

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

Monday, April 21, 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: River Falls 4 Children** 3
 - B. **Superintendent, Administrative, and Student Representative Reports**
 1. Student Representative Report
 2. Administrative Reports 8
 - a. Student Services Goal Update 2024-25
 3. Superintendent Report 12
 - a. Volunteer Recognition
 - C. **School Board Election Report - April 1, 2025** 14

Description: Congratulations to re-elected Board Members Lindsey Curtis and Mike Miller. Lindsey and Mike will each serve a 3-year term.
6. **ACTION ITEMS**
 - A. **Approval of Minutes, bills, and recommended employment** 17

Description: The following have been submitted for approval:
Item 1: March 24, 2025, Regular School Board meeting minutes
Item 2: April 7, 2025, Special School Board meeting minutes
Item 3: Bills submitted for payment
Item 4: Pursuant to Board Policy which references Wisconsin Statutes Sections 111, 118, 121, all employees who require Wisconsin state certification shall be recommended by the superintendent to the Board of Education for approval. All recommendations presented at this time are pursuant to approved Board policies and accompanying administrative procedures.
Recommended Action: Approve minutes, bills, and employment as presented.
 - B. **Consideration and/or Action to approve April 7, 2025, Educational Program Committee recommendations** 30

Description: The Educational Program Committee met on April 7, 2025, to review policies 361.2 Library Material Selection, 361.2-Rule Procedures for the Selection of Library Materials, and 361.1 Instructional Materials Selection.
Recommended Action: None. The first readings of revised School Board Policies 361.1 Selection of Instructional Materials, 361.2 Selection of Library Media Center Materials, and 361.2-Rule Procedures for Selection of Library Media Center Materials will be discussed further at a future Educational Program Committee meeting.
 - C. **Consideration and/or Action to approve April 14, 2025, Finance & Facilities Committee recommendations** 32

Description: The Finance and Facilities Committee met on April 14, 2025, to hear a facilities project update, to hear a 2024-25 budget update, to discuss BoardDocs Platform & Neola Policy Services, and to approve the 2025-26 school meal prices.
Recommended Action: Approve the 2025-26 school meal prices.
 - D. **Consideration and/or Action to approve April 14, 2025 Personnel Committee recommendations** 34

Description: The Personnel Committee met on April 14, 2025, to hear a district scorecard update, to hear a 2025-26 staffing update, and to approve sending letters of intent to certified staff. The committee also went into closed session to discuss 2025-26 contract negotiations and to approve the final notice of nonrenewal of certified staff.

Recommended Action:

1. Approve sending letters of intent to certified staff.
2. Approve the final notice of nonrenewal of certified staff.

E. Consideration and/or Action to approve the first reading of revised School Board Policy 187 Public Participation at School Board Meetings, 221 Recruitment and Appointment of Superintendent, and 223 Administrator Development Opportunities **37**

Description: The administrative team is recommending minor updates to the following policies in the 100 and 200 series. (LINK)

Recommended Action:

1. Approve the first reading of revised School Board Policy 187 Public Participation at School Board Meetings.
2. Approve the first reading of revised School Board Policy 221 Recruitment and Appointment of Superintendent.
3. Approve the first reading of revised School Board Policy 223 Administrator Development Opportunities.

F. Consideration and/or Action to approve the second reading of revised School Board Policy 352-Exhibit Application for Sanction of School-Sponsored Trips, 672 Purchasing, 823 Access to Public Records, 823-Rule Procedures for Access to Public Records, and 823-Exhibit Public Records Notice **41**

Description: The first readings of revised policies: 352-Exhibit Application for Sanction of School-Sponsored Trips, 672 Purchasing, 823 Access to Public Records, 823-Rule Procedures for Access to Public Records, and 823-Exhibit Public Records Notice were approved at the March 24, 2025, Regular School Board Meeting. (LINK)

Recommended Action:

1. Approve the second reading of revised School Board Policy 352-Exhibit Application for Sanction of School-Sponsored Trips.
2. Approve the second reading of revised School Board Policy 672 Purchasing.
3. Approve the second reading of revised School Board Policy 823 Access to Public Records.
4. Approve the second reading of revised School Board Policy 823-Rule Procedures for Access to Public Records.
5. Approve the second reading of revised School Board Policy 823-Exhibit Public Records Notice.

G. 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.

H. 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:

Board Reorganizational meeting: Monday, April 28, 2025, 6:00 p.m.

Educational Program Committee meeting: Monday, May 5, 2025, 6:00 p.m.

Finance & Facilities Committee meeting: Monday, May 12, 2025, 6:00 p.m.

Personnel Committee meeting: Monday, May 12, 2025, 7:00 p.m. (or immediately following Finance & Facilities)

Regular School Board meeting: Monday, May 19, 2025, 6:00 p.m.

School Board Retreat: Monday, June 23, 2025, 5:00 p.m.

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



SCHOOL DISTRICT OF RIVER FALLS

River Falls 4 Children

COMMUNITY-BASED 4K

Spotlight on Education
April 21, 2025

Focus for the month of April

- Registration and Placement for the 2025-26 RF4C school year
- AIMSweb Screening
- Summer School Registration
- General Ed RF4C Preschool Screener



RF4C General Ed Preschool Screener

What is it?

A screener to assess a child's development in specific areas including pre-academic skills, speech, language, motor skills, hearing, and vision



Purpose of a Preschool Screener?

- Early identification of potential concerns
- Connecting families to RF4C and resources
- Supporting school readiness
- Monitoring child development
- Partnerships with parents



Overview of Process

- Marketing & Registration
- Ages & Stages Screeners
- 30 minutes sessions
- Check Vision, Hearing, Speech Stations
- Check Large & Small Motor Development
- Parent Info Session
- Jump Start Bags
- Exit Interview



Collaboration of SDRF & RF4C Staff plus Community

- RF public librarians help with reserving rooms and set up
- Paraprofessionals facilitate registration and check-in
- Each RF4C teacher works with one child for a 30-minute period (average of 90 children per screening day)
- Speech language pathologists screen speech and hearing

Collaboration of SDRF & RF4C Staff plus Community Con't

- Vision check is completed by Lions Club members
- Occupational therapists and early childhood special education teachers assist with potential concerns
- College students assist with screening stations
- School psychologists conclude with a parent exit Interview

How data is utilized

Data is shared with RF4C teachers, specialists, school psychologist and administration

- Identify students that will need additional support
- Site placement
- Follow-up screening
- Track a student's progress
- Personalize instruction

Questions??

Thank you for your support!





Special
Education
2024-25
WIG



April
2025
Update

Special Ed: Wildly Important Goal (WIG)

Goal: 80% of Special Education Students will show *above average* growth (Student Growth Percentile of > 65) on universal Reading screeners from Fall to Spring.

Description: The Special Education team will use a combination of universal screeners, including AIMSweb+ (K-3), Fastbridge (4-5) and STAR (6-12) to evaluate growth. Special Education staff will deliver interventions, review growth data, and collaborate effectively to determine the impact of various interventions/strategies.

Strategic Plan:

- 1.1- Support a collaborative teaching culture focused on student learning.
- 1.2- Identify and monitor academic readiness benchmarks.
- 1.3- Implement equitable systems of support & resources for every learner.
- 3.3- Strengthen staff collaboration to align curriculum, common assessments, & share effective instructional practices (PLC)



Wildly Important Goal (WIG)

Our goal was identified by ...

Last year special education teams met to conduct data retreats focused on both growth and proficiency. At these meetings, some initial work evaluating intervention effectiveness was done, with a focus on a general correlation between certain interventions and positive SGP data. This goal is a continuation of that work, and was designed to support various building WIG's.

The focus of this WIG is reading, which is consistent with other building WIGS. Across the district, reading is a focus. There is a new resource for core reading instruction at the elementary buildings (Greenwood, Rocky Branch, and Westside are using Collaborative Classroom. RFPME is implementing a tracking system for Montessori lessons in classrooms). Additionally, we are in the first year of a new Middle School Reading Intervention (Reading Plus), and the HS has engaged in summer work revamping interventions delivered during Skills class.

Data Used:

Elementary/HS FastBridge Data was reviewed from the 23-24 school year, which provided some baseline information. MS STAR assessment data was also reviewed, but not during the same time frame due to an adjustment in screening tools mid-year.

