falls, WI 54022
(H) 507-276-4521

PETITION TO ALTER SCHOOL DISTRICT BOUNDARIES

Small Territory Transfer - see section 117.12, Wisconsin Statutes

The petitioner must complete Section 1, then take the form to the municipal clerk to complete Section 2, and then submit the petition to the school district where the property is located. See <https://dpi.wi.gov/sfs/support/reorganization/detachment/small-territory-owner> on the DPI website for more information. The petition must be submitted to the school district **BEFORE FEBRUARY 1**.

SECTION 1 - TO BE COMPLETED BY THE PERSON SUBMITTING THIS PETITION (please print or type)

Petitioner Name(s) LOWELL ENERSON

Address (street, city, zip) 293 TOWNVALLEY RD, RIVER FALLS, WI 54022

Phone Number (507) 276-4521 E-mail LOWELLENERSON@YAHOO.COM

Legal Description of Territory Proposed for Detachment INCLUDING PARCEL NUMBERS:

PARCEL: 1082-10-000 (RIVER FALLS SD) LEGAL DESC: SEC 21 T28N R19W PT NE NW COM NW COR TH E 353 FT, TH S 365 FT, TH W TO W LN NE NW, TH N TO POB

PARCEL: 1066-50-000 (HUDSON SD) LEGAL DESC: SEC 16 T28N R19W 5.4 AC IN SE SW COM SW COR SE SW, TH N 665 FT, E 353.09 FT, S TO S LN, TH W 353 FT TO POB

PARCEL: 1082-70-000 (RIVER FALLS SD) LEGAL DESC: SEC 21 T28N R19W PT NW NW COM NE COR, TH W TO CL TN RD, SELY ALG CL TO A PT 365 FT S OF N LN, TH E TO E LN NW, TH N TO POB

(If more space is needed to describe the property, attach additional pages)

I/we, the undersigned, representing 50% of the owners or a majority of electors owning or residing on the above described territory, file this petition to detach the above described **territory FROM the RIVER FALLS School District and to attach it TO the HUDSON School District.**

(Use page 2 for additional signatures if there are multiple petitioners)	(For each signature check one)				
	SIGNATURE(S)	DATE	Property Owner	Elector	Both Owner and Elector
1	<i>Lowell Emerson</i>	5-28-24	Lowell Emerson	Lowell Emerson	Yes
2	<i>Kathryn A. Emerson</i>	5/28/24	KATHRYN A. EMERSON	Kathryn A. Emerson	YES

SECTION 2 - TO BE COMPLETED BY THE CLERK OF THE MUNICIPALITY IN WHICH THE TERRITORY IS LOCATED - (please print or type)

The legal description of the territory proposed for detachment is sufficient to identify its location and value. (If no, return the form to the petitioner.)	YES	NO
School District where territory is located	River Falls	Value of Property 41,700
Municipality where territory is located	Town of Troy	Year Value was Determined 2023
County where territory is located	St Croix	Assessment Ratio 0.9257

I, the undersigned, certify that the property description in Section 1 is sufficient to determine its location and value and that the information entered above in Section 2 is correct.

SIGNATURE OF MUNICIPAL CLERK	<i>Kelly Neidermyer</i>	Date: 5/29/24
Name of Clerk (please print)	Kelly Neidermyer	
Mailing Address	1054 Glover Rd, Hudson WI 54014	

PETITION TO ALTER SCHOOL DISTRICT BOUNDARIES

Small Territory Transfer - see section 117.12, Wisconsin Statutes

The petitioner must complete Section 1, then take the form to the municipal clerk to complete Section 2, and then submit the petition to the school district where the property is located. See <https://dpi.wi.gov/sfs/support/reorganization/detachment/small-territory-owner> on the DPI website for more information. The petition must be submitted to the school district **BEFORE FEBRUARY 1**.

SECTION 1 - TO BE COMPLETED BY THE PERSON SUBMITTING THIS PETITION (please print or type)

Petitioner Name(s) LOWELL ENERSON

Address (street, city, zip) 293 TOWNVALLEY RD, RIVER FALLS, WI 54022

Phone Number (507) 276-4521 E-mail LOWELLENERSON@YAHOO.COM

Legal Description of Territory Proposed for Detachment INCLUDING PARCEL NUMBERS:

PARCEL: 1082-10-000 (RIVER FALLS SD) LEGAL DESC: SEC 21 T28N R19W PT NE NW COM NW COR TH E 353 FT, TH S 365 FT, TH W TO W LN NE NW, TH N TO POB

PARCEL: 1066-50-000 (HUDSON SD) LEGAL DESC: SEC 16 T28N R19W 5.4 AC IN SE SW COM SW COR SE SW, TH N 665 FT, E 353.09 FT, S TO S LN, TH W 353 FT TO POB

PARCEL: 1082-70-000 (RIVER FALLS SD) LEGAL DESC: SEC 21 T28N R19W PT NW NW COM NE COR, TH W TO CL TN RD, SELY ALG CL TO A PT 365 FT S OF N LN, TH E TO E LN NW NW, TH N TO POB

(If more space is needed to describe the property, attach additional pages)

I/we, the undersigned, representing 50% of the owners or a majority of electors owning or residing on the above described territory, file this petition to detach the above described **territory FROM the RIVER FALLS School District and to attach it TO the HUDSON School District.**

(Use page 2 for additional signatures if there are multiple petitioners)	DATE	(For each signature check one)		
		Property Owner	Elector	Both Owner and Elector
1. <u>Lowell C. Enerson</u>	<u>5-28-24</u>	<u>Lowell C. Enerson</u>	<u>Lowell C. Enerson</u>	<u>Yes</u>
2. <u>Kathryn A. Enerson</u>	<u>5/28/24</u>	<u>KATHRYN A. ENERSON</u>	<u>Kathryn A. ENERSON</u>	<u>YES</u>

SECTION 2 - TO BE COMPLETED BY THE CLERK OF THE MUNICIPALITY IN WHICH THE TERRITORY IS LOCATED - (please print or type)

The legal description of the territory proposed for detachment is sufficient to identify its location and value. (if no, return the form to the petitioner.)	YES	NO
School District where territory is located	<u>River Falls</u>	Value of Property <u>35,600</u>
Municipality where territory is located	<u>Town of Troy</u>	Year Value was Determined <u>2022</u>
County where territory is located	<u>St Croix</u>	Assessment Ratio <u>0.9257</u>

I, the undersigned, certify that the property description in Section 1 is sufficient to determine its location and value and that the information entered above in Section 2 is correct.

SIGNATURE OF MUNICIPAL CLERK Kelly Neidermyer Date: 5/29/24

Name of Clerk (please print) Kelly Neidermyer

Mailing Address 654 Glover Rd. Hudson WI 54014

Phone Number		E-mail Address	
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SECTION 3 – TO BE COMPLETED BY THE CLERK OF THE SCHOOL DISTRICT IN WHICH THE TERRITORY IS LOCATED - (please print or type)

District receiving petition		Date received	
-----------------------------	--	---------------	--

<p>Number of pupils residing in the territory described in Section 1 who were reported as of the most recent 3rd Friday in September or 2nd Friday in January (see s.121.05 (1) (a), Wisconsin statutes, for categories of students to include).</p>	0
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Name of School District Clerk (please print)	Lindsey Curtis	Phone	715.425.1800
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<p>SIGNATURE OF SCHOOL DISTRICT CLERK</p>	Lindsey Curtis
--	----------------

After completing Section 3 the clerk of the detaching school district must send a certified copy (a document with original signatures or a photocopy accompanied by a Certificate of True Copy) of this petition to the school board of the school district to which the property is proposed to be attached and also to :

Secretary, School District Boundary Appeal Board
 Department of Public Instruction
 PO Box 7841
 Madison, WI 53707-7841

(For more information contact Kathy Fry, (608) 224-5343, Kathleen.Fry@dpi.wi.gov. Both districts must act on this petition by March 1.)

PETITION TO ALTER SCHOOL DISTRICT BOUNDARIES

Small Territory Transfer - see section 117.12, Wisconsin Statutes

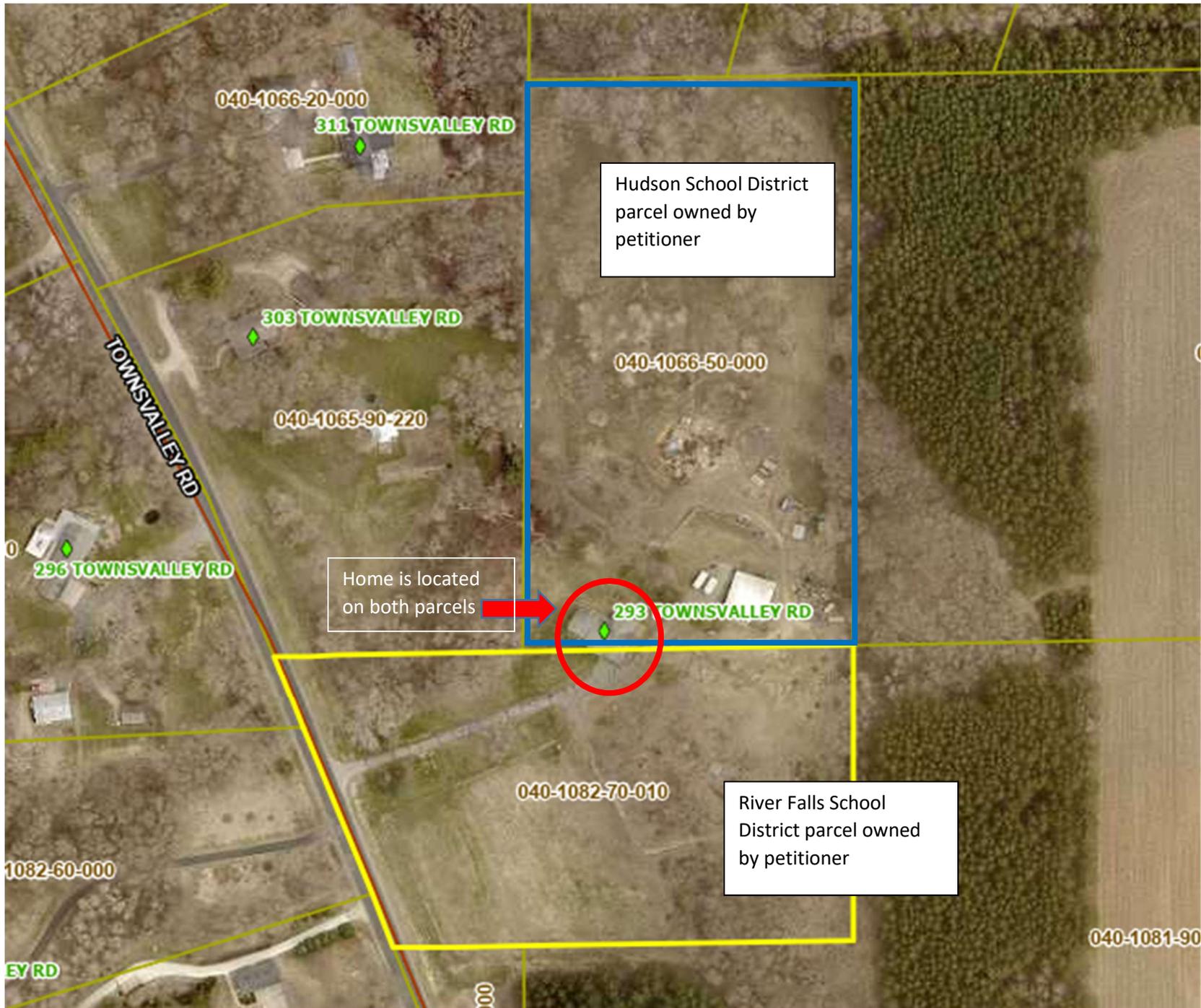
Signatures of additional petitioners

Instructions: Each additional petitioner must sign the form, indicate a street address (not a PO box), and identify the municipality (the township, village, or city) where he/she resides. Indicate the date the form is signed. Each petitioner must also identify whether he/she is an owner of the territory proposed for detachment, an elector residing on the territory, or both an owner and resident elector.

I/we, the undersigned, representing 50% of the owners or a majority of electors owning or residing on the territory described on the petition form, file this petition to detach the described territory **FROM** the River Falls School District and to attach it **TO** the Hudson School District.