Monitoring Our WIG

Data as of 4/15/25

		Average SGP	High Growth %	Ave Growth %	Low Growth %
AIMSweb+ Grade K: Letter Names & Letter Sounds Grades 1-3: Oral Reading Fluency (WPM)	K: LN	38.5	30.4	30.4	39.1
	K: LS	54.1	45.5	18.2	36.4
	1-3	54.6	43.8	31.2	25
FastBridge 4-5 aReading (Broad Rdg Skills) STAR MS/HS Reading SGP = Fall->Winter	4-5	Available Spring	Available Spring	Available Spring	Available Spring
	MS	50.2	40.4	21.2	38.4
	HS	58.33	50	25	25



Monitoring Our WIG

** MidYear Data Considerations

SGP data is based on a combination of some Winter -> Spring SGP's, and some Fall -> Spring SGP's, depending on when the initial screening occurred.

In some areas (ie. Kindergarten Letter Sounds), our sample sizes are quite small, and thus data should be interpreted with caution.

We are using a variety of different screening tools (AIMS, FB, STAR). However, we are using national Student Growth Percentiles in each area, which allows some level of cross assessment comparison.

There is ongoing work to ensure students are taking the assessments as seriously as possible, to allow us to reflect on our own practices.

Given this is our first real data point, our focus is on using this data for reflection, but not overreacting to a single data point. Further data will allow us to identify patterns regarding the effectiveness of programming, strategies, and supports we utilize for our students.



Committing To Our Lead Measure

<u>Activity our Department will commit to that is that impacts our WIG:</u>	<u>Mid Year Reflection on our Lead Measure Commitments:</u>
Commitment to various building level lead measures, which each tie into achieving the long term special education WIG	<ul style="list-style-type: none"> • Elementary PLC's met 82% of Thursdays • Reading Response work occurring in special education classes at the HS.
Commitment to Monthly 'Job Alike PLC's at Elementary/MS	<ul style="list-style-type: none"> • Elementary has met regularly over the course of this year (6 of 7 Months) • MS has meet as well in job alike groups, but process is less structured.
Ongoing evaluation of specially designed instruction, accommodations, and delivery models based on classroom, progress report, and screening data.	<ul style="list-style-type: none"> • We have started to look at SGP data based on specific interventions/instructional models. • We continue to explore ways to increase co-teaching, and ensure students with disabilities are included in core instruction when possible.



Responding to Current Lag Data

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

- Establishing touch points throughout the course of the year to review and analyze student growth. We want to make this review a regular and routine part of our PD/PLC schedule.
- Establishing user friendly reports in Educlimber, which will allow quick and efficient collection of data to analyze.
- Continued conversations around the most impactful ways to measure student Student Growth over time. How do you measure year to year growth?
- Consideration of new interventions based on analysis of student growth and proficiency.
- How to effectively include Specialized instruction / IEP goal work during Skills classes (MS/HS), for students who don't receive supplemental/pull out instruction.

Superintendent Report

April 21, 2025



School Volunteers Play a Key Role in Connecting Schools to our Community

The River Falls School District volunteer program fosters connections between families, community members, and schools. It enriches classrooms, by allowing parents and community members to share their time, skills, and talents with students.

2024-25 school year:

- 827 approved volunteers
- 75 different events*



**this # reflects only the events that are coordinated by Volunteer Coordinator Lesley Schradle*



Celebrating Volunteers

Volunteers plan, organize, supervise, and lead activities:

- Chaperone field trips
- Facilitate service learning
- Tutor students
- Advise student clubs
- Organize book fairs
- Conduct senior interviews
- Support school events
- Read in classrooms
- Guide art projects
- Assist our marching band
- And so much more



Volunteer Process

- Our goal is to make our process easy, transparent, ensuring a safe and effective experience for all. Process and guidelines on our website:

<https://www.rfsd.k12.wi.us/community/volunteer.cfm>

- The coordination of volunteers would not be possible without the leadership of the district's volunteer coordinator, school secretaries, teachers, and paraprofessionals.



SCHOOL DISTRICT OF RIVER FALLS
 River Falls, Wisconsin 54022
2025 School Board Election Results
 April 1, 2025

Official Results

	Townships							City of River Falls				Totals
	Clifton <i>Pierce</i>	Kinnic-Kinnic <i>St Croix</i>	Martell Ward 1 <i>Pierce</i>	Pleasant Valley <i>St Croix</i>	River Falls <i>Pierce</i>	Rush River <i>St Croix</i>	Troy <i>St Croix</i>	District 1 Wards <i>St. Croix</i> 1-5	District 2 Wards <i>Pierce</i> 10-13	District 3 Wards <i>Pierce</i> 6-9	District 4 Wards <i>Pierce</i> 14-18	
Mike Miller*	436	483	171	43	792	1	710	1215	414	1025	998	6288
Lindsey Curtis*	425	445	167	44	741	1	797	1213	482	1029	985	6329
Write-In All others	12	12	9	0	17	0	15	40	14	36	26	181
Totals	873	940	347	87	1550	2	1522	2468	910	2090	2009	12798

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



BOARD OF CANVASSERS (April 7, 2025)

1. Elaine Baumann Elaine Baumann
2. Susan Fritz Susan Fritz
3. Jennifer Karras Jennifer Karras



STATEMENT OF THE BOARD OF CANVASSERS

SCHOOL BOARD OF THE SCHOOL DISTRICT OF RIVER FALLS

We, the undersigned members of the Board of Canvassers of the School District of River Falls, do certify that the annexed and within tabular statement is true and correct as compiled by us from the original returns made to the school district clerk by the several towns, villages, and election districts in said school district, of the 2025 spring election held Tuesday, April 1, 2025.

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

Mike Miller	<u>6288</u>
Lindsey Curtis	<u>6329</u>
Scattered Write-Ins	<u>181</u>

Witness our hands at the Office of the School Clerk at River Falls, Wisconsin, this 7th day of April 2025.

BOARD OF CANVASSERS

Signed:

1. Elaine Baumann Elaine Baumann
2. Susan Fritz Susan Fritz
3. Jennifer Karras Jennifer Karras





CERTIFICATE OF DETERMINATION OF PERSONS ELECTED

SCHOOL BOARD OF THE SCHOOL DISTRICT OF RIVER FALLS

We, the undersigned Board of Canvassers of the School District of River Falls, do determine and certify that the following named persons having received the greatest number of votes as candidates for the office of school board member (as compiled from the original 2025 spring election returns made to the school board clerk of said district and as compared by us) are hereby declared to be elected to the School Board of the School District of River Falls.

Mike Miller	River Falls School Board	(three-year term)
Lindsey Curtis	River Falls School Board	(three-year term)

Witness our hands at the Office of the School Clerk at River Falls, Wisconsin, this 7th day of April 2025.

BOARD OF CANVASSERS

Signed:

1. Elaine Baumann Elaine Baumann
2. Susan Fritz Susan Fritz
3. Jennifer Karras Jennifer Karras



School District of River Falls
Regular Board Meeting
Monday, March 24, 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, March 24, 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 Bo Hirstein, Monica LaVold, Alison Page, and student representative Addison Reisdorfer. 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, River Falls High School Principal Kit Luedtke, River Falls High School Assistant Principal Lisa Gohl, River Falls High School Assistant Principal Heidi Link, Meyer Middle School Principal Mark Chapin, Rocky Branch Principal Ashley Bingenheimer, and Westside Principal Rachel Mader were present. River Falls High School Teacher Max Haskins, Meyer Middle School Instructional Coach Cat Swanson, and School Resource Officer Adam Amaro were also present.

HEARING OF VISITORS OR DELEGATIONS

A parent expressed concerns regarding her child's treatment at school. Several parents/students voiced their dissatisfaction with how a recent incident at an after-school event was handled. A volunteer for the senior class interviews praised the high school for its impressive work in preparing students for life after graduation. Additionally, a community member raised concerns about a recent audit report.

INFORMATIONAL ITEMS

A. Superintendent, Administrative, and Student Representative Reports

1. Student Representative Report

Reisdorfer provided a brief update on happenings at River Falls High School, mentioning that the end of term three is approaching and that spring athletics began this week.