		(For each signature check one)			
Signature:	Municipality:	DATE	Owner	Elector	Both
<u>Louise C. Emerson</u>	<u>Troy</u>	<u>5/25/24</u>	<input checked="" type="checkbox"/>		
Address (street, city, zip): <u>293 Towns Valley Rd, River Falls, WI 54022</u>		DATE	Owner	Elector	Both
<u>Anthony Emerson</u>	<u>TROY</u>	<u>5/25/24</u>	<input checked="" type="checkbox"/>		
Address (street, city, zip): <u>293 TOWNS VALLEY RD, RIVER FALLS, WI 54022</u>		DATE	Owner	Elector	Both
Signature:	Municipality:	DATE	Owner	Elector	Both
Address (street, city, zip):		DATE	Owner	Elector	Both
Signature:	Municipality:	DATE	Owner	Elector	Both
Address (street, city, zip):		DATE	Owner	Elector	Both
Signature:	Municipality:	DATE	Owner	Elector	Both
Address (street, city, zip):		DATE	Owner	Elector	Both
Signature:	Municipality:	DATE	Owner	Elector	Both
Address (street, city, zip):		DATE	Owner	Elector	Both
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Signature:	Municipality:	DATE	Owner	Elector	Both
Address (street, city, zip):		DATE	Owner	Elector	Both

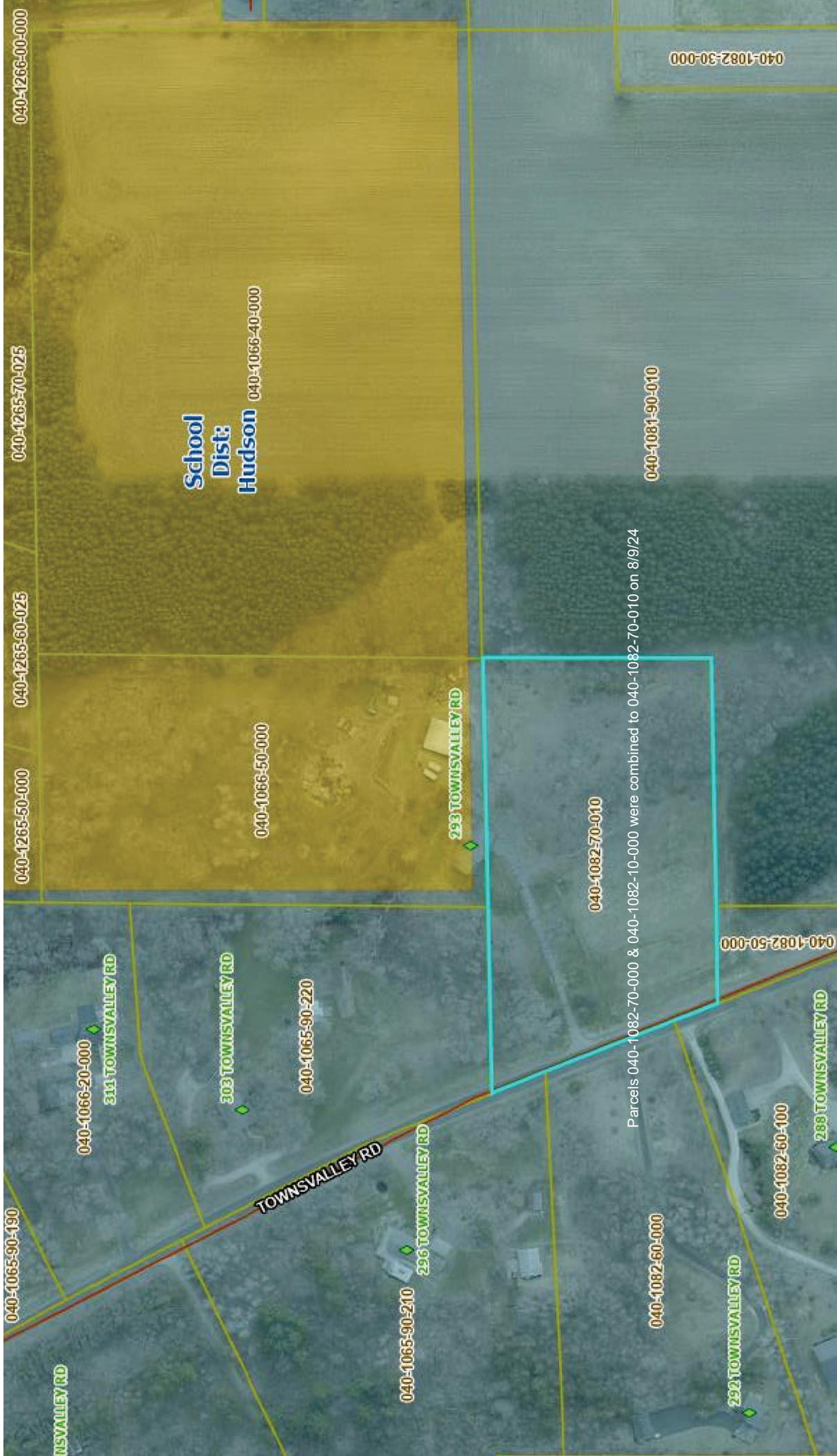
Make as many copies of this page as are needed. Attach all completed copies to the petition.

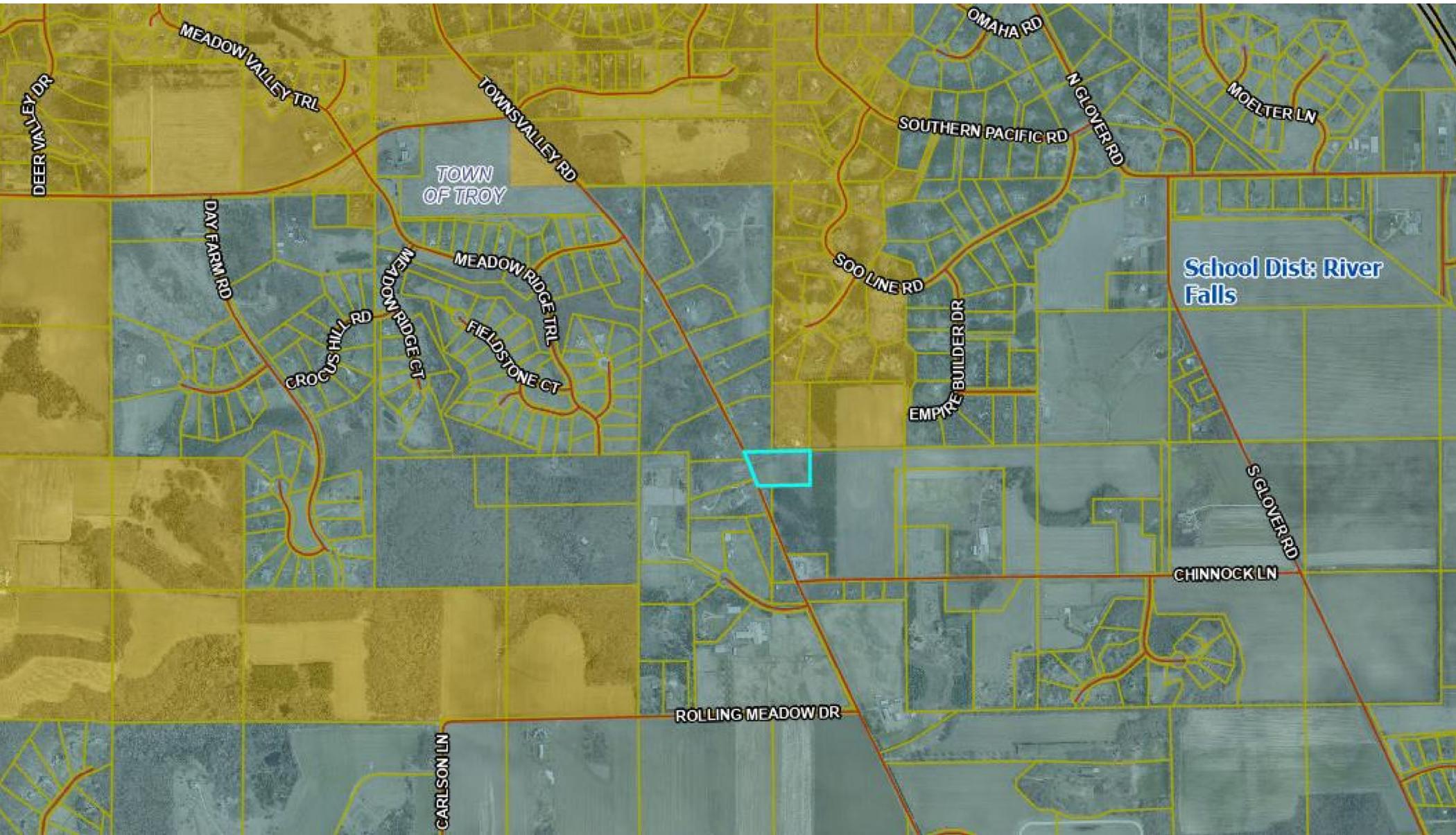


Hudson School District
parcel owned by
petitioner

Home is located
on both parcels

River Falls School
District parcel owned
by petitioner





DEERWATLEY DR

MEADOW VALLEY TRL

TOWNS VALLEY RD

OMAHA RD

N GLOVER RD

MOELTER LN

TOWN OF TROY

SOUTHERN PACIFIC RD

DAY FARM RD

CROUCH HILL RD

MEADOW RIDGE CT

MEADOW RIDGE TRL
FIELDSTONE CT

SOO LINE RD

School Dist: River Falls

EMPIRE BUILDER DR

S GLOVER RD

ROLLING MEADOW DR

CARLSON LN

CHINNOCK LN

School Board Action - [Wis. Stats. 117.12\(3\)](#)

During the month of February, each affected school board must give the petitioners an opportunity to meet with the board to present reasons for the proposed reorganization before adopting a resolution either granting or denying the detachment. Each affected school board must vote on the proposed reorganization.

If all school boards agree to the detachment and attachment of the territory, the process ends and the reorganization will become effective July 1 of that year. If any school board denies the proposed reorganization, an appeal may be made to the School District Boundary Appeal Board by the electors or owners described above. Failure of a school board to adopt a resolution before March 1 either ordering or denying the reorganization constitutes a denial of the reorganization by the school board.

Appeals of a School Board's Order of Denial - [Wis. Stats. 117.12\(4\)](#) and [\(5\)](#)

A majority of the elector(s) residing in the territory or the owner(s) of 50 percent or more of the territory may appeal the school board's order denying detachment of a small territory. The appeal shall be filed with the Secretary of the School District Boundary Appeal Board before the March 15 following the denial. Appeals received after March 14 will be rejected as not timely.

Click on the following link to view or print a [model appeal application](#) for a hearing before the School District Boundary Appeal Panel.

Appeal Panel

In most cases, appeals of the denial of the detachment and attachment of small territories are heard by a three-member Appeal Panel appointed by the State Superintendent. The panel members are also members of the School District Boundary Appeal Board (SDBAB). The panel must include one person from a district with small enrollment, one from a district with medium enrollment and one from a district with large enrollment. The Appeal Panel, after hearing the details of the petition, may affirm, deny or modify the school board's denial of the reorganization of the territory designated on the petition. The appeal order shall be issued before the June 15 following the filing of the appeal; any order of detachment is effective July 1.

School District Boundary Appeal Board

The law also provides that an appeal shall be heard by a seven-member School District Boundary Appeal Board, rather than an Appeal Panel, if any of the following apply:

More than one appeal to detach small territory from a single district was filed by the March 15 date and either:

The total assessed valuation of the territory proposed to be detached under the appeals, divided by the assessment ratio, is seven percent or more of the equalized valuation of the original school district; or

The number of pupils enrolled in the school district who reside in the territory proposed to be detached is seven percent or more of that school district's enrollment;

OR

The total territory detached over the previous two years, including the appeal under review, constitutes two percent or more of either the equalized value or enrollment of the school district from which detachment is proposed.

For all appeals, the School District Boundary Appeal Panel or Board shall evaluate each appeal with the statutory criteria listed in [Wis. Stats. 117.15](#) and issue an order either affirming, denying, or modifying the school board's denial of any or all of the proposed reorganizations. The School District Boundary Appeal Board's order shall be issued by the June 15 following the filing of the appeal; any reorganization that is granted is effective July 1.

**SCHOOL DISTRICT OF RIVER FALLS
RESOLUTION AUTHORIZING ISSUANCE OF AN ORDER
UNDER WIS. STAT. § 117.12 RELATED TO DETACHMENT AND ATTACHMENT OF SMALL
TERRITORY INITIATED BY OWNER**

WHEREAS, a meeting of the school board of the School District of River Falls was held on February 17, 2025; and

WHEREAS, a petition has been filed by Lowell and Kathryn Enerson with the clerk of the school board (the “Petition”), pursuant to Wis. Stat. § 117.12, proposing to detach the following described territory from the School District of River Falls and attached to the School District of Hudson:

SEC 21 T28N R19W N1/2 NW1/4 AS DESC IN #311292 (St. Croix. County Tax Parcel No. 040-1082-70-010) (the “Property”); and

WHEREAS, the Property is composed of former St. Croix County Tax Parcel Nos. 040-1082-10-000 and 040-1082-70-000, which are the parcels listed in the Petition have been combined via certified survey map; and

WHEREAS, the value of the Property as of the most recent assessment was \$77,300.00; and

WHEREAS, the number of pupils residing on the territory as of the last count date was 0; and

WHEREAS, the above-identified property owners were properly noticed and the item appeared on the school board agenda for the meeting dated February 17, 2025.

NOW, THEREFORE, BE IT RESOLVED that an order be issued and filed (**approving or denying**) the petition. (choose one)

Introduced by: _____

Seconded by: _____

Vote: Yes _____ No _____

Dated this _____ day of February, 2025

Lindsey Curtis, Clerk
School District of River Falls

School District of River Falls
Educational Program Committee Meeting Report

Monday, February 3, 2025 - 6:00 PM
District Office
852 E Division Street
River Falls, Wisconsin 54022

The School Board's Educational Program Committee meeting was held on Monday, February 3, 2025, at District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Tuchenhagen called the meeting to order at 6:00 pm. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

Committee Members Alan Tuchenhagen (Chair), Lindsey Curtis, and Monica LaVold were present. Board members Bo Hirstein, Stacy Johnson Myers, Mike Miller, and Alison Page were present. Superintendent David Bell and Co-Director of Academic Services Amy Wise, Director of HR Nate Schurman were also present.

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS - None

4. OVERVIEW OF WIAA NAME, IMAGE, AND LIKENESS (NIL) PROPOSED AMENDMENT

David Crail, Athletic Director, gave an overview of the WIAA Name, Image, and Likeness (NIL) proposed amendment.

Action: None, informational only.

5. APPROVE 2025-2026 RF4C CONTRACT

David Bell, Superintendent, presented the District's 2025-2026 RF4C Contract.

Action: Tuchenhagen moved, seconded by LaVold to approve the RF4C Contract for the 2025-2026 school year. The motion passed 3-0.

6. REVIEW POLICY 347 STUDENT RECORDS

Amy Wise, Co-Director of Academic Services, presented Policy 347 Student Records. This policy outlines purposes for maintaining student records.

Action: Tuchenhagen moved, seconded by LaVold to approve the initial reading of revised School Board Policy 347 Student Records. The motion passed 3-0.

7. REVIEW POLICY 347-RULE GUIDELINES FOR THE CONFIDENTIALITY AND MAINTENANCE OF STUDENT RECORDS

Amy Wise, Co-Director of Academic Services, presented revised School Board Policy 347-Rule Guidelines for the Confidentiality and Maintenance of Student Records. This policy defines records and outlines procedures for maintaining the confidentiality and proper handling of student records, ensuring that personal information about students is protected and only accessed by authorized personnel.

Action: Curtis moved, seconded by LaVold to approve the initial reading of revised School Board Policy 347-Rule Guidelines for the Confidentiality and Maintenance of Student Records. The motion passed 3-0.

8. 150-DAY ACADEMIC SERVICES UPDATE

Amy Wise, Co-Director of Academic Services, presented a 150-day update toward our goals for the 2024-25 school year.

Action: None, informational only.

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

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

Action: AI use and processes.

10. SCHEDULE NEXT EDUCATIONAL PROGRAM COMMITTEE MEETING

Action: Set the meeting schedule as follows:

Educational Program Committee meeting: **TBD**

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

11. **ADJOURN** at 7:35 p.m.

Alan Tuchtenhagen, Educational Program Committee Chair



SCHOOL DISTRICT OF RIVER FALLS

River Falls 4 Children

COMMUNITY-BASED 4K

AGREEMENT

This Agreement regarding the River Falls 4 Children program (“RF4C”) is between _____ (“Provider”), a partner, and the School District of River Falls (“RFSD”). This Agreement shall be for the 2025-2026 school year. It is agreed between Provider and RFSD as follows: RFSD and Provider are each sometimes referred to herein as a “Party” and collectively as the “Parties.”

I. OPERATIONS

- A. Provider shall hold and maintain a valid child care license issued by the Wisconsin Department of Children and Families and not be subject to or have been subject to any “enforcement actions” for a period of 2 years before the Effective Date of this Agreement and throughout the term of this Agreement.
- B. Provider shall provide all required teacher(s), teacher assistant(s) and site for delivery of all services to be provided by Provider under this Agreement (collectively, the “RF4C Services”).
- C. RF4C Services will be provided on all scheduled days and hours on the School Calendar, as hereinafter defined. Days and hours of instruction will be added if inclement weather results in fewer than 437 hours per school year.
- D. A standard school calendar will be provided by the RF4C Coordinator to Provider no later than July 15 (the “School Calendar”). The School Calendar will include days and hours of instruction which must be followed by the Provider. Provider may request changes to the School Calendar by August 1 but RFSD has no obligation to accept any such requested changes. Any proposed changes to the School Calendar to be followed by Provider must first be approved, in writing by the RF4C Coordinator. Any failure by Provider to adhere to the School Calendar will

result in a reduction, on a prorated basis, of the per pupil payments outlined in Part V, Section D.

- E. Childcare and/or extended services are an option for preschool participants but not a condition of enrollment in the RF4C program at the Provider's facility. It is understood and agreed that RFSD has no involvement of any kind with any other services and/or care given by Provider.
- F. Provider will comply with the site technology requirements, which require, at a minimum, maintaining email and internet capabilities.
- G. The RF4C Coordinator shall be advised by the Site Coordinator of current enrollments, attendance reports and all other reports requested by RFSD in accordance with determined deadlines.

II. LOCATION/FACILITIES

- A. The RF4C Services will be provided, pursuant to this Agreement, at facilities located at (address), River Falls, Wisconsin 54022 (the "Site").
- B. The Provider will maintain an appropriate environment for four-year-olds at the Site. The appropriateness of the environment is subject to the approval of RFSD. An appropriate environment includes, but is not necessarily limited to:
 - (i) Maintaining indoor/outdoor space/equipment and toys in good condition;
 - (ii) Indoor play space with equipment appropriate for early childhood;
 - (iii) Outdoor play space with equipment appropriate for early childhood;
 - (iv) Maintain a clean, well-lit, secure site;
 - (v) Provide adequate personal storage space for children (i.e. "cubbies");
 - (vi) A space which complies with the requirements imposed by the Establishment Clause of the First Amendment to the United States Constitution;

(vii) A private and confidential space with a table and a minimum of four chairs to meet with parents and specialists, and to provide special education and related aids and services; and

(vii) Handicap accessibility in accordance with applicable laws and regulations.

- C. Custodial services for the Site will be provided at the sole cost and expense of the Provider. Custodial services shall be performed daily so that the Site remains in a safe, clean and sanitary condition.

III. STAFF

- A. The RF4C Coordinator is Becky McAleavey. The RF4C Administrator is Kai Rodgers.
- B. The Site Coordinator is (name). The Site Coordinator may be replaced from time to time at Provider's discretion. The Provider will notify the RF4C Coordinator if the Site Coordinator is replaced within 5 days of such replacement and provide the name of the replacement.
- C. Provider shall provide a DPI certified teacher, who meets DPI licensure requirements for four-year-old kindergarten, for each RF4C classroom in the program. The Provider will notify the RF4C Coordinator of any changes to the teaching staff within 5 days.
- D. Provider shall also provide a teacher assistant, with a minimum of a high school diploma and Early Childhood I Certification (or the equivalent), for each RF4C classroom when the enrollment exceeds 13 children in the program.
- E. Provider shall obtain background checks on all its employees or independent contractors who have any involvement with the RF4C program and provide copies of each background check to the RF4C Coordinator. The background checks shall be provided before the start of the school year or, for any employees or independent contractors who begin mid-school year, before the employee starts working in the RF4C program.
- F. Provider shall ensure that each RF4C classroom has a consistent teacher and a teacher assistant.
- G. CPR and first aid trained staff are available at all times when providing RF4C Services.

- H. Provider will ensure a duty-free planning time that will be equal to 2.5 hours per class per week. A schedule of planning time will be provided to the RF4C Coordinator by the Provider for each DPI certified teacher and will be subject to the approval of RFSD.
- I. In addition to the duty-free planning time, paid preparation/collaboration time will be provided to the DPI certified teacher to collaborate with RFSD staff members, co-teachers and others. A schedule of collaboration time will be provided to the RF4C Coordinator by the Provider for each DPI certified teacher and will be subject to the approval of RF4C Coordinator.
- J. Provider's staff that provide RF4C Services will participate in required joint training and professional development as required by RFSD. Such staff will be provided advanced notice of required joint training and professional development.
- K. RF4C Coordinator will provide an opportunity for teachers and directors of the RF4C program to participate in an exit survey or interview to discuss the program's strengths and weaknesses.
- L. For any DPI licensed teacher hired by the Provider, the Provider will pay the teacher a minimum of \$21.00 per hour for RF4C work performed for the Provider including time worked during instruction for the Provider and during planning for instruction. RFSD will provide a transition period for providers to attain the required minimum wage by request only and will consider such requests when submitted to the RF4C Coordinator.

IV. ACTIVITIES/CURRICULUM

- A. A developmentally appropriate preschool model shall be used by the Provider to deliver RF4C Services and meet the RF4C Learner Outcomes.
- B. Site classrooms shall not be segregated by family income or a child's ability or/disability.
- C. Cultural and/family values shall be incorporated into the program.
- D. The RFSD has provided the Creative Curriculum and its components to be used in each RF4C classroom. All other materials including consumable supplies shall be provided by Provider, at its sole cost and expense.
- E. Provider shall adequately maintain all materials, equipment, supplies provided or loaned to it by RFSD. Provider shall provide a current list of

provided or loaned materials, equipment, supplies upon request or if terminated from the RF4C Program.

- F. Common documentation of Early Learner Outcomes will be completed using the assessment and screening tools selected by RFSD.
- G. Provider shall participate in any data collection, reporting process, and goal setting as directed by RFSD. Data and reports shall be provided in a timely manner.
- H. Wis. Stat. § 118.016(2) requires an early literacy screener to be administered to each student enrolled in 4-year-old kindergarten at least two times during the school year. AimswebPlus is the early literacy screener that is required by the Department of Public Instruction. Each RF4C classroom will administer AimswebPlus to all students in the Fall (before the 45th day of school) and Spring (45 days before the last day). Assessment materials will be provided by the RFSD. Early literacy screener assessment scores will be shared with RFSD.
- I. Wis. Stat. § 118.016(1)(a) defines any student who scores below the 25 percentile on the screener as “at risk”. Parents/caregivers of at-risk RF4C students will be notified by the RFSD Director of Academic Services.
- I. RFSD reserves the right to monitor curriculum implementation in each RF4C classroom throughout the school year.

V. FUNDING

- A. No fees may be required of a parent(s) or guardian(s) to enroll their child in the RF4C program.
- B. Collection of all childcare/tuition fees associated with childcare and/or extended services provided outside the RF4C program, as set forth below, shall be the sole responsibility of the Provider.
- C. Participants arriving or remaining more than 10 minutes before or after defined preschool hours are subject to childcare fees which may be assessed by the Provider, directly to the participant’s parent(s) or guardian(s). In this regard, the Provider shall provide appropriate notification to parents of all fees and financial expectations.
- D. The per pupil amount to be provided by RFSD to the Provider is two thousand nine hundred (\$2,900) per school year for each eligible student enrolled in the RF4C program.

- E. Provider will receive four payments from RFSD based on pupil count and compliance with this Agreement. The first payment will occur on Oct. 15th and will be 20% of the total due. The second payment will occur on November 15th and will be 20% of the total due. The third payment will be on March 1st and will be 20%, and the final payment will occur on April 15th - or after the Provider has completed all year end activities and provided all required documentation to RFSD, whichever is later. The amount of each payment will be based on the student count taken 2 weeks prior to payment date.
- F. RFSD reserves the right to withhold any or all installment payments in the event the Provider does not comply with any of the requirements of this Agreement Including without limitation the completion of all year-end activities and the provision of all required documentation. Withheld installment payments will be made once the Provider has complied with the Agreement to the satisfaction of RFSD.
- G. An additional per pupil amount of \$100 will be provided by RFSD to the Provider per school year for each eligible student enrolled in the RF4C. The purpose of the additional per pupil amount is to provide a bonus stipend to 4K Teachers.
- The Provider will receive payments in accordance with the payment schedule in Section V., paragraph E.
 - Provider must provide sufficient documentation to the District 4 weeks after each payment to show that Provider made the bonus stipend payments to all 4k teachers in an amount equivalent to the per pupil amount in this paragraph.
 - The distribution of the bonus stipend should be in a uniform manner per teacher, and any increase should not impact other existing benefits.