2. Administrative Reports

a. RFHS Goal Update 2024-25

Luedtke, Gohl, Link, and Haskins presented an update on the River Falls High School Wildly Important Goal (WIG). The group discussed how they are monitoring the WIG, their responses to current lag data, and their commitment to lead measures.

b. MMS Goal Update 2024-25

Chapin and Swanson provided an update on the Meyer Middle School Wildly Important Goal (WIG). They discussed how they are monitoring the WIG, tracking the WIG data, and responding to the current lagging data.

3. Superintendent Report

Bell updated the School Board on student attendance, emphasizing the importance of a strong partnership between the schools and families. He also reviewed the attendance policy and procedures, as well as strategies to reduce the number of chronically absent students.

ACTION ITEMS

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

1. The minutes from the February 17, 2025, Regular School Board Meeting.

2. Accounts Payable and Payroll payments in the amount of \$4,237,821.41.

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 Stephanie Karno as 1.0 FTE Long Term Substitute English/Language Arts Teacher at River Falls High School effective approximately 17 February 14, 2025 through April 4, 2025 (for Sarah Huang). 2. Recommended approval of the employment of

Forrester Smith as 1.0 FTE Long Term Substitute Art Teacher at River Falls High School effective approximately February 24, 2025 through June 9, 2025 (for Andrea Sorenson). 3. Recommended approval of the employment of Chris Harmon as 0.4 FTE Long Term Substitute Project Search Teacher effective approximately March 24, 2025 through May 23, 2025 (for Natasha Herum). 4. Recommended approval of the employment of Brianna Mikla as 1.0 FTE Long Term Substitute Third Grade Teacher at Greenwood Elementary School effective approximately March 24, 2025 through June 9, 2025 (for Ashley Gorman). 5. Recommended approval of the employment of Erik Wild as 1.0 FTE Long Term Substitute Science Teacher at River Falls High School effective approximately April 7, 2025 through June 9, 2025 (for vacant position). 6. Recommended approval of the employment of Samuel Gray as 1.0 FTE Long Term Substitute Seventh Grade Math Teacher at Meyer Middle School effective approximately April 20, 2025 through June 9, 2025 (for Abigail Lerum). 7. Recommended approval of the increased employment of Molly Coughlin, Math and Science Teacher at River Falls High School, from 0.743 FTE to 0.816 FTE due to mid-year increase to 1.0 FTE for Term 3 (increased needs). 8. Recommended approval of the hiring of the following short-term, on call Substitute Teachers: a. Brianna Mikla b. Clinton St. John c. Rebecca Rogers d. Annabelle Kocer e. Joshua Guthman f. Christopher Hughes g. Christopher Chapin h. Susan Burkhart 9. Recommended acceptance of the leave of absence for Natasha Herum, Project Search Teacher, for the 2025-26 school year 10. Recommended acceptance of the resignation of Deanna Wronski as full-time Special Education Teacher at Greenwood Elementary School effective the end of the 2024-25 year. 11. Recommended acceptance of the resignation of Jeremy Carlson as full-time sixth-grade social Studies Teacher at Meyer Middle School effective the end of the 2024-25 year. 12. Recommended acceptance of the resignation of Christine Muenich as full-time Spanish Teacher at River Falls High School effective the end of the 2024-25 year. Ms. Muenich will retire after 31 years of service with the district. 13. Recommended acceptance of the resignation of Mike Fuller as full-time Band Teacher at Meyer Middle School effective the end of the 2024-25 year. Mr. Fuller will retire after 29 years of service with the district. 14. Recommended acceptance of the resignation of Kathy Lindevig as full-time Speech/Language Pathologist at Greenwood Elementary School effective the end of the 2024-25 year. Ms. Lindevig will retire after 29 years of service with the district. 15. Recommended acceptance of the resignation of Bridget Jantscher as full-time Music Teacher at Greenwood Elementary School effective the end of the 2024-25 year. Ms. Jantscher will retire after 25 years of service with the district. 16. Recommended acceptance of the resignation of Cindy Kornmann as full-time First Grade Teacher at Rocky Branch Elementary School effective the end of the 2024-25 year. Ms. Kornmann will retire after 24 years of service with the district. 17. Recommended acceptance of the resignation of Nancy Lindquist as full-time Fourth Grade Teacher at Westside Elementary School effective the end of the 2024-25 year. Ms. Lindquist will retire after 38 years of service with the district. 18. Recommended acceptance of the resignation of Kari Owens as full-time Title I Reading Teacher at Westside Elementary School effective the end of the 2024-25 year. Ms. Owens will retire after 22 years of service with the district. Motion carried unanimously (7-0).

B. Consideration and/or Action to approve March 3, 2025, Finance & Facilities Committee recommendations

The Finance and Facilities Committee met on March 3, 2025, to hear the 2023-24 audit report, to hear a facilities projects update, to hear the 2024-25 budget update, to review budget projections through 2026-27, and finally to review Policies: 672 Purchasing, 823 Access to Public Records, 823-Rule Procedures for Access to Public Records, and 823-Exhibit Public Records Notice.

Action:

1. Miller moved, seconded by Hirstein to approve the first reading of revised School Board Policy 672 Purchasing. Motion carried unanimously (7-0).
2. Miller moved, seconded by LaVold to approve the first reading of revised School Board Policy 823 Access to Public Records, 823-Rule Procedures for Access to Public Records, and 823-Exhibit Public Records Notice. Motion carried unanimously (7-0).

C. Consideration and/or Action to approve March 10, 2025, Educational Program Committee recommendations

The Educational Program Committee met on March 10, 2025, to hear an overview of policy revision, to approve the CESA 11 Shared Services Contract, and finally, to review Policy 352-Exhibit Application for Sanction of School-Sponsored Trips.

Action:

1. Tuchtenhagen moved, seconded by Curtis to approve the 2025-26 CESA 11 Shared Services Contract. Motion carried unanimously (7-0).
2. Tuchtenhagen moved, seconded by Page to approve the first reading of revised School Board Policy 352-Exhibit Application for Sanction of School-Sponsored Trips. Motion carried unanimously (7-0).

D. Consideration and/or Action to approve March 10, 2025, Personnel Committee recommendations

The Personnel Committee met on March 10, 2025, to hear an insurance update, to hear the 2025-26 staffing update, to hear the new staff mid-year report, and finally, to hear the teacher recruitment plan report. The committee also went into closed

session to discuss the preliminary non-renewal for certified staff and an alternative certification pathway for a teacher.

Action: None, informational only.

E. Consideration and/or Action to approve audit services with Baker Tilley, LLP

The administration recommended that the School Board approve the engagement for audit services with Baker Tilley US, LLP as of the year ending June 30, 2025.

Action: Miller moved, seconded by Page to approve the engagement for audit services with Baker Tilley US, LLP as of the year ending June 30, 2025. Motion carried unanimously (7-0).

F. Authorize Activities Director David Crail to act on behalf of the School District of River Falls when considering the WIAA proposal for Name Image and Likeness (NIL)

Administration recommended that the School Board authorize David Crail to act on behalf of the district when voting on the NIL proposal at the WIAA annual meeting on April 25, 2025.

Action: Miller moved, seconded by Curtis to authorize Activities Director David Crail to act on behalf of the School District of River Falls when considering the WIAA proposal for Name Image and Likeness (NIL). Motion carried unanimously (7-0).

G. Consideration and/or Action to approve the second readings of revised School Board Policy 347 Student Records, 347-Rule Guidelines for the Confidentiality and Maintenance of Student Records, 133 Filling School Board Vacancies, the new 133-Rule Procedures for Filling School Board Vacancies, and the updated 830-Rule Use of District Facilities, Grounds, and Equipment

The first readings of revised policies: 347 Student Records, 347-Rule Guidelines for the Confidentiality and Maintenance of Student Records, 133 Filling School Board Vacancies, and the new 133-Rule Procedures for Filling School Board Vacancies were approved at the February 17, 2025, Regular School Board Meeting. Policy 830-Rule Use of District Facilities, Grounds, and Equipment is being brought back for a clarification update from the February 17, 2025, Regular School Board Meeting. (LINK)

Action: LaVold moved, seconded by Page to approve the second reading of revised School Board Policy 133 Filling School Board Vacancies, 133-Rule Procedures for Filling School Board Vacancies, 347 Student Records, 347-Rule Guidelines for the Confidentiality and Maintenance of Student Records, and 830-Rule Use of District Facilities, Grounds, and Equipment. Motion carried unanimously (7-0).

H. Consideration and/or Action to approve the suspension of Emergency School Board Policy 188E Remote Board Member Participation in Meetings

Administration recommended the suspension of Emergency Policy 188E, which was enacted during the pandemic in April 2020.

Action: Curtis moved, seconded by LaVold to approve the suspension of Emergency School Board Policy 188E Remote Board Member Participation in Meetings. Motion carried unanimously (7-0).

I. School Board Self-Evaluation Review

The School Board reviewed and discussed strengths, priorities, and areas of growth.

Action: No action, discussion only.

J. 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: A request was made to review the district's bullying policy and the principal's perspective on what they are seeing and how they handle it. Additionally, a request was made to examine the criteria and benchmarks for state-approved audit firms.

K. Schedule next School Board/Committee meetings

Action: Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, April 7, 2025, 6:00 p.m.

Finance & Facilities Committee meeting: Monday, April 14, 2025, 6:00 p.m.

Personnel Committee meeting: Monday, April 14, 2025, 7:00 p.m. (or immediately following Finance & Facilities)

Regular School Board meeting: Monday, April 21, 2025, 6:00 p.m.

School Board Reorganizational meeting: Monday, April 28, 2025, 6:00 p.m.

School Board Retreat: Monday, June 23, 2025, 5:00 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, THE PRELIMINARY NONRENEWAL OF CERTIFIED STAFF, AND AN ALTERNATIVE CERTIFICATION PATHWAY FOR A TEACHER. ROLL CALL REQUIRED.

Action: LaVold moved, seconded by Page to adjourn into closed session. Roll Call Vote: LaVold - yes, Hirstein - yes, Page - yes, Curtis - yes, Miller - yes, Johnson Myers - yes, and Tuchtenhagen - yes.

CONVENE TO CLOSED SESSION at 7:39 p.m.

Present: Stacy Johnson Myers, Alan Tuchtenhagen, Mike Miller, Lindsey Curtis, Alison Page, Bo Hirstein, Monica LaVold, Nate Schurman, and David Bell.

Discussion of the Superintendent's formative evaluation, the preliminary nonrenewal of certified staff, and an alternative certification pathway for a teacher.

RECONVENE INTO OPEN SESSION at 8:31 p.m. **TO AFFIRM ACTION TAKEN IN CLOSED SESSION**

Action: Hirstein moved, seconded by Page to reconvene into open session. Roll Call Vote: LaVold - yes, Hirstein - yes, Page - yes, Curtis - yes, Miller - yes, Johnson Myers - yes, and Tuchtenhagen - yes.

Closed Session Action:

Preliminary Non-Renewal for a Certified Staff Layoff: Hirstein moved, seconded by Page to approve the preliminary notice of non-renewal. Motion carried unanimously (7-0).

Alternative Certification Plan for a Montessori Teacher: LaVold moved, seconded by Tuchtenhagen to approve the alternative certification plan for a Montessori teacher. Motion carried unanimously (7-0).

ADJOURNMENT

President Johnson Myers declared the meeting adjourned at 8:32 p.m.

Lindsey Curtis, Clerk

School District of River Falls
Special Board Meeting Report

Monday, April 7, 2025 - at 5:30 PM
District Office, 852 E Division Street
River Falls, Wisconsin 54022

The special scheduled meeting of the River Falls School Board was called to order on Monday, April 7, 2025, at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 5:30 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

President Stacy Johnson Myers, Vice President Alan Tuchtenhagen, Clerk Lindsey Curtis, Treasurer Mike Miller, members Bo Hirstein, Monica LaVold, and Alison Page were present. Superintendent David Bell and Director of Human Resources and Leadership Development Nate Schurman were also present.

HEARING OF VISITORS OR DELEGATIONS - None

ACTION ITEMS

A. 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 AND TAKE POSSIBLE ACTION REGARDING THE POTENTIAL RESIGNATION OF A TEACHER. ROLL CALL REQUIRED.

Action: Curtis moved, Tuchtenhagen seconded to move to closed session. Roll Call Vote: Page - yes, Tuchtenhagen - yes, Hirstein - yes, LaVold - yes, Miller - yes, Myers - yes, Curtis - yes.

CONVENE TO CLOSED SESSION at 5:32 PM

Present: Committee Members Stacy Johnson Myers (Chair), Vice President Alan Tuchtenhagen, Clerk Lindsey Curtis, Treasurer Mike Miller, members Bo Hirstein, Monica LaVold, and Alison Page were present. Superintendent David Bell, and Director of Human Resources and Leadership Development Nate Schurman were also present.

Discussion of resignation of certified staff.

RECONVENE TO OPEN SESSION at 6:00 p.m. TO AFFIRM ACTION TAKEN IN CLOSED SESSION

Action: Curtis moved, Page seconded to reconvene to open session. Roll Call Vote: Page - yes, Tuchtenhagen - yes, Hirstein - yes, LaVold - yes, Miller - yes, Myers - yes, Curtis -yes.

Closed Session Action:

Motion by Curtis, seconded by Page to approve the resignation of Adam Villeneuve as submitted. Motion passed unanimously (7-0).

Motion by LaVold, seconded by Curtis to approve the resignation of Andrea Sorenson as submitted. Motion passed unanimously (7-0).

ADJOURNMENT

President Johnson Myers declared the meeting adjourned at 6:02 p.m.

Lindsey Curtis, Clerk

SCHOOL DISTRICT OF RIVER FALLS
River Falls , Wisconsin 54022

April 2025 Board Meeting

Accounts Payable	AMOUNT
Checks # 221203 - 221462	\$371,816.52
ACH # 242500678-242500736	\$1,287,727.31
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)	1,571,636.66

NSF/Return of Funds
Void

PAYROLL

Checks #		
ACH # 997399431 - 997400723		\$1,694,231.65
Void		

\$4,925,412.14

Actual

FNB - General Money Market Balance	\$15,251,810.38
RCU - Money Market Balance	\$69,442.24