VI. PARENT INVOLVEMENT

- A. Parents shall have input into their child's educational program and care.
- B. Parents are encouraged to be involved with governance.
- C. Parents and/or community members may serve as volunteers, if appropriate RFSD background check screening is conducted by Provider, under circumstances the Provider deems safe and appropriate and which do not violate any provision of this Agreement.
- D. Providers shall collaborate to offer a total of 87.5 hours of required parent involvement activities and will actively participate to fulfill the annual RF4C Parent Involvement Plan.

VII: SUPPORT SERVICES

- A. The Provider shall actively participate in the Student Support Team (SST) process which helps to identify students who may need additional support for learning.
- B. The River Falls School District will provide Special Education support by providing consultation and coaching through a special education teacher.
- C. If the level of need for special education support is greater than the consultation and coaching provided then the IEP team will convene to determine if additional special education support and/or alternative placement is needed.
- D. Support services provided by Provider shall include:
 - (i) Immunization records on file;
 - (ii) Information on health and safety;
 - (iii) Integration of special education students, when appropriate;
 - (iv) Maintenance of student records.
 - (v) Staff and volunteer background checks; and
 - (vi) Crisis planning to consist of protocols for staff and students, submission of safety drill schedules, and documentation.

VIII. STANDARDS

- A. The recommended RF4C enrollment is 21 four-year-olds per classroom with up to a maximum of 24 based on district administrative recommendation and need. Classroom enrollment is aligned with the licensing regulations for square footage of 35 sq. ft. per child. Total classroom enrollment shall not exceed a staff-child ratio of 1:13 as required in state child care licensing regulations.
- B. Should the Provider fail to attain an initial enrollment of at least 10 students by August 1st, it shall have the right to withdraw from this Agreement by providing written notice to RFSD by August 5th.
- C. Non-RFSD students may participate in the 4K program, but enrollment priority must be given to RFSD students. Provider further agrees to notify RFSD of the enrollment of any and all non-RFSD students.
- D. Non-RFSD students who are not eligible for open enrollment in RFSD will be subject to tuition charges. RFSD shall be responsible for the billing and collection of such charges. In the event of non-payment of tuition

charges, RFSD will notify Provider, and Provider agrees to exclude the affected student until RFSD advises that payment has been made to its satisfaction.

- E. The Provider, the Site, and each RF4C classroom at the Site are subject to, and agree to comply with all applicable Wisconsin Department of Child and Family Services child care licensing regulations, DPI standards, Wisconsin Statutes, RFSD policies and appropriate early childhood education procedures.
- F. The Provider will follow state laws related to the suspension [Wis. Stats. § 120.13(1)(b)] and expulsion [Wis. Stats. § 120.13 (1)(b)3] of RF4C students. These laws define: the conduct that could lead to these actions, the notifications required, procedures and student rights. The Provider will consult with the RF4C Coordinator prior to suspending an RF4C student.
- G. Prior to providing any services under this Agreement, the Provider shall review the River Falls 4 Children Program Handbook provided by the RFSD and Provider shall comply with all requirements set forth in the Handbook at all times.
- H. The Provider must remain in good standing with the Wisconsin Department of Children and Families licensing authority. Any violation documented by the Wisconsin Department of Child and Family Services, whether or not it results in an “enforcement action,” shall be immediately reported to RFSD. Failure to report within 7 days of the issuance of the violation shall constitute a breach of this Agreement.

IX. EVALUATIONS

- A. Program: An evaluation process of the RF4C Program shall be conducted annually by the RF4C Coordinator. The RF4C Fidelity Checklist will be used to help create consistency and best practices in implementing the most positive outcomes.
- B. Staff: Evaluation of staff shall be conducted by the Provider as required by the Provider contracts, policy and procedures. Provider shall be solely responsible for staff evaluation, however, Provider will seek input from the RF4C Coordinator or RF4C Program Administrator regarding concerns, if any.

X. INSURANCE AND INDEMNIFICATION

- A. Additional Insured and Notice of Cancellation Endorsements. Before commencing any services under this Agreement Provider shall provide

RFSD with a Certificate of Insurance showing the coverage specified below as being in force during the terms of the Agreement. The “School District of River Falls” shall be named as an additional insured on the General Liability coverage and a copy of the specific or blanket additional insured endorsement must accompany the Certificate of Insurance along with a copy of the specific insurance endorsement that coverage will not be canceled or changed except upon 30 days written notice to RFSD. Provider shall send Certificates of Insurance and supporting documentation directly to RFSD at the address provided for notice below.

- B. General Liability Insurance. Provider shall provide the RFSD with a certificate of General Liability Insurance. General Liability Insurance limits shall be no less than \$1,000,000 per occurrence and \$2,000,000 aggregate and \$1,000,000 Umbrella. Umbrella coverage must follow all underlying forms. If Non-Aggregate, policy coverage shall be no less than \$3,000,000.
- C. Professional Liability Insurance. Provider shall provide the RFSD with a certificate of insurance evidencing Professional Liability Insurance. The Professional Liability limits shall be no less than \$1,000,000 and the insurance shall not exclude coverage for liability for Corporal Punishment, Sexual Abuse/Molestation or any similar intentional conduct. The coverage shall include coverage for claims covered by standard educators legal liability coverage.
- D. Workers Compensation Insurance. Provider shall provide the RFSD with a certificate of insurance evidencing Workers Compensation in an amount equal to that required by statute.
- E. Auto Liability Insurance. In the event Provider will be using vehicles to transport students (either owned by Provider or its employees or volunteers), Provider shall provide the RFSD with a certificate of insurance evidencing insurance limits of no less than \$1,000,000 combined single limit, including Hired/Non-Owned coverage evidencing limits no less than \$1,00,000 combined single limit. The RFSD shall be named as an additional insured on the Auto Liability coverage, and a copy of the specific additional insured endorsement must accompany the Certificate of Insurance along with a copy of the specific insurance endorsement that coverage will not be canceled or changed except upon 30 days written notice to RFSD.
- F. Indemnification - Injuries. Provider agrees to defend, indemnify, and hold harmless RFSD, its school board, administration, employees, and volunteers, individually and collectively, from and against all costs, losses, claims, actions, attorney fees, and judgements arising from personal

injuries, property damage, or otherwise, that may arise from or alleged to be caused by Provider's negligence as a result of Provider's use or occupancy RFSD's land, facilities, or equipment.

- G. Indemnification – Services. Provider agrees to defend, indemnify, and hold harmless RFSD, its school board, administration, employees, and volunteers, individually and collectively, from and against all costs, losses, claims, actions, attorney fees, and judgements arising from personal injuries, property damage, or otherwise, that may arise from or alleged to be caused by Provider's negligence as a result of Provider's performance or providing of RF4C Services under this Agreement.

XI. DEFAULT; DAMAGES

- A. Default. Each and every term and condition of this Agreement is deemed to be a material element of this Agreement. If either Party fails or refuses to perform according to the terms of this Agreement; it may be declared in default thereof. A declaration of default by either Party must be made in writing to the other Party, describe how the allegedly defaulting Party has failed to perform according to the terms of this Agreement, and provide an opportunity for consultation with the other Party to review what steps may be necessary to cure the default.
- B. Remedies Upon Default. If one Party declares the other in default of this Agreement, the allegedly defaulting Party will have a period of five (5) days within which to cure the default. If the allegedly defaulting Party fails to correct the default or timely performance is not possible, the Party declaring default may elect to: (1) treat the Agreement as continuing and require specific performance; (2) immediately terminate this Agreement; and/or (3) avail itself of any other remedy at law or equity or as otherwise set forth in this Agreement.
- C. Right to Terminate. This Agreement may be terminated by RFSD immediately, without payment or penalty of any sort, if it deems that the health or safety of participants is in jeopardy, regardless of whether the jeopardy results from a breach of this Agreement or any other reason.

If, at any time during the term of this Agreement, it is determined by RFSD that Provider has not performed fully its obligations under any other agreement with any Party, or that the financial credit of the Provider has changed, been misrepresented or has been impaired, RFSD may terminate the Agreement immediately.

- D. Liquidated Damages for Failure to Maintain Insurance. Provider recognizes that it is essential for Provider to maintain the insurance

coverage under this Agreement and that a failure to do so exposes RFSD to unacceptable risk. The Parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by RFSD if insurance is not maintained by Provider. Accordingly, instead of requiring any such proof, Provider and RFSD agree upon liquidated damages for the failure to maintain insurance (but not as a penalty) as set forth in the paragraph below.

Accordingly, if Provider fails to maintain insurance as required under this Agreement, Provider shall be liable for the sum of Two Hundred dollars (\$200.00) as liquidated damages, and not as a penalty, for each calendar day beginning on the first day after Provider fails to maintain insurance as required under this Agreement and ending when all required insurance is in effect. RFSD shall have the right to setoff the liquidated damages amount owed to it from any money owed to Provider under this Agreement.

The liquidated damages shall apply notwithstanding any right to cure set forth in this Agreement.

XII. MISCELLANEOUS

- A. Notice: Except as otherwise expressly provided in this Agreement, all notices and communications regarding this Agreement shall be in writing and shall be addressed to:

Notice to Provider:

or such other place as such Party may subsequently be designated in writing.

Notice to RFSD:

Kai Rodgers
RF4C Program Administrator
River Falls School District
852 E Division St
River Falls, WI 54022
FAX: 715-425-1804

or such other place as such Party may subsequently be designated in writing.

Notices shall be sent by registered or certified U.S. mail, postage prepaid, or by commercial overnight delivery service and shall be deemed delivered to the addressee on the date of the return receipt

acknowledgment (in the case of notices sent via U.S. mail) or on the next day after the date the notice was sent (in the case of notices sent by overnight delivery service).

- B. Effects of Headings: Headings to articles and paragraphs of this Agreement are to facilitate reference only, and do not form a part of this Agreement, and shall not in any way affect the interpretation of the Agreement.
- C. Non Waiver: No course of dealing or failure of RFSD to strictly enforce any term, right or condition of this Agreement shall be construed as a waiver of such term, right or condition.
- D. Severability: Should any part of this Agreement be declared invalid, such order shall not affect the validity of any remaining portion, which shall remain in force and effect as if this Agreement had been executed with the invalid portion eliminated.
- E. Assignment: Neither Party may transfer or assign its rights under this Agreement without prior written consent of the other Party.
- F. Governing Law: This Agreement is governed by and construed in accordance with the laws of the State of Wisconsin.
- G. Entire Agreement: This Agreement constitutes the entire Agreement of the parties regarding the subjects addressed herein and shall supersede all previous agreements between the parties, written or verbal. The Agreement may not be altered or amended except by written amendment signed by both parties.
- H. Counterparts: This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate, each constituting an original, by their duly-authorized representatives.

Dated this ____ day of _____, 20__ (the "Effective Date").

RF4C Provider Name

School District of River Falls

By: _____

Name:

Title:

By: _____

Name: Kai Rodgers

Title: RF4C Program Administrator

By: _____

Name:

Title:

By: _____

Name: Becky McAlaavey

Title: RF4C Coordinator



POLICY 347 STUDENT RECORDS

Cumulative student records ~~will shall~~ be maintained for ~~all each~~ students from the time of ~~their~~ ~~his/her~~ entrance into school until such time as specified in ~~Policy 347: Rule established~~ ~~procedures~~.

The collection, maintenance, ~~and~~ dissemination, ~~and destruction~~ of student records is a valid, legal and expected function of any school system. The confidential nature of such records is a matter of fact and is fully recognized by the ~~School~~ Board of Education and ~~school personnel~~ ~~the administrative and professional staff~~ in their use of such data. Student records ~~will shall~~ be maintained for the following purposes:

1. To provide appropriate information to all ~~school personnel~~ ~~the administrative and professional staff~~ directly involved with the student which will enhance a more effective working relationship with the student.
2. To provide the same ~~school personnel~~ ~~the administrative and professional staff~~ with a base from which to guide and counsel the student regarding his/her total development.
3. To enable ~~school personnel~~ ~~the administrative and professional staff~~ to counsel with parents/guardians regarding the progress of their children.
4. To develop a base of information from which the student, his/her parents/guardians, and appropriate ~~school personnel~~ ~~the administrative and professional staff~~ can help establish realistic career/placement goals.

Student record information ~~will shall~~ be available only in accordance with state and federal laws and regulations and established procedures. Individuals collecting or using personally identifiable information in the district ~~will shall~~ receive training or instruction regarding the state and federal student record confidentiality requirements and established procedures.