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

POST	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
3/7/2025	221204	ANDERSEN, VICTORIA	CE Class Pymt	\$ 291.13
3/7/2025	221205	APPLE INC	Apple TV 4K Wi-Fi	\$ 149.00
3/7/2025	221207	BALDWIN LIGHTSTREAM	Multiple Invoices	\$ 1,582.93
3/7/2025	221208	BREITENBACH CORBID, HOLLY ANN	CE Class Pymt	\$ 148.77
3/7/2025	221209	BRENDALEN, HAYLEY	CE Class Pymt	\$ 177.00
3/7/2025	221210	BRENNER, KAILEY	CE Class Pymt	\$ 136.80
3/7/2025	221211	BRICKHOUSE MUSIC LLC	instrument repair	\$ 265.00
3/7/2025	221212	CAMPBELL, BROOKE	CE Class Pymt	\$ 881.22
3/7/2025	221213	CAMPBELL, GARY	Multiple Invoices	\$ 888.06
3/7/2025	221214	CESA 11	Multiple Invoices	\$ 1,110.00
3/7/2025	221215	CHAFFEE, LUKE	Cash Adv-Italy Tip \$	\$ 6,443.80
3/7/2025	221216	CHARPENTIER ENTERPRISES LLC	CE Class Pymt	\$ 1,908.66
3/7/2025	221217	CINTAS	Supplies	\$ 334.86
3/7/2025	221219	CRAIL, DAVID	officiating fees	\$ 210.00
3/7/2025	221223	DARROW, RYAN	officiating fees	\$ 171.40
3/7/2025	221225	DULANEY, KATE	reim supplies	\$ 150.13
3/7/2025	221226	ECKROTH MUSIC CO	drum head	\$ 131.10
3/7/2025	221227	EXPRESS SERVICES INC	sub fulfillment	\$ 384.00
3/7/2025	221228	GILLES, HILLARY	reim supplies	\$ 163.45
3/7/2025	221229	GLASS EXPRESS	Replace Windshield	\$ 555.86
3/7/2025	221230	HANSEN, MELISA	reim supplies	\$ 341.00
3/7/2025	221231	HASELMAN, JOSEPH	reim mileage	\$ 188.69
3/7/2025	221233	HIGH NOON BOOKS	Books	\$ 425.60
3/7/2025	221235	HUDSON PHYSICIANS	Multiple Invoices	\$ 1,226.00
3/7/2025	221239	JOSTENS INC	diplomas	\$ 1,279.45
3/7/2025	221242	KWIK TRIP INC	Fuel	\$ 2,973.19
3/7/2025	221243	LAKEWOODS RESORT	FFA down pymt	\$ 600.00
3/7/2025	221244	LAMOTHE, KATHRYN	Fed Med Card	\$ 110.00
3/7/2025	221246	LOY, JOSHUA	Multiple Invoices	\$ 176.42
3/7/2025	221248	MANSFIELD SERVICE PARTNERS	Fuel	\$ 21,554.06
3/7/2025	221249	MENARDS	supplies	\$ 212.56
3/7/2025	221252	MUELLER, JOSH	officiating fees	\$ 155.90
3/7/2025	221254	NASP INC	supplies	\$ 366.00
3/7/2025	221257	O'REILLY AUTO PARTS	Multiple Invoices	\$ 107.97
3/7/2025	221260	PREMIER TRUCK GROUP	Parts	\$ 1,081.27
3/7/2025	221261	RICHARTZ, GRAYDON	officiating fees	\$ 135.10
3/7/2025	221262	RICHISON, JAMES II	officiating fees	\$ 148.30
3/7/2025	221263	RIVER FALLS ACE HARDWARE	Multiple Invoices	\$ 550.96
3/7/2025	221264	SHADY LANE FARM	CE Class Pymt	\$ 493.78
3/7/2025	221266	SISKO, RYAN	officiating fees	\$ 136.20
3/7/2025	221267	SOLBERG, STACY	CE Class Pymt	\$ 900.00
3/7/2025	221269	THE GARAGE BIKES & BREWS	CE Class Pymt	\$ 146.40
3/7/2025	221270	THE SHIFT MATTERS LLC	CE Class Pymt	\$ 159.60
3/7/2025	221272	UNITED WAY ST CROIX VALLEY	Multiple Invoices	\$ 192.00

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

3/7/2025	221273	WASBO	Acct Conf-Coy	\$ 425.00
3/7/2025	221275	WEINSTEIN, RICHELE	CE Class Pymt	\$ 615.60
3/7/2025	221277	WISCONSIN DEPT OF REVENUE	Payroll accrual	\$ 183.17
3/4/2025	221278	LENSING, BRIDGETTE	State Food \$-gym	\$ 480.00
3/4/2025	221279	HUDSON COLLISION CENTER	Multiple Invoices	\$ 13,825.02
3/14/2025	221280	ALFVEBY, DENNIS	Accompanist	\$ 300.00
3/14/2025	221285	BRICKHOUSE MUSIC LLC	Multiple Invoices	\$ 105.49
3/14/2025	221286	CANON FINANCIAL SERVICES INC	Multiple Invoices	\$ 3,257.56
3/14/2025	221287	CARPENTER ST CROIX VALLEY	4th gr FT	\$ 365.00
3/14/2025	221289	CERNOHOUS, BRIAN	Driver Meals	\$ 122.00
3/14/2025	221290	CHIPPEWA VALLEY TECH COLLEGE	EMT Class	\$ 573.79
3/14/2025	221291	CINTAS	Supplies	\$ 334.86
3/14/2025	221293	COLUMN SOFTWARE PBC	Multiple Invoices	\$ 280.76
3/14/2025	221294	COMFORT SUITES	State WR Hotel Rms	\$ 2,460.64
3/14/2025	221295	CRAIL, DAVID	Multiple Invoices	\$ 186.74
3/14/2025	221299	DWD-UI	Benefit adjustments	\$ 2,741.55
3/14/2025	221300	EAU CLAIRE JAZZ INC	Multiple Invoices	\$ 600.00
3/14/2025	221301	ELLS, JAMES	Driver Meals	\$ 104.00
3/14/2025	221302	EPSTEIN, GARY	Driver Meals	\$ 243.00
3/14/2025	221303	ERICKSON, KARL	Driver Meals	\$ 206.00
3/14/2025	221304	ETS CONSULTING LLC	March Partnership	\$ 897.00
3/14/2025	221305	EXPRESS SERVICES INC	Sub fulfillment	\$ 1,024.00
3/14/2025	221306	FRANDRUP, MICHELE	reim supplies	\$ 177.48
3/14/2025	221309	HIGH NOON BOOKS	books	\$ 156.92
3/14/2025	221310	HILLYARD INC MPLS	Multiple Invoices	\$ 3,539.26
3/14/2025	221312	HUPPERT, ERIN	reim supplies	\$ 112.50
3/14/2025	221313	IRWIN SEATING COMPANY	Auditorium Seats	\$ 222.82
3/14/2025	221314	JAYTECH INC	Ren Testing	\$ 355.25
3/14/2025	221315	J H LARSON COMPANY	Replace Fixtures	\$ 780.83
3/14/2025	221317	KALAHARI RESORT & CONVENTION	Multiple Invoices	\$ 1,680.00
3/14/2025	221319	KILKARNEY HILLS GOLF COURSE	B Swim/dive banquet	\$ 675.00
3/14/2025	221320	KLEIN, TRACY	reim supplies	\$ 204.97
3/14/2025	221324	LEGENDS OF LEARNING INC	subscription	\$ 2,850.00
3/14/2025	221325	LENSING, BRIDGETTE	reim gym hotels	\$ 315.27
3/14/2025	221326	LIVINGSTON, PATRICK	forensics judge	\$ 150.00
3/14/2025	221329	MASTERCARD CORPORATE CLIENTS	Multiple Invoices	\$ 28,289.99
3/14/2025	221332	MENARDS	Multiple Invoices	\$ 1,047.58
3/14/2025	221333	MERIDIAN CONSULTING GROUP	Health & Safety	\$ 1,440.00
3/14/2025	221334	MIDWEST BUS PARTS INC	Multiple Invoices	\$ 538.00
3/14/2025	221335	MINNEAPOLIS SOUTH HIGH SCHOOL	WIAA; Boys Dive	\$ 325.00
3/14/2025	221337	NASP INC	supplies	\$ 244.00
3/14/2025	221338	NELSON, BRIAN	Driver Meals	\$ 299.00
3/14/2025	221339	NELSON, CRAIG	Driver Meals	\$ 150.00
3/14/2025	221340	NELSON, CRAIG	Driver Meals	\$ 122.00
3/14/2025	221341	NORTHWOOD TECHNICAL COLLEGE	SCN student classes	\$ 2,017.00
3/14/2025	221343	PLUM, SARAH	reim supplies	\$ 104.65
3/14/2025	221344	PROBST, DONALD	officiating fees	\$ 110.00