LEGAL REF.: Wisconsin State Statutes Sections ~~19.65, 48.396, 115.812(2), 118.125, 118.126, 118.127, 118.51(8), 118.52(10), 146.81 - 146.84, 252.15, 767.24(7), 938.396, 950.08(2w)~~ Family Educational Rights and Privacy Act (20 USC Section 1232g, 34 CFR Part 99), ~~No Child Left Behind Act of 2001, 20 U.S.C. §7908, 10 U.S.C. §503(c), 42 U.S.C. §1758(b)(6), 7 C.F.R. §245.6.~~

CROSS REF.: ~~347-Rule, Guidelines for the Confidentiality and Maintenance of Student Records~~ ~~342 Programs for Children with Disabilities, 491, Children of Divorced/Separated Parents~~

APPROVED: March 19, 1973

REVISED: February 16, 1976,
January 18, 1982,
September 16, 1991,
September 20, 2004,
~~XXXX X, 2025~~



POLICY 347-RULE GUIDELINES FOR THE CONFIDENTIALITY AND MAINTENANCE OF STUDENT RECORDS

Student records ~~will~~ shall be maintained ~~by the district~~ in the interest of the student to assist ~~school personnel~~ the District in providing appropriate educational experiences and to assist the students ~~in his/her total development~~.

A. Definitions

Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available to persons involved in the psychological treatment of a student. **Student records are:**

1. "Progress records" ~~maintained by the school~~ include a statement of the courses taken by the student, the student's grades, the student's co-curricular activities, the student's immunization records and the student's attendance records.
2. "Behavioral records" ~~maintained by the school~~ include tests relating specifically to achievement or measurement of ability, psychological tests, the student's physical health records other than his/her immunization records, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, law enforcement agency records, and any other student records which are not progress records.
 - a. "Law enforcement agency records" include ~~these~~ records and other information obtained from a law enforcement agency relating to: (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the district; (2) the illegal possession of a dangerous weapon by a child; (3) an act for which a district student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating certain specified laws; and, (4) the act for which a juvenile enrolled in the district was adjudged delinquent. The law enforcement agency may provide such record information to the district on its own initiative or on the request of the Superintendent, or designee, subject to the agency's official policy. A law enforcement agency may also enter into an interagency agreement with the district to provide for the routine disclosure of this information to the district. If a law enforcement agency denies access to any of the aforementioned records, the district may file a petition with the court seeking access to the records based on legitimate educational or safety interests in the records. Once the record information is received, the student named in the records and the parent/guardian of any minor student named in the records **will** ~~shall~~ be notified of the information.
 - b. "Law enforcement unit records" include ~~those records maintained by a law enforcement unit of the District that were created for the purpose of law enforcement. A "law enforcement unit of the District" is an individual, office, department, division or other component of the District that is authorized by the Board of Education to do any of the following: (1) enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance against any person other than the school district; and/or, (2) maintain the physical security and safety of a public school.~~

b. "Court records" include ~~these~~ records received from a court clerk concerning a juvenile enrolled in the district who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult; (2) has been adjudged delinquent; (3) has school attendance as a condition of his/her court dispositional order; or, (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.

ce. "Physical health records" include basic health information about a student, including the student's emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision, or scoliosis and any follow up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

de. "Patient health care records" include all records relating to the health of a student prepared by or under the supervision of a health care provider which are not included in the student "physical health records" definition above.

3. "Directory data" includes the following:

- a. ~~Grades Kindergarten through Five~~ the student's name, grade level and photograph; name of the school the student is presently attending; school activities in which the student participates; and awards and honors the student has received.
- b. ~~Grades Six through Eight~~ the student's name, grade level and photograph; name of the school the student is presently attending; school activities in which the student participates; and awards and honors the student has received.
- e. ~~Grades Nine through 12~~ the student's name, grade level and photograph; name of the school the student is presently attending; school activities in which the student participates; awards and honors the student has received; and the height and weight of athletic team members.
 - The student's name
 - The student's dates of attendance
 - The student's photograph
 - The name of the school most recently previously attended
 - The student's degrees and awards
 - The student's participation in officially recognized activities and sports
 - The student's weight and height if a member of an athletic team

B. Confidentiality and Access to Records

All requests for inspection of records or transfer to another school or school district should be directed to the building principal, who ~~will shall then~~ determine whether inspection or transfer is permitted under these guidelines:

1. Progress and Behavioral Records Other Than Patient Care Records

The School Nurse ~~will shall~~ be responsible for maintaining the confidentiality of physical health records. The Director of Academic Services ~~will shall~~ have general responsibility for maintaining the confidentiality of all other student progress and behavioral records other than patient health care records, within the district, with the building principal assuming

the primary responsibility within his/her building.

All student progress and behavioral records ~~will~~ ~~shall~~ be confidential, with the following exceptions:

- a. A student or the parent/guardian of a minor student ~~will~~ ~~shall~~, upon request, be shown and provided with a copy of the student's progress records.
- b. An adult student or the parent/guardian of a minor student ~~shall~~ ~~will~~ upon ~~verbal or written~~ request, be shown ~~the student's behavioral records~~ in the presence of a person qualified to explain and interpret the records, ~~the student's behavioral records~~. Such student or parent/guardian ~~will~~ ~~shall~~, upon request, be provided with a copy of the behavioral records.
- c. Student records ~~will~~ ~~shall~~ be disclosed at the request or order of a court. The district ~~will~~ ~~shall~~ make a reasonable effort to notify the adult student (18 or older), or parent/guardian of a judicial order in advance of compliance therewith, except as otherwise provided by law.
- d. Student records ~~will~~ ~~shall~~ be made available to persons employed by the district who are required by the state to hold a license and to other district officials who have been determined by the ~~School~~ Board to have legitimate educational interests, including safety interests, in the student records. A "school official" is a person employed by the district who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the ~~School~~ Board; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. ~~As~~ ~~School officials have~~ ~~has~~ a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or district responsibility.
 - (1) Law enforcement agency records received by the district may be made available to those school officials with legitimate educational interests, including safety interests, in the information. If law enforcement agency record information obtained by the district relates to a district student, the information may also be disclosed to those district employees who have been designated by the ~~School~~ Board to receive that information for the purpose of providing treatment programs for district students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the district's athletic/activity code.
 - (2) Law enforcement unit records may be made available to school officials under the same conditions as outlined above regarding access to law enforcement agency record information.
 - (3) Court records obtained by the district must be disclosed to district employees who work directly with the juvenile named in the records or who have been determined by the ~~School~~ Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the district's athletic/activity code.

- e. Upon the written permission of an adult student, or the parent/guardian of a minor student, the school ~~will~~ ~~shall~~ make available to the person named in the permission form the student's progress records or such portion of his/her behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parent/guardian of a minor student in the written request.
- f. Student records ~~will~~ ~~shall~~ be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency. The district ~~will~~ ~~shall~~ make a reasonable effort to notify the adult student or parents/guardians of the subpoena in advance of compliance therewith, except as otherwise provided by law.
- g. The ~~School~~ Board may provide the DPI or any public officer with information required under Chapters 115 to 121 of the state statutes. Upon request, the ~~School~~ Board ~~will~~ ~~shall~~ provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions. Information reported ~~will~~ ~~shall~~ be kept confidential by the DPI.
- h. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the individualized education program (IEP) team in accordance with state and federal law.
- i. Information from a student's immunization records ~~will~~ ~~shall~~ be made available to state and local health officials to carry out immunization requirements.
- j. Upon request, the names of students who have withdrawn from school prior to graduation ~~will~~ ~~shall~~ be provided to the technical college district board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health and Family Services (DHFS), the Department of Workforce Development (DWD) or a county department under sections 46.215, 46.22 or 46.23 of the state statutes.
- k. The district ~~will~~ ~~shall~~ release student directory data as required by law and may make student directory data public as it deems necessary and also upon request, unless it is notified in advance by the adult student or the parent, legal guardian, or guardian ad litem of a minor student that all or any part of the directory data may not be released without the prior consent of the adult student or the parent, legal guardian, or guardian ad litem of a minor student. Directory data may be disclosed after the school has: (1) notified the adult student or parent, legal guardian, or guardian ad litem of a minor student of the categories of information which it has designated as directory data with respect to each student; (2) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent; and, (3) allowed 14 days for such persons to inform the school, in writing, of all the directory data items they refuse to permit the district to designate as directory data about that student. The district will not release directory data earlier than 14 days after the initial written notice to the adult student or the parent, legal guardian, or guardian ad litem of a minor student, or after the district has been restricted from doing so by any of those parties.

- (1) If the district has followed the notification procedure outlined above, and the adult student or the parent, legal guardian, or guardian ad litem of a minor student does not object to the directory data being released, the **School Board** Clerk or designee **will shall**, upon request, provide the name of each student expected to graduate from high school in the current school year to the technical college district board.
 - (2) If the district has followed the notification procedure outlined above, and the adult student or the parent, legal guardian, or guardian ad litem of a minor student does not object to the directory data being released, the **School Board** Clerk or designee **will shall**, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under sections 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the district for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the district.
- l. The **School Board** may disclose personally identifiable information from an adult student's records to the student's parent(s)/guardian(s), without the adult student's written consent, if the adult student is a dependent of his/her parent(s)/guardian(s) under the Internal Revenue Code. An exception **will shall** be made when an adult student has informed the school, in writing, that the information may not be disclosed.
 - m. The **School Board** **will shall**, on or before August 15 of each year report to the appropriate community services boards established under sections 51.42 and 51.437 the names of students who reside in the district, who are 16 years of age or older, who are not expected to be enrolled in an educational program two years from the date of the report and who may require services under sections 51.42 or 51.437 (community mental health, development disabilities, alcoholism and drug abuse). The parent(s)/guardian(s) of such students **will shall** be contacted to obtain informed consent prior to making such a report
 - n. If school attendance is a condition of a student's court dispositional order under state law, the **School Board** **or designee will shall** notify the court, or if the student is under the supervision of an agency, the agency that is responsible for supervising the student within five days after any violation of the condition by the student.
 - o. A law enforcement agency **will shall** be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent/guardian **will shall** be notified of that disclosure as soon as practicable after the disclosure.
 - p. A fire investigator **will shall** be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (1) the student is under investigation for arson; (2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation; and, (3) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
 - q. The district **will shall**, upon request, provide student disciplinary records necessary for purposes of student enrollment in another public school district as permitted by law.

These records may include:

- (1) A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;
- (2) A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
- (3) The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

- r. The district ~~will~~ ~~shall~~ provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings. A secondary school student or the parent/guardian of a student may request that the student's name, address and telephone listing not be released to military recruiters or an institution of higher education without prior written parental consent. The district ~~will~~ ~~shall~~ notify parents/guardians of the option to make a request and ~~will~~ ~~shall~~ comply with any request. The district ~~will~~ ~~shall~~ provide military recruiters the same access to secondary school students and student directory data about such students as is provided to post-secondary schools or prospective employers.

When reviewing student directory data requests, as well as when implementing other provisions of these guidelines, consideration ~~will~~ ~~shall~~ be given to applicable provisions of the public records law and the district's policy and procedures dealing with public records.

- s. The district may disclose student records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of any individual.
- t. For the purpose of providing services to a student before adjudication, the **School** Board may disclose student records to a law enforcement agency, district attorney, city attorney, corporation counsel, agency as defined in section 938.78(1) of the state statutes, intake worker under section 48.067 or 938.067 of the statutes, court of record, municipal court, private school, or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records will not be disclosed to any other person except as permitted under state law.

2. Patient Health Care Records

The School Nurse and School Psychologist, as appropriate, ~~will~~ ~~shall~~ be responsible for maintaining the confidentiality of patient health care records. All patient health care records ~~will~~ ~~shall~~ remain confidential. Patient health care records may be released only to persons specifically designated in state law or to other persons with the informed consent of the patient or a person authorized by the patient. Student patient healthcare records maintained by the district may only be released without informed consent to a district employee or agent if any of the following apply:

- a. The employee or agent has responsibility for the preparation or storage of patient health care records (e.g., clerical workers).
- b. Access to patient health care records is necessary to comply with a requirement in federal or state law.

~~Any student record that concerns the results of a test for the presence of human immunodeficiency virus (HIV) or antibody to HIV (the virus which causes acquired~~

immunodeficiency syndrome—AIDS) shall be confidential and may be disclosed only with the informed written consent of the test subject.

C. Guidelines Regarding Parent/Guardian Access to Records

1. A parent, regardless of whether the parent has legal custody of the child, ~~will~~ shall have access to a student's school records unless the parent has been denied access as outlined in state law (e.g., denied periods of physical placement with the child or ordered by the court).
2. If any educational record includes information on more than one student, the parent/guardian of that student ~~will~~ shall have the right to: (a) review and inspect only the information relating to his/her son or daughter; or, (b) be informed of that specific information.
3. No fee ~~will~~ shall be charged for copies of student records and/or for the search or retrieval of information by a student's parent/guardian.

D. Amendment of Records

1. An adult student or parent/guardian who believes that information contained in the student's records collected, maintained, or used by the district is inaccurate, misleading, or otherwise in violation of the student's rights of privacy may request the district to amend the records.
2. The district ~~will~~ shall decide whether to amend the information in accordance with the request within a reasonable period of time of receipt of the request.
3. If the district decides to refuse to amend the information in accordance with the request, it ~~will~~ shall inform the adult student or parent/guardian of the refusal and advise the adult student or parent/guardian of the right to a hearing.
4. The district ~~will~~ shall, upon request, provide an opportunity for a hearing to challenge information in educational records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
5. If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it ~~will~~ shall amend the information accordingly and so inform the adult student or parent/guardian in writing.
6. If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it ~~will~~ shall inform the adult student or parent/guardian of the right to place a statement in the student's records commenting on the information or setting forth any reasons for disagreeing with the decision of the district. Any explanation placed in the student's records under this section must:
 - a. Be maintained by the district as part of the student's records as long as the record or contested portion is maintained by the district, and
 - b. Be disclosed to any party if the records of the student or the contested portion are disclosed to any party.
7. A hearing held under this section must be conducted according to procedures outlined in federal regulations.

E. Maintenance and Destruction of Records

All files where records are stored electronically and are digitally secure. Where paper records are necessary, these shall be fire resistant and shall will be locked at all times.

1. Maintenance and Destruction of Physical Health Records

- a. Student physical health care records will shall be maintained by the School Nurse in a separate file. Notation of physical handicaps pertinent to a student's education will shall also be indicated on the permanent record folder. It is encouraged that a letter from the student's physician be added as soon as possible explaining the extent of the handicap and how it might impair the student's functioning.
- b. Student physical health care records will shall be maintained for the same period of time as other behavioral records (see point 3, d, (1) below).

2. Maintenance and Destruction of Patient Health Care Records

- a. Patient health care records will shall be maintained by the School Nurse and School Psychologist as appropriate except as follows:
 - (1) All alcohol and other drug treatment and mental illness records will shall be maintained by the School Psychologist; and
 - (2) All records relating to the results of a test for the presence of HIV will shall be maintained by the School Nurse.
- b. Patient health care records will shall be maintained in files separate from other student records.
- c. Patient health care records will shall be kept indefinitely, except as otherwise specifically provided by state law.

3. Maintenance and Destruction of Other Progress and Behavioral Records

- a. While students are attending school, their progress and behavioral records (excluding physical health and patient health care records) will shall be maintained in the school of attendance. Law enforcement agency records will shall be maintained separately from a student's other records.

In the elementary schools, the teacher is primarily responsible for the compilation of the data for the record. In the secondary schools, the administrators and other staff will shall cooperate with the counselors in compiling and maintaining the permanent record folder. The School Nurse and other specialists may also add data with the approval of the building principal or designee.

- b. Data on the records will shall be kept current and correct and will shall be reviewed by the homeroom teacher, the counselor, and the building principal at the end of fifth grade before it is sent to the middle school. This review procedure will shall be repeated at the end of eighth grade and at the end of 12th grade by the assigned counselor at each grade level.
- c. Upon transfer of the student to another school operated by the district, the records will shall be transferred to that school. No student records will shall be removed from the place of review and/or storage except in transfer. Building principals will shall be responsible for the routine transfer of records from building to building as the student progresses through school.

- d. Progress and behavioral records (other than patient health care records) of students who cease to be enrolled in the district ~~will shall~~ be maintained as follows:
- (1) Behavioral records ~~will shall~~ be maintained for no longer than one year after the student graduated, ~~from or last attended the school unless the student or his/her parent/guardian, if the student is a minor, gives permission that the records may be maintained for a longer period of time. The office of the Director of Academic Services shall be responsible for the discarding of behavioral records.~~
 - (2) ~~Within two years after the student ceases to be enrolled in the school system, all progress records shall be transferred to microfilm. One set of microfilmed records shall be kept in the vault at the senior high school. The second set shall be kept in a vault at a different location. Progress records shall be maintained on microfilm for a period of 50 years after the student ceases to be enrolled in the District. Microfilming of records and the personnel authorized to accomplish this task shall be under the jurisdiction of the office of the Director of Academic Services.~~
 - (2) Progress records will be maintained for a minimum of 5 years after the student graduates or ceases to be enrolled in the district.
 - (3) The Director of Student Services or designee will be responsible for reviewing records of students with disabilities before they are destroyed. Parents/guardians and adult students will be informed of information that is no longer needed to provide educational services to the student with a disability and of his/her rights to obtain a copy of such information before it is destroyed.

F. Transfer of Student Records

1. All requests for the transfer of student records to another school or school district should be directed to the building principal. Progress and behavioral records, including student physical health records, relating to a specific student ~~will shall~~ be transferred to another school or school district as follows:
 - a. Upon written notification from an adult student or the parent/guardian of a minor student that the student intends to enroll in a school in another school or school district;
 - b. Upon written notification from the other school or school district that the student has enrolled; or
 - c. Upon written notification from a court that a student has been placed in a secured correctional facility, secured child ~~care~~ ~~earing~~ institution or a secured group home.
2. The records ~~shall~~ ~~will~~ be transferred within ~~one~~ ~~five~~ working days of notification of the request. In the event the request comes from an appropriate source other than the adult student or parent/guardian, the adult student or parent/guardian ~~will shall~~ be notified that the records were forwarded.
3. ~~When an elementary student transfers from the District, an information card should be made and kept on file in the school office. Duplicates should be sent to the Academic Services Office. Information to be kept should include name, parents/guardians names, dates of attendance, grade level and where and when transferred.~~
4. When a transcript is requested for application to postsecondary institutions or for employment purposes, such transcript ~~will shall~~ normally include the student's grades, courses, attendance record, ~~class rank~~ and co-curricular activities.

G. Annual Notice

The district ~~will~~ ~~shall~~ annually inform adult students and parents/guardians of:

1. The distinction between behavioral and progress records.
2. The categories of student record information which have been designated as directory data and their right to deny the release of such information.
3. Their rights to: (a) inspect, review, and obtain copies of student records; (b) request the amendment of the student's school records if they believe the records are inaccurate, misleading, or otherwise in violation of the student's rights of privacy; (c) consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; and, (d) file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged district noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

The notice ~~will~~ ~~shall~~ be distributed to adult students and parents/guardians at the beginning of each school year. When a student transfers into the district after the above notice has been given, the student and his/her parent(s)/guardian(s) ~~will~~ ~~shall~~ receive a copy of the notice at the time and place of enrollment.

Parents/guardians of secondary school students ~~will~~ ~~shall~~ ~~also~~ be notified of their option to request the district not to release the secondary school student's name, address or telephone listing to military recruiters or institutions of higher education without prior written parental consent.

APPROVED: February 16, 1976

REVISED: January 18, 1982. September 16, 1991, September 20, 2004, ~~XXXX~~ X, 2025

School District of River Falls
Finance and Facilities Committee Meeting Report

Monday, February 10, 2025 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

The School Board's Finance and Facilities Committee meeting was held on Monday, February 10, 2025 at District Office 852 E Division Street, River Falls, Wisconsin 54022. Chair Miller called the meeting to order at 6:02 pm. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

Committee members Mike Miller (Chair), Bo Hirstein and Alison Page were present. Also present were Board members Lindsey Curtis and Stacy Johnson Myers. Superintendent David Bell, Director of Human Resources and Leadership Development Nate Schurman, and Director of Finance and Facilities Lynette Coy were also present

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS – None.

4. WI SCHOOL BUS DRIVER APPRECIATION WEEK FEBRUARY 10-14, 2025

The Administration acknowledged Wisconsin School Bus Driver Appreciation Week February 10-14, 2025.

Action: None, informational only.

5. FACILITIES PROJECTS UPDATE

The Director of Finance & Facilities provided an update on the facilities projects.

Action: None, informational only.

6. KIDS CLUB UPDATE

The Director of Kids Club Angela Bohnert provided an update on Kids Club including summer programming, budget and fees.

Action: None, informational only.

7. 2024-25 BUDGET UPDATE

The Director of Finance & Facilities provided an update on the 2024-25 budget.

Action: None, informational only.

8. REVIEW PETITION TO ALTER SCHOOL DISTRICT BOUNDARIES

The Administration reviewed a Petition to Alter School District Boundaries from Town of Troy property owners Lowell & Kathryn Enerson.

Action: None, informational only.

9. APPROVE FFA ALUMNI ASSOCIATION MEMORANDUM OF UNDERSTANDING

The Administration will present a Memorandum of Understanding between the District and the FFA Alumni Association for infrastructure improvements of a seasonal watering system at the School Farm.

Action: Page moved, seconded by Hirstein to approve the Memorandum of Understanding between the School District of River Falls and the River Falls FFA Alumni Association for infrastructure improvements of a seasonal watering system at the School Farm. Motion passed 3-0.

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

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

Action: None.

11. SCHEDULE NEXT FINANCE & FACILITIES COMMITTEE MEETING

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

Action: Set the meeting schedule as follows:

Finance and Facilities Committee meeting, Monday, March 3, 2025, 6:00 p.m.

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

12. **ADJOURN** at 7:30 p.m.

Mike Miller, Finance and Facilities Committee Chair

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (this “*Memorandum*”) is made and entered into as of the ____ day of _____, 2024, by and between the **School District of River Falls**, a Wisconsin school district (“*School*”), and the **River Falls FFA Alumni Association** (“*Association*”).

RECITALS:

WHEREAS, School owns approximately forty (40) acres of real property located at 595 Dry Run Road, River Falls WI 54022 in St. Croix County, Wisconsin (the “*School Farm*”);

WHEREAS, Association is the process of infrastructure improvements of a seasonal watering system to the School Farm;

WHEREAS, Association desires to install a pipe and hydrant, which the Association would drain in the Fall to prevent freezing, for the purpose of improving the usability of the garden area and the School Farm;

WHEREAS, Association will be responsible for all costs associated with the installation, maintenance and utilities necessary for the use of such improvements;

School desires to cooperate in such agreement on the terms and conditions set forth in this Memorandum; and

WHEREAS, the parties desire to enter into this Memorandum to set forth their understanding.

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Use of Property.** School agrees that Association shall be allowed to continue its use of the School Farm for agricultural purposes until such time that the School, or its successors or assigns, determine that the School Farm is needed for an alternative use and purpose. The School shall not be required to reimburse the Association for aforementioned infrastructure costs.

2. **Entire Agreement; Amendment.** This Memorandum constitutes the entire agreement between the parties pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings of the parties in connection therewith. This Memorandum may be amended or modified in whole or in part at any time by an agreement in writing among the parties hereto.

3. **Binding Agreement.** This Memorandum shall be binding upon and inure to the benefit of the parties hereto, and their respective successors and assigns.

4. **Counterparts; Electronic Signatures.** This Memorandum may be executed in one or more counterparts and each counterpart shall be deemed one and the same instrument. Faxes or scanned .pdf signatures will be as valid as ink-signed originals.

5. **Applicable Law.** This Memorandum shall be governed by and construed under the laws of the State of Wisconsin.

6. **Invalidity.** If any provision in this Memorandum shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Memorandum shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

[The remainder of this page is intentionally left blank.]

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed as of the day and year first written above.

SCHOOL:

School District of River Falls,
a Wisconsin school district

By: Stacy Johnson Meyers
Its: President

By: Lindsey Curtis
Its: Clerk

CITY:

River Falls FFA Alumni Association,
a Wisconsin affiliate association

By:
Its:

By:
Its:

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

Monday, February 10, 2025 - at 7:00 PM or immediately following the 6:00 PM Finance & Facilities meeting
District Office
852 E Division Street
River Falls, Wisconsin 54022

The School Board's Personnel Committee meeting was held on Monday, February 10, 2025, at District Office 852 E Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 7:30 pm. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

Committee Members Stacy Johnson Myers (Chair), and Alison Page were present. Board members Lindsey Curtis, Bo Hirstein, and Mike Miller were present. Superintendent David Bell, Director of Finance and Facilities Lynette Coy, and Director of Human Resources and Leadership Development Nate Schurman were also present.

1. CALL TO ORDER - 7:30 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS - None

4. ANALYSIS OF 2024 STUDENT:STAFF RATIO COMPARABLES

A review of student-to-staff ratios of regionally comparable groups was conducted to aid in the development of the 2025-26 compensation and staffing plan.

Action: None, informational only.

5. STAFFING UPDATE

The administrative team shared a 2025-26 staffing update.

Action: None, informational only.

6. APPROVE RECOMMENDED 2025-26 STAFFING PLAN: PHASE I

Administration shared phase I of a staffing plan that includes certified staff positions considered to be essential additions for the 2025-26 school year. These positions are hard to fill, and approval of this plan will allow for early posting of these positions.