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

3/14/2025	221345	PTACEKS FAMILY MARKET	Multiple Invoices	\$ 1,855.55
3/14/2025	221346	RIVERSIDE INSIGHTS	supplies	\$ 340.93
3/14/2025	221349	ROGERS, NANCY	mileage	\$ 514.57
3/14/2025	221351	SCHOLASTIC INC	books	\$ 122.00
3/14/2025	221355	ST CROIX GAS	Multiple Invoices	\$ 33,448.43
3/14/2025	221357	STICHT, IAN	reim supplies	\$ 131.20
3/14/2025	221358	TRANSPARENT CLASSROOM	Feb charges	\$ 399.78
3/14/2025	221359	ULINE	Moving Supplies	\$ 1,251.14
3/14/2025	221360	WAINWRIGHT, JIM	Cellist for choir	\$ 150.00
3/14/2025	221363	WISCONSIN HOSA	registration	\$ 1,120.00
3/14/2025	221364	WSCA ADMIN OFFICE	Multiple Invoices	\$ 140.00
3/20/2025	221365	AT&T	715 425-1803 147 0	\$ 1,414.33
3/20/2025	221366	BSN SPORTS	supplies	\$ 1,125.00
3/20/2025	221367	EXPRESS SERVICES INC	sub fulfillment	\$ 1,280.00
3/20/2025	221368	MINNESOTA COACHES INC/HASTINGS BUS CO	Coach Bus-Wausau	\$ 2,320.62
3/20/2025	221370	UNITED WAY ST CROIX VALLEY	Multiple Invoices	\$ 192.00
3/20/2025	221371	VERIZON WIRELESS	2/2/2025-3/1/2025	\$ 2,040.67
3/20/2025	221372	WISCONSIN DEPT OF REVENUE	Payroll accrual	\$ 422.23
3/28/2025	221373	AASPA	Membership	\$ 275.00
3/28/2025	221374	AMERICAN RED CROSS	recertification	\$ 705.00
3/28/2025	221378	AT&T BUSINESS DIRECT	Multiple Invoices	\$ 1,897.65
3/28/2025	221379	AUTO VALUE	Multiple Invoices	\$ 168.22
3/28/2025	221380	BAUSCHELT, KADY	PE SUPPLIES	\$ 111.92
3/28/2025	221381	BLICK ART MATERIALS	supplies	\$ 389.44
3/28/2025	221382	BODE DESIGN	supplies	\$ 180.00
3/28/2025	221383	BRAUN INTERTEC CORPORATION	Multiple Invoices	\$ 17,904.00
3/28/2025	221385	BSN SPORTS	Multiple Invoices	\$ 2,904.00
3/28/2025	221386	CHICAGO DISTRIBUTION CENTER	WI State Books	\$ 326.12
3/28/2025	221387	CINTAS	Multiple Invoices	\$ 746.38
3/28/2025	221388	CLIFTONLARSONALLEN LLP	Audit presentation	\$ 656.25
3/28/2025	221389	COVERDELL, SHARON	reim supplies	\$ 810.00
3/28/2025	221394	EAU CLAIRE MEMORIAL HIGH SCHOOL	Forensics Tourn	\$ 155.00
3/28/2025	221397	EXPRESS SERVICES INC	Sub fulfillment	\$ 2,304.00
3/28/2025	221398	FALLS THEATER	FT pymt	\$ 561.00
3/28/2025	221400	FENTON, ERIN	reim supplies	\$ 379.32
3/28/2025	221403	FIELD ENVIRONMENTAL CONSULTING INC	Multiple Invoices	\$ 8,083.00
3/28/2025	221404	FOLLETT SCHOOL SOLUTIONS	software renewal	\$ 11,591.28
3/28/2025	221407	GIFTED UNLIMITED LLC	Scale set	\$ 291.55
3/28/2025	221408	GRAHAM, JACQUELINE	reim supplies	\$ 414.40
3/28/2025	221409	GRAINGER	Multiple Invoices	\$ 601.76
3/28/2025	221410	GUTHRIE THEATER	CE-Mousetrap	\$ 766.70
3/28/2025	221411	HIGH NOON BOOKS	books	\$ 113.00
3/28/2025	221412	HILLYARD INC MPLS	Multiple Invoices	\$ 10,991.90
3/28/2025	221413	HOBART SERVICE	Dishwasher Parts	\$ 1,222.42
3/28/2025	221414	HUDSON COLLISION CENTER	roof repair	\$ 9,708.62
3/28/2025	221416	IMPACT APPLICATIONS INC	subscription	\$ 800.00
3/28/2025	221418	JUNIOR LIBRARY GUILD	subscriptions	\$ 1,901.32

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

3/28/2025	221419	JUNIOR LEARNING INC	curriculum	\$ 599.97
3/28/2025	221420	KINNI SPORT & POWER	Supplies	\$ 193.74
3/28/2025	221421	LALLEMONT, KAYLIN	Reim subscription	\$ 232.00
3/28/2025	221423	LANSING, MYANNA	reim supplies	\$ 127.12
3/28/2025	221425	LINK, MATT	Hockey Equip Trailer	\$ 606.21
3/28/2025	221426	LOFFLER COMPANIES INC	Multiple Invoices	\$ 3,860.75
3/28/2025	221427	MACKIN EDUCATIONAL RESOURCES	Multiple Invoices	\$ 10,191.78
3/28/2025	221428	MAYNOR, MEGAN	Author invoice	\$ 1,100.00
3/28/2025	221429	MENARDS	Multiple Invoices	\$ 1,211.57
3/28/2025	221430	MERIDIAN CONSULTING GROUP	HS KA Dust Incident	\$ 360.00
3/28/2025	221431	MIDWEST BUS PARTS INC	Supplies	\$ 213.26
3/28/2025	221432	MINNESOTA HISTORICAL SOCIETY	4th gr FT	\$ 650.00
3/28/2025	221434	MTI DISTRIBUTING INC	Multiple Invoices	\$ 1,805.69
3/28/2025	221438	PAOLI CLAY COMPANY INC	clay	\$ 651.00
3/28/2025	221439	PARTS TOWN LLC	supplies	\$ 379.55
3/28/2025	221440	PREMIER TRUCK GROUP	Parts	\$ 182.35
3/28/2025	221443	RIVER FALLS YOUTH HOCKEY ASSOC	rink rental	\$ 28,124.50
3/28/2025	221444	RIVER FALLS MUNICIPAL	Multiple Invoices	\$ 57,549.53
3/28/2025	221445	R M COTTON COMPANY LLC	supplies	\$ 111.36
3/28/2025	221448	SCHOLASTIC BOOK FAIRS - 15	bookfair	\$ 2,329.84
3/28/2025	221449	SCHOOL SPECIALTY	supplies	\$ 138.72
3/28/2025	221451	SPARKPATH INC	YA Conf Regs	\$ 2,640.00
3/28/2025	221452	STEP SAVER INC	Multiple Invoices	\$ 250.50
3/28/2025	221454	T-MOBILE	2/11/25-3/10/25	\$ 500.00
3/28/2025	221455	UW-PLATTEVILLE	ECCP Course	\$ 333.36
3/28/2025	221457	WALKER, JACY	reim supplies	\$ 458.37
3/28/2025	221460	WI SKYWARD USER GROUP	Multiple Invoices	\$ 1,000.00
3/28/2025	221461	WSBA	Membership	\$ 325.00
3/28/2025	221462	ZUBER, BERNADETTE	reim supplies	\$ 388.88
3/7/2025	242500678	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 650.53
3/7/2025	242500679	CHIPPEWA VALLEY SPORTING GOODS	supplies	\$ 388.00
3/7/2025	242500680	COMPUTER INTEGRATION TECHNOLOGIES INC	Agrd mgd svcs	\$ 1,760.00
3/7/2025	242500681	DECKER INC	supplies	\$ 319.65
3/7/2025	242500682	DNA AV INTEGRATORS LLC	Multiple Invoices	\$ 602.86
3/7/2025	242500683	FAMILY FRESH - SPARTANNASH COMPANY	Multiple Invoices	\$ 212.70
3/7/2025	242500686	HUEBSCH	Multiple Invoices	\$ 214.40
3/7/2025	242500687	ION INC	walkie repair fee	\$ 125.00
3/7/2025	242500688	J W PEPPER & SON INC	Choir music	\$ 214.99
3/7/2025	242500690	NEO ELECTRICAL SOLUTIONS LLC	outlet install-Ren	\$ 657.39
3/7/2025	242500692	RIVER CITY DISPOSAL INC	Garbage/Recycling	\$ 3,243.27
3/7/2025	242500693	SECURITY CHECK ME LLC	Multiple Invoices	\$ 448.00
3/7/2025	242500694	STAPLES -(PAPER)	Multiple Invoices	\$ 1,608.58
3/7/2025	242500695	WIAA	Multiple Invoices	\$ 1,142.19
3/7/2025	242500696	WILS	subscriptions	\$ 5,644.80
3/14/2025	242500697	AIR COMMUNICATIONS OF WI INC	Supplies	\$ 598.64
3/14/2025	242500698	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 2,500.43
3/14/2025	242500699	C & L COMMUNICATIONS INC	Feb Locates	\$ 2,460.75