Action: Page moved, seconded by Myers to approve the 2025-26 Phase I: Staffing Plan. The motion passed 2-0.

7. APPROVE 2026-27 SCHOOL YEAR CALENDAR

The calendar committee recommended the 2026-27 school calendar. The school calendar will include the school year start/end dates, in-service days, and vacation days.

Action: Page moved, seconded by Myers to approve the 2026-27 school calendar. The motion passed 2-0.

8. NOTICE OF COMMENCEMENT OF CONTRACT NEGOTIATIONS

River Falls School District recommended commencing contract negotiations with the Teacher Employee Group (RFEA, WEAC Region 1) and the Bus Driver Group (WEAC Region 1). This notice satisfies Wisconsin State Statute 19.84(1)(b) and 19.86. The Personnel Committee, Director of Human Resources, and Superintendent will serve as the District Negotiations Committee.

Action: Myers moved, seconded by Page to approve Commencement of Contract Negotiations. The motion passed 2-0.

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

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

Action: No requests were made.

10. **SCHEDULE NEXT PERSONNEL COMMITTEE MEETING**

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

Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, March 10, 2025, 7:00 p.m. *(or immediately following Finance & Facilities)*
The meeting will be held at the District Office, 852 E. Division Street.

11. **CONSIDERATION OF ADJOURNING TO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 19.85(1)(C), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY, TO DISCUSS TEACHER CONTRACT DAYS AND COMPENSATION, AND PURSUANT TO WIS. STAT. SEC. 19.85(1)(E), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF DELIBERATING OR NEGOTIATING THE PURCHASING OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION, FOR THE PURPOSE OF DISCUSSING 2025-26 CONTRACT NEGOTIATION MEETINGS. ROLL CALL REQUIRED.**

Action: Myers moved, seconded by Page to adjourn into closed session. Roll Call Vote: Page - yes, Myers - yes.

12. **CONVENE TO CLOSED SESSION** at 8:00 p.m.

Present: Committee Members Stacy Johnson Myers (Chair), and Alison Page were present. Board members Lindsey Curtis, Bo Hirstein, and Mike Miller were present. Superintendent David Bell, Director of Finance and Facilities Lynette Coy, and Director of Human Resources and Leadership Development Nate Schurman were also present.

While in closed session administration presented a draft negotiations timeline. The timeline consists of meetings with negotiation team members, union groups, and staff members from each building, as part of the development of contract offers to all employee groups. An analysis of compensation for River Falls staff and other comparable school districts was provided. Discussion on the process of adding a contract day to the teacher contract also occurred.

(NO ACTION TAKEN IN CLOSED SESSION)

13. **ADJOURNED** from closed session at 8:44p.m.

Stacy Johnson Myers, Personnel Committee Chair

2025-26 STAFFING PLAN: PHASE I

Location	Position and FTE
Rocky Branch	Special Education Teacher (1.0 FTE, .5 Cross Categorical and .5 Early Childhood)
District	Occupational Therapist (1.0 FTE)
Meyer Middle School	Cross Categorical Special Education Teacher (1.0 FTE)
District	Speech Therapist (.5 FTE)
District	Physical Therapist (.1 FTE)

School District of River Falls
2026-27 SCHOOL CALENDAR

August 2026

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24♦	25♦	26♦	27♦	28
31				

*18-19 – New Teacher Orientation
24-27 – Teacher In-service*

September 2026 **21**

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

*1 – First Student Day
7 – No School (Labor Day)*

October 2026 **21**

M	T	W	TH	F
			1	2
5♦	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30Q

*5- No School (Teacher In-service)
(HS Virtual Day)*

November 2026 **17**

M	T	W	TH	F
2♦	3	4	5	6
9	10	11	12	13
16	17	18	19	20T
23	24	25	26	27
30				

*2 – No School (Teacher In-service)
25-27 – No School (Thanksgiving Break)*

December 2026 **16**

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

23-31 – No School (Winter Break)

January 2027 **19**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15Q
18♦*	19	20	21	22
25	26	27	28	29

*1 – No School (Vacation)
18 – No School (Teacher In-service)*

February 2027 **19**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15♦*	16	17	18	19
22	23	24	25	26

*15 – No School (Teacher In-service)
(HS Virtual Day)*

March 2027 **18**

M	T	W	TH	F
1	2	3	4	5T
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

15-19 – No School (Spring Break)

April 2027 **21**

M	T	W	TH	F
			1Q	2♦*
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2 – No School (Teacher In-service)

May 2027 **19**

M	T	W	TH	F
3	4	5	6	7*
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

*7 – No School (Vacation)
31 – No School (Memorial Day)*

June 2027 **4**

M	T	W	TH	F
	1	2	3	4
7♦*	8♦*	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

*4 – Last Day of School
7-8 – Teacher In-service*

Quarters (Secondary):

- 1: 9/1/26-10/30/26 (42 days)
- 2: 11/3/26-1/15/27 (43 days)
- 3: 1/19/27-4/1/27 (47 days)
- 4: 4/5/27-6/4/27 (43 days)

Trimesters (Elementary):

- 1: 9/1/26-11/20/26 (56 days)
- 2: 11/23/26-3/5/27 (62 days)
- 3: 3/8/27-6/4/27 (57 days)

First Student Day: September 1, 2026
 No School Days:
 Graduation Day: TBD
 Last Student Day: June 4, 2027
 Possible Make-Up Days: *

Student Days	175
Parent Teacher Conference Days	2
Work/In-service Days ♦	11
Total Days	188



POLICY 133 FILLING SCHOOL BOARD VACANCIES

A School Board member office ~~will~~ ~~shall~~ be deemed vacant under the following conditions: the death of the incumbent, resignation or removal from office, ceasing to be a resident of the District or remaining absent from the District for a period of 60 days, or for any other reason specified by law.

When a vacancy occurs, ~~it shall be filled by appointment of the remaining members of the School Board of Education~~ ~~will appoint a new member~~. Any qualified elector of the District may contact the School Board to express an interest in filling the School Board vacancy. ~~The procedures filling school board vacancies is articulated in Policy #133-Rule.~~

~~Generally,~~ candidates for a vacancy on the School Board will ~~shall~~ be considered at an open meeting. ~~unless there are exceptional reasons to consider the candidates in closed session.~~ ~~However,~~ the School Board may consider candidate(s) in a closed session only if the discussion involves financial, medical, social, or personal histories or disciplinary data that, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the candidate(s). A majority vote will ~~shall~~ be required for all appointments to the School Board.

~~The timeline for posting the vacancy notice, submission of an initial candidate questionnaire and an interview schedule, and selection of a replacement for the vacant School Board seat will be completed as soon as is practical and reasonable but no later than 60 days after the vacancy.~~

The candidate appointed to the vacancy will ~~shall~~, pending acceptance and filing of the oath of office, be seated on the School Board. The appointee will serve in the position until ~~the next regular School Board election and~~ a successor is elected and takes office according to state law.

LEGAL REFERENCE: Wisconsin Statutes Sections 17.03, 17.26(1g)(a), 19.01, 120.06(10)

CROSS REFERENCE: 130 School Board Legal Status, ~~133-Rule Procedures for Filling Board Vacancies~~, 141 School Board Officers, 161 School Board Member Authority, 162 New School Board Member Orientation, 165 School Board Member Ethics, 173 Closed Sessions

DATE OF ADOPTION: September 16, 1991

REVISED: April 19, 2004, September 28, 2009, September 19, 2011, ~~February 17, 2025~~



POLICY 133-RULE PROCEDURES FOR FILLING SCHOOL BOARD VACANCIES

The following process has been established for filling a vacancy on the School Board.

PART A. During the 60 days immediately following the date on which a vacancy first exists, the Board may fill the vacancy by an appointment made by a vote of the remaining members of the Board. Any such attempt to fill the vacancy will be consistent with the following guidelines:

1. Notice of the School Board vacancy will be published in the Star Observer and Pierce County Journal for two consecutive weeks. Persons interested in filling the vacancy will be required to submit a letter of interest to the School Board president. A deadline will be established for receiving letters of interest. If one or no applications are received by the deadline, the School Board president may direct the superintendent to re-issue the solicitation of interest with the deadline extended by up to an additional 14 days. The School Board president will ensure that all Board members are informed of any such extension.
2. A questionnaire established by the School Board president and superintendent will be sent to interested applicants with a date identified for its return. Responses to this questionnaire will be shared with the remaining School Board members as part of their selection process. The questionnaire will focus on background and experiences related to qualifications, prior involvement in public service, interest in serving on the School Board, understanding of the River Falls community, and understanding of the role of the School Board.
3. On or before the date of the Board meeting at which the Board considers the potential appointees, each potential appointee will also submit a sworn declaration of eligibility to hold the vacant board seat.
4. A special School Board meeting will be scheduled for interviewing the candidates who completed the questionnaire by the required deadline. The School Board will meet in open session for individual interviews.
5. Interviews for the candidates will be based on a prepared set of interview questions established by the School Board president and superintendent. These questions will focus on background experience related to the position, role, functions of an effective School Board, district strengths, and district challenges. The Board may ask questions of one or more of the potential appointees.
6. At the conclusion of interviews, weighted ballots will be used in the voting procedure (e.g. first ballot - vote for four in rank order; second ballot, vote for three in rank order; third ballot - vote for two in rank order; fourth ballot - vote for one candidate). Balloting will continue until a candidate receives a majority vote of the remaining members of the School Board.

Ties will be broken by a coin flip. All votes shall be recorded, preserved and open to the public. A motion and vote will conclude the process for appointment.

7. The candidate appointed to the vacancy will, pending acceptance and filing the oath of office, be seated on the School Board.

PART B. If a vacancy has not been filled by an appointment made within 60 days of the date on which the vacancy first exists, the School Board will attempt to fill the vacancy using the following procedure:

1. If a duly-elected successor (i.e., elected at a Spring Election) will be taking office in the seat that is currently vacant within the next 60-day period that follows the initial 60-day period of the vacancy, no other appointee will serve in the vacant seat in the interim.
2. If Part B.1 doesn't apply AND the School Board has not been able to fill the vacancy using the methods described in Part A, then the vacancy shall be filled by appointment of the Board President.

LEGAL REFERENCE: Wisconsin Statutes Sections 17.03, 17.26 (1g) (a), 19.01, 120.06(10)

CROSS REFERENCE: 130 School Board Legal Status, 133-Rule, 141 School Board Officers, 161 School Board Member Authority, 162 New School Board Member Orientation, 165 School Board Member Ethics, 173 Closed Sessions

DATE OF ADOPTION: February 17, 2025



POLICY 183 VOTING

Voting at **School Board of Education** meetings will normally be by voice vote, unless a roll call or written vote is required by law or requested by the School Board president or any member of the School Board.

Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election or other decision of a governmental body except the election of the officers of such body in any meeting.

If any member of the School Board is participating in the meeting virtually, all votes will be conducted by roll call vote. Members participating virtually will not participate in or vote during closed session.

Members may not cast a vote by proxy or by any absentee ballot.

Members may abstain from voting on a matter but must announce their abstention.

A motion is passed/adopted when a majority of the members voting have cast their votes in favor of the motion, except as otherwise required by law or by the Board.

No action of the Board will be deemed void, voidable, or otherwise improper solely due to a failure to adhere to discretionary voting procedures set forth or incorporated within Board policy.

LEGAL REFERENCE: Wisconsin Statutes Sections 19.88, **121.11 (1)**

CROSS REFERENCE: 181 Rules of Order, **188 Remote Board Member Participation in Meetings**

DATE OF ADOPTION: September 16, 1991

REVISED: October 18, 2004, September 19, 2011, August 16, 2016, **February 17, 2025**



POLICY 186 CITIZEN ADVISORY COMMITTEES

The **School** Board of Education recognizes the fact that citizens can contribute substantially to the successful operation of the ~~school~~ district.

Therefore, citizen committees may be established when deemed necessary by the **School** Board to assist in **studying** ~~the study of~~ issues that are important to the district. **Advisory committee** ~~appointment of members will shall~~ be **appointed** ~~made~~ by the **School** Board, upon recommendation of the **School** Board president. The president ~~will shall~~ seek nominations from various sources and inform the other members of the School Board of the background of each of the recommended appointees prior to **School** Board action. **The School Board President will establish and outline a procedure for determining candidates brought to the School Board for approval.**

Citizen committees ~~will shall~~ serve in an advisory capacity only and without pay. Final action and responsibility ~~will shall~~ remain with the **School** Board.

Because the **School** Board has ultimate responsibility for establishing the educational standards for the district, guidelines developed for citizen committees will be representative of those standards **and district values and goals.**

Citizen advisory committee meetings are subject to the open meeting law. The **superintendent** ~~District Administrator~~ (or his/her designee) is responsible for **ensuring** ~~the~~ compliance with the open meeting law.

CROSS REFERENCE: 186-Rule Citizen Advisory Committee Guidelines

DATE OF ADOPTION: March 19, 1973

REVISED: March 21, 1977, September 16, 1991, October 18, 2004, August 15, 2011, December 19, 2016, **February 17, 2025**



POLICY 186-RULE CITIZEN ADVISORY COMMITTEE GUIDELINES

The following guidelines ~~will shall~~ govern the appointment and functioning of district citizen advisory committees:

1. Citizen advisory committees may be created by the **School** Board to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. ~~However, There will shall~~ be no standing citizen committees to the **School** Board.
2. If an advisory committee is required by state or federal law, its composition and appointment ~~will shall~~ meet all the guidelines established by **law** ~~for that particular type of committee.~~
3. The composition of task forces and any other district citizen committees ~~will shall~~ be broadly representative **of the community** and ~~will shall~~ take into consideration the specific tasks assigned to the committee. ~~Members of the Professional staff~~ **people** may be appointed to the committee as members or consultants.
4. Appointments to such committees ~~will shall~~ be made by the **School** Board. Appointments of staff members to such committees ~~will shall~~ be made by the **School** Board, upon recommendation of the superintendent.
5. **The School Board will provide the following information and instruction to each committee:** ~~Each committee will shall be clearly instructed to:~~
 - a. The length of time each member is being asked to serve;
 - b. The service the **School** Board ~~anticipates wishes~~ the committee to render and the extent and limitations of its responsibilities;
 - c. The resources the **School** Board will provide;
 - d. The approximate dates on which the **School** Board ~~expects wishes~~ to receive major reports;
 - e. **School** Board policies governing citizen advisory committees and the relationship of these committees to the **School** Board as a whole, individual **School** Board members, the superintendent, and other members of the professional staff; and
 - f. Responsibilities for the release of information to the press.
6. Recommendations of citizen committees ~~will shall~~ be based on research and fact, **and will shall be determined by consensus.**
7. The **School** Board possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the **School** Board for **review and potential** action.

The School Board ~~has~~ shall have the sole power to dissolve any of its citizen advisory committees and ~~will~~ shall reserve the right to exercise this power at any time during the life of any committee. The School Board reserves the right to remove members of the citizen advisory committee if the superintendent and School Board president determine it is in the best interest of the district.

Citizen advisory committee meetings are subject to the open meeting law. The superintendent District Administrator (or his/her designee) is responsible for ensuring the committee members comply the compliance with the open meeting law.

DATE OF ADOPTION: March 21, 1977

REVISED: September 16, 1991, October 18, 2004, August 15, 2011, December 19, 2016, February 17, 2025



POLICY 188 REMOTE SCHOOL BOARD MEMBER PARTICIPATION IN MEETINGS

The School Board strongly encourages all individual School Board members to be physically present at all School Board meetings in which they intend to participate in any capacity. The School Board recognizes, however, that this is not always possible and that special circumstances may prevent a School Board member from being able to be physically present at a meeting.

With this recognition in mind and subject to the limitations listed below, the School Board will permit an individual School Board member to participate in an open session meeting of the School Board from a remote location via technology if a scheduling conflict or other extenuating circumstances prevent the School Board member from being physically present at the meeting.

It is the policy of the River Falls School District that members of the School Board of Education may participate as voting members in open sessions or regular meetings, special School Board meetings, and/or committee meetings via teleconferencing if extenuating circumstances prevent the School Board member from being physically present.

1. No teleconferences will shall be allowed for closed sessions, expulsion hearings, disciplinary hearings, or where the subject matter of the meeting would make it impractical to allow for meaningful remote attendance as determined by the superintendent and school board president.
2. In the event the School Board of Education president is unable to be physically present, the vice president of the School Board will shall preside over the meeting in person. In the event the committee chair is unable to be physically present, another member of the committee who is physically present will shall preside, even if the chair participates remotely.
3. A quorum will shall be determined using Board of Education according to School Board members physically present.
4. All votes taken during a meeting where a teleconference is used will shall be by roll call vote.
5. Participation by School Board members via teleconference will shall be conducted consistent with Wisconsin's Open Meetings law.
6. Participation will shall only take place:
 - a. If notice is given no less than 72 hours in advance of the meeting to the School Board of Education president and superintendent requesting a teleconference call, and the School Board president extends permission;
 - b. If there is appropriate, well-functioning equipment to allow School Board members and citizens in attendance to fully participate and hear a discussion and/or vote;
 - c. If notice is given to citizens at the beginning of the meeting that a member is participating by teleconference.
7. No School Board meeting need be delayed, canceled, or rescheduled solely to accommodate a School Board member's request to exercise the privilege of remote participation. To the extent that the technology used to enable remote participation is not functioning so as to facilitate appropriate participation and/or there is any uncertainty regarding compliance with the Open Meetings Law, the School Board may terminate the

privilege of remote participation at any time, and, provided there is a quorum, the meeting(s) in question may continue without the participation of the School Board member(s) who are not physically present.

8. Notwithstanding the discretionary privileges permitted under this policy, it is the School Board's expectation that no School Board member(s) will routinely seek to participate in meetings from a remote location, and that most regular and special meetings of the School Board will involve no remote participation by any School Board members.

LEGAL REFERENCE: Wisconsin Statutes Section 19.81(2),

CROSS REFERENCE: 171 Regular School Board Meetings, 171.1 Public Notification of School Board Meetings, 171.2 Agenda Preparation and Dissemination, 172 Special School Board Meetings, 173 Closed Meetings, 182 Quorum

DATE OF ADOPTION:: December 17, 2018

REVISED: February 17, 2025



POLICY 190 RECOGNITIONS FOR ACCOMPLISHMENTS

The **School** Board of Education desires to recognize ~~believes in the concept of recognition of~~ groups or individuals for outstanding achievements. The School Board may recognize and commend outstanding achievements such as:

- **Exceptional** ~~Outstanding~~ services to the community and school,
- Honors received for significant contributions,
- Leadership and services to the district and the community,
- Honors received for outstanding performances,
- Offices held and professional assignments completed in educational or related activities,
- Recognition deemed appropriate by the School Board.

The administration, school staff, students, citizens, and/or School Board members may make recommendations for recognition and commendation. All recommendations for recognition and commendation ~~will shall~~ be made through the superintendent or ~~his/her~~ designee. **The superintendent and School Board president will determine if a recognition or commendation will be made.**

EMPLOYEE RECOGNITION

The School Board values the significant contributions made by individual staff members and encourages efforts to give them appropriate recognition. Employees ~~will shall~~ be recognized for longevity in the district. Employees will be recognized at five year intervals and **upon** ~~at the time of~~ retirement.

CROSS REFERENCE: 460 Student Scholarships and Awards, 940 Naming Facilities

DATE OF ADOPTION: April 19, 2004

REVISED: August 15, 2011, August 16, 2016, **February 17, 2025**



POLICY 532.1 PERSONNEL NEGOTIATIONS

The **School** Board ~~shall~~ **will** bargain in good faith with any certified bargaining representatives pursuant to Wisconsin Employment Relations Commission (WERC) determination regarding base wages.

Negotiation Legal Status

Under state law, municipal employees have the right of self-organization to affiliate with labor organizations of their own choosing and the right to be represented by labor organizations of their own choice in conferences and negotiations with their municipal employers or their representatives on questions of base wages. Such employees also have the right to refrain from any and all such activities.

School Board Negotiating Agents

A **School** Board of Education personnel committee ~~shall~~ **will** be appointed to represent the **School** Board in negotiations with staff. The personnel committee may not officially act for the **School** Board, except in areas specifically authorized by the **School** Board. Final decisions and agreements are subject to the approval of the entire **School** Board.

The **School** Board may designate administrator(s) or retain the services of qualified professional and ~~lay~~ consultants to assist the **School** Board in any or all negotiations.

Negotiations Meeting Procedures

All negotiations meetings ~~shall~~ **will** be held at mutually acceptable times and places and ~~shall~~ **will** be **conducted in accordance with** ~~under exclusions provided for by the state statutes.~~

LEGAL REFERENCE: Wisconsin State Statute Sections 111.70, 19.82, 19.84, 19.85, 19.86

DATE OF ADOPTION: September 24, 2007

REVISED: February 20, 2012, January 19, 2015, **February 17, 2025**



POLICY 538 PROFESSIONAL STAFF EVALUATION OF STAFF

Recognizing that The objective of the staff evaluation process aligns with the district vision and values that support continuous improvement in school operations, services, and programs. Professional evaluation of staff will stress the importance of personal improvement of each staff member so that all students may be provided a quality education. It will also ensure the continuous improvement of administrative and supervisory services, evaluate the renewal or non-renewal of individual contracts, and to assist in assigning staff to appropriate positions.

The staff evaluation process will give feedback to individual professional staff members in order to support their growth and provide appropriate assistance. A supervisor offering, or not offering, suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. ~~one means by which the School District of River Falls may continuously improve the level of instruction as well as other services provided for its students;~~

The Superintendent or his/her designee is directed to formulate a plan of evaluation whereby these objectives may be achieved. In the formulation of such a plan, the following measures will be followed ~~shall be considered~~:

- ~~1. Evaluation is to be used as a constructive measure to counsel and guide the staff member to his/her highest level of competency.~~
- ~~2. The evaluation process is to be considered an on-going process. Collaborative efforts will be established to determine evaluation instrument(s), frequency of evaluations, and procedures.~~
1. Support staff evaluations will be conducted at least annually in each of the employee's first two (2) years of position specific employment and then every third year thereafter. Evaluations will be based on written job descriptions and individual performance objectives as necessary.
2. Teacher evaluations include certified staff members such as ~~(includes coordinator (Montessori, Renaissance and transition), library media specialists, school counselors, school nurses, school psychologists and teacher).~~ Teacher evaluations shall will be conducted in compliance with state law and established district procedures. Evaluation instruments shall will be based on the appropriate Wisconsin Standards for teachers, and pupil service personnel. Evaluations will be based on written job descriptions, extended formal observations, mini observations, student learning objective(s) processes, and professional practice goal(s).
 - a. Evaluations will be conducted in the first year of employment and at least every third year thereafter, or more frequently as determined by the supervisor, or the protocols of the educator effectiveness program adopted and used by the School Board. Pursuant to Wisconsin's educator effectiveness law, the School Board delegates to the Superintendent the task of selecting and implementing an approved Educator Effectiveness program such that the District is in compliance with State law.

- b. The School Board will use the educator effectiveness model available from the Department of Public Instruction and will assess, upon the recommendation of the Superintendent, whether to use an alternative program.
- c. Evaluations will be conducted based on the model in place at the time and consistent with applicable State law and the District's guidelines.
- d. Administration is authorized by the school board to implement additional evaluation procedures for specific personnel in need of additional or alternative evaluation in addition to the educator effectiveness program. A positive rating from the educator effectiveness model does not necessarily preclude the District from taking adverse employment action towards an employee for other performance or conduct related reasons, or from implementing remedial or performance improvement measures.

- 3. Administrative staff members, to include coordinators, shall will be evaluated at least annually by the Superintendent or designee. ~~Administrative staff who are in their first year with the district shall be evaluated at least twice.~~ Evaluations will be based on written job descriptions, individual performance objectives, leadership skills and professional development activities. Assistant principals will be evaluated by the building principal.
- 4. Data recorded as a result of the evaluation process shall will be treated as confidential material to the extent permitted by state laws.

It shall will be incumbent upon each administrator to inform the Superintendent and Director of Human Resources Personnel, prior to March 1, of the performance of individual professional staff members and whether or not he/she is recommending non-renewal of their contracts. The Superintendent is responsible for making renewal and non-renewal recommendations to the School Board.

LEGAL REFERENCE: Wisconsin Statutes Section 115.415, 118.21, 118.22, 118.225, 118.30(2)(c), 121.02(1)(q), 120.12(2m); Wisconsin Administrative Codes PI 8.01(2)(q), PI 8.01(2)(b), PI 34, PI 47

CROSS REFERENCE: 538-AP Staff Evaluation and Professional Growth Process Procedures, Support Staff Evaluation Form, Employee Handbook

DATE OF ADOPTION: March 19, 1973

REVISED: March 16, 1981, September 16, 1991, January 30, 2006, March 22, 2010, February 16, 2015, November 16, 2015, February 17, 2025



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, February 17, 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 number 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, February 17, 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. If a group is not listed, the Activities Director and/or Superintendent is given the authority to clarify a designate a group to 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, February 17, 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~~ School Board 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, February 17, 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, **February 17, 2025**