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

3/14/2025	242500700	CHIPPEWA VALLEY SPORTING GOODS	supplies	\$ 687.83
3/14/2025	242500702	LAFORCE	Maintenance Stock	\$ 1,035.01
3/14/2025	242500704	NEO ELECTRICAL SOLUTIONS LLC	Electric wk-library	\$ 208.18
3/14/2025	242500705	PARAGON DEVELOPMENT SYSTEMS INC	LCD proj	\$ 7,550.00
3/14/2025	242500707	RIESTER REFRIGERATION INC	Service Call	\$ 535.00
3/14/2025	242500708	RIVER CITY STITCH LLC	supplies	\$ 370.00
3/14/2025	242500709	SCHAEFFER MFG INC	Synthetic 5W-40	\$ 5,431.80
3/14/2025	242500711	STEEL TOWNE RF	Multiple Invoices	\$ 1,435.64
3/14/2025	242500712	UWRF	Multiple Invoices	\$ 1,350.00
3/14/2025	242500713	WIAA	Multiple Invoices	\$ 5,943.20
3/28/2025	242500714	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 4,440.56
3/28/2025	242500715	BOARDMAN & CLARK LLP	Feb Legal Fees	\$ 6,043.50
3/28/2025	242500716	CHARTWELLS	Feb invoice	\$ 185,842.87
3/28/2025	242500717	CHIPPEWA VALLEY SPORTING GOODS	supplies	\$ 615.00
3/28/2025	242500718	COMPUTER INTEGRATION TECHNOLOGIES INC	Multiple Invoices	\$ 31,274.90
3/28/2025	242500719	CITY OF RIVER FALLS	Multiple Invoices	\$ 42,469.74
3/28/2025	242500720	DNA AV INTEGRATORS LLC	speaker install	\$ 1,231.69
3/28/2025	242500721	GALLAGHER BENEFIT SERVICES INC	Consulting Svcs	\$ 5,000.00
3/28/2025	242500722	HOPE FOR EARTH INC	CE Class Pymt	\$ 4,255.00
3/28/2025	242500723	JUNIOR'S RESTAURANT & TAP HOUSE	banquet food	\$ 1,094.40
3/28/2025	242500725	KRAUS-ANDERSON CONSTRUCTION COMPANY	Multiple Invoices	\$ 895,860.72
3/28/2025	242500726	NEO ELECTRICAL SOLUTIONS LLC	light fixtures	\$ 1,240.81
3/28/2025	242500727	NORTH CENTRAL INTERNATIONAL LLC	Multiple Invoices	\$ 6,735.60
3/28/2025	242500728	RF REN PROJECT LLC	Rent/Insurance	\$ 18,476.16
3/28/2025	242500729	RSCHOOL TODAY	renewal	\$ 2,395.00
3/28/2025	242500730	STAPLES -(PAPER)	Multiple Invoices	\$ 1,695.53
3/28/2025	242500731	STEEL TOWNE RF	supplies	\$ 815.10
3/28/2025	242500732	TOTAL EXCAVATING AND GRADING LLC	snow plowing	\$ 14,973.50
3/28/2025	242500733	WI ASSOC OF SCHOOL BOARDS INC	Multiple Invoices	\$ 4,908.00
3/28/2025	242500734	WELD RILEY SC	legal	\$ 650.00
3/28/2025	242500735	WSMA	Multiple Invoices	\$ 2,556.60
3/28/2025	242500736	YALE MECHANICAL LLC	Sump Pump	\$ 7,300.00

RIVER FALLS BOARD OF EDUCATION MEETING

Monday, April 21, 2025

Personnel Agenda:

1. Recommended approval of the employment of Linda Foster as 1.0 FTE Long Term Substitute Learning Disabilities Teacher at Westside Elementary School effective approximately March 24, 2025 through June 9, 2025 (for Michele Frandrup).
2. Recommended approval of the employment of Katherine Murray as 1.0 FTE Long Term Substitute Special Education Teacher at River Falls High School effective approximately April 7, 2025 through June 9, 2025 (for vacancy position).
3. Recommended approval of the employment of Maureen Lewis as 1.0 FTE Long Term Substitute Family and Consumer Education Teacher at River Falls High School effective approximately April 28, 2025 through June 9, 2025 (for Kayte Borchardt).
4. Recommended approval of the employment of Hannah Gagnelius as 1.0 FTE Long Term Substitute Kindergarten Teacher at Westside Elementary School effective approximately May 1, 2025 through June 9, 2025 (for Tori Koskiniemi).
5. Recommended approval of the employment of Katherine Murray as 1.0 FTE Special Education Teacher at River Falls High School effective August 19, 2025 (vacancy position). Ms. Murray earned her bachelor's degree from UW-Stout. She has three years of experience (New Richmond) and her salary will be based on level A3 of the salary ladder.
6. Recommended approval of the employment of Amanda Rand as 1.0 FTE Science Teacher at River Falls High School effective August 19, 2025 (replaces Amber Merkatoris). Ms. Rand earned her bachelor's degree from UW-River Falls. She has five years of experience (Durand-Arkansaw) and her salary will be based on level B2 of the salary ladder.
7. Recommended approval of the employment of Sara Turner as 1.0 FTE Spanish Teacher at River Falls High School effective August 19, 2025 (replaces Christine Muenich). Ms. Turner earned her bachelor's degree from St. Cloud State University. She has 18 years of experience (Rice Lake, Blaire, Prairie Farm, Somerset, St. Croix Central) and her salary will be based on level G2 of the salary ladder.
8. Recommended approval of the employment of Josie Vessey as 1.0 FTE Special Education Teacher at Meyer Middle School effective August 19, 2025 (new position). Ms. Vessey earned her bachelor's degree from UW-Eau Claire. She has three years of experience (Hudson, Roseville MN) and her salary will be based on level A3 of the salary ladder.
9. Recommended approval of the employment of Sophia Vogel as 1.0 FTE Social Studies Teacher at Meyer Middle School effective August 19, 2025 (replaces Jeremy Carlson). Ms. Vogel earned her bachelor's degree from UW-Milwaukee. Her salary will be based on level BASE of the salary ladder.
10. Recommended approval of the employment of Asia Weyenberg as 1.0 FTE Special Education Teacher at Greenwood Elementary School effective August 19, 2025 (replaces Deanna Wronski). Ms. Weyenberg earned her bachelor's degree from UW-Eau Claire. She has three years of experience (Elk Mound) and her salary will be based on level A3 of the salary ladder.

11. Recommended approval of the employment of Sydney Hansen as 1.0 FTE Special Education Teacher at Rocky Branch Elementary School effective August 19, 2025 (new position). Ms. Hansen earned her bachelor's degree from UW-Stout. She has three years of experience (Hudson) and her salary will be based on level A3 of the salary ladder.
12. Recommended approval of the employment of Rebecca Reiche as 1.0 FTE Special Education Teacher at Rocky Branch Elementary School effective August 19, 2025 (replaces Morgan Kennealy). Ms. Reiche earned her bachelor's degree from UW-Milwaukee. She has four years of experience (Hudson) and her salary will be based on level B1 of the salary ladder.
13. Recommended approval of the hiring of the following short-term, on call Substitute Teachers:
 - a. Kilah Kennedy
 - b. Mary Crosby
14. Recommended acceptance of the resignation of Andrea Sorenson as full-time Art Teacher at River Falls High School effective March 31, 2025.
15. Recommended acceptance of the resignation of Adam Villeneuve as full-time Social Studies Teacher at River Falls High School effective the end of the 2024-25 year.
16. Recommended acceptance of the resignation of Morgan Kennealy as full-time Special Education Teacher at Rocky Branch Elementary School effective at the end of the 2024-25 year.

School District of River Falls
Educational Program Committee Meeting Report

Monday, April 7, 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, April 7, 2025, at District Office 852 E Division Street, River Falls, Wisconsin 54022. Chair Tuchtenhagen called the meeting to order at 6:04 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

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

1. **CALL TO ORDER - 6:04 PM**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS** - A community member voiced concern about changes to the media center policy.
4. **APPROVE INITIAL READING OF POLICY 361.2 SELECTION OF LIBRARY MEDIA CENTER MATERIALS**
Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, presented revised School Board Policy 361.2 Selection of Library Media Center Materials. This policy outlines the criteria and guidelines for selecting, acquiring, and evaluating library materials for use in schools within the district.
Action: Tuchtenhagen moved, seconded by LaVold to approve initial reading of revised School Board Policy 361.2 Selection of Library Media Center Materials. The motion passed with edits (3-0).
5. **APPROVE INITIAL READING OF POLICY 361.2-RULE PROCEDURES FOR SELECTION OF LIBRARY MEDIA CENTER MATERIALS**
Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, presented the new School Board Policy 361.2-Rule Procedures for Section of Library Media Center Materials. This policy explains procedures for the selection, reporting, parent/guardian involvement and access, and withdrawal of library materials.
Action: Tuchtenhagen moved, seconded by LaVold to approve initial reading of the new School Board Policy 361.2-Rule Procedures for Selection of Library Media Center Materials. The motion passed with edits (3-0).
6. **APPROVE INITIAL READING OF 361.1 SELECTION OF INSTRUCTIONAL MATERIALS**
Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, presented revised School Board Policy 361.1 Selection of Instructional Materials. This policy outlines the criteria and guidelines for selecting and acquiring instructional materials for use in the district.
Action: Tuchtenhagen moved, seconded by Curtis to approve initial reading of revised School Board Policy 361.1 Selection of Instructional Materials. The motion passed with edits (3-0).
7. **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: Continued conversation around parent guidance for book selection.
8. **SCHEDULE NEXT EDUCATIONAL PROGRAM COMMITTEE MEETING**
Upcoming committee meeting dates, times, and locations were reviewed.
Action: Set the meeting schedule as follows:
Educational Program Committee meeting: Monday, May 5, 2025, 6:00 p.m.
The meeting will be held at the District Office conference room, 852 E. Division Street.
9. **ADJOURN** at 7:46 p.m.

School District of River Falls
Finance and Facilities Committee Meeting Report

Monday, April 14, 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, April 14, 2025 at District Office 852 E Division Street, River Falls, Wisconsin 54022. Committee member Page called the meeting to order at 6:00 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

Committee members Bo Hirstein and Alison Page were present. Also present were Board members Lindsey Curtis, Stacy Johnson Myers, Monica LaVold and Alan Tuchtenhagen. Superintendent David Bell, Director of Human Resources and Leadership Development, 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. FACILITIES PROJECTS UPDATE

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

Action: None, informational only.

5. 2024-25 BUDGET UPDATE

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

Action: None, informational only.

6. 2025-26 SCHOOL MEAL PRICES

The Director of Finance and Facilities made a recommendation for school meal prices for the 2025-26 school year.

Action: Hirstein moved, seconded by Page to approve the 2025-26 school meal prices. The motion passed 2-0.

7. BOARDDOCS PLATFORM AND NEOLA POLICY SERVICES DISCUSSION

The administration will present information on the BoardDocs platform and Neola School Board Policy Services for discussion.

Action: None, informational only.

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

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

Action: None.

9. 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, May 12, 2025, 6:00 p.m.

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

10. ADJOURN at 7:09 p.m.



Date: April 14, 2025
To: Finance & Facilities Committee/Board of Education
From: Lynette Coy, Director of Finance & Facilities
Re: Food Service Meal Prices for 2025-26

Annually the district considers adjustments to meal prices for the following school year. When considering adjustments, the district reviews the food service budget, participation percentages, meal offerings, labor & food costs, inflation, and local school district comparables.

Due to increased labor, food, and supply costs we are recommending the following increases to the 2025-26 meal prices.

Meals & Prices					
	2022-23	2023-24	2024-25	2025-26*	Increase*
Breakfast ELEM	\$1.65	\$1.65	\$1.70	\$1.80	\$0.10
Breakfast MS/HS	\$1.75	\$1.75	\$1.85	\$1.90	\$0.05
Lunch ELEM	\$2.75	\$2.75	\$2.85	\$2.95	\$0.10
Lunch MS/HS	\$3.05	\$3.05	\$3.15	\$3.25	\$0.10
Milk	\$0.55	\$0.55	\$0.55	\$0.55	-
Adult Breakfast	\$2.90	\$2.90	\$3.00	\$3.05	\$0.05
Adult Lunch	\$4.70	\$4.70	\$4.80	\$4.85	\$0.05

*Recommendation

School District of River Falls
Personnel Committee Meeting Report

Monday, April 14, 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, April 14, 2025, at District Office 852 E Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 7:09 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

Committee Members Stacy Johnson Myers (Chair), Alison Page, and Alan Tuchtenhagen were present. Board members Lindsey Curtis, Bo Hirstein, and Monica LaVold were present. 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 - 7:09 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS - None

4. DISTRICT SCORECARD UPDATE: RIVER FALLS WORKS

Administration reviewed practices taken to achieve goals connected with the River Falls Works portion of the District Scorecard.

Action: None, informational only.

5. STAFFING UPDATE

The administrative team shared a 2025-26 staffing update.

Action: None, informational only.

6. APPROVE SENDING LETTERS OF INTENT TO CERTIFIED STAFF

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

Action: Tuchtenhagen moved, seconded by Page to approve the sending of letters to certified staff. Motion passed 3-0.

7. 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 THE FINAL NONRENEWAL OF CERTIFIED STAFF AND TO DISCUSS NEGOTIATIONS/STAFFING PLAN. ROLL CALL REQUIRED.

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

8. CONVENE TO CLOSED SESSION at 7:41 p.m.

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

The committee discussed and voted on the sending of the final notice of non-renewal for a teacher. The committee also discussed the bargaining goals, which included salary/wage increases for hourly staff and certified staff.

At 7:51 p.m., Monica LaVold recused herself from the rest of the meeting prior to the discussion regarding bargaining goals for certified staff.

9. **RECONVENE INTO OPEN SESSION** at 8:10 p.m. **TO AFFIRM ACTION TAKEN IN CLOSED SESSION**

Action: Page moved, seconded by Tuchtenhagen to reconvene in open session. Roll Call Vote: Page-yes, Tuchtenhagen-yes, Myers-yes.

Closed Session Action:

Motion by Myers, seconded by Page to approve sending of final notice of non-renewal for a teacher.

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

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

Action: Self paced/competency based masters programs

11. **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, May 12, 2025, 7:00 p.m. *(or immediately following Finance & Facilities)*
The meeting will be held at the District Office, 852 E. Division Street.

12. **ADJOURN** at 8:11 p.m.

Stacy Johnson Myers, Personnel Committee Chair



Date

Name

School

Dear FIRST NAME,

Greetings! Public education is one of the most critical commitments our society makes to demonstrate hope for the future. Your work ensures that students learn skills and ideas that are the foundation of learning for their entire lives. We are aware that this is a daunting, complicated, and yet (hopefully) a rewarding task. On behalf of the school board, thank you for your efforts. We appreciate you and your work.

While you are immersed in the present school year, the school board and administration are making plans for the coming academic year. Accordingly, Lindsey Curtis and I reach out to extend to you an offer of continued employment for the 2025-26 academic year. We hope you will accept this offer and return to teach in the River Falls School District.

As you know, the school board is required to extend an offer of continued employment for the upcoming year. In order to comply with Wisconsin State Statute 118.24, please accept this letter as the school board's offer of continued employment for the 2025-2026 school year. We hope you will accept this offer and return to teach in the River Falls School District. Please use Skyward to electronically sign your letter by June 15, 2025. Should you decide to decline this offer of employment, a resignation letter is respectfully requested. If you have any questions, please contact Dr. Nate Schurman.

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

Sincerely,

Stacy Johnson Myers, School Board President

Lindsey Curtis, School Board Clerk



POLICY 187 PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

~~Any citizen who wishes to present a matter of concern to the School Board of Education will submit a request to the School Board president or superintendent no later than noon on the Monday preceding the regular School Board meeting to be placed on the agenda. Such requests will be subject to the approval of the School Board president and the superintendent.~~

Note: This previous section is already addressed in 171.2 Agenda Preparation and Dissemination

~~The School Board president shall ask for visitors and delegations as part of each agenda regardless of whether citizens have previously requested recognition.~~

The School Board president and superintendent may include a hearing of visitors or delegations section as part of any agenda for a meeting of the School Board. If such public participation is permitted, residents of the District, parents or guardians of a district student, district students, or district staff members will be allotted a specified amount of time to discuss a matter of concern address the School Board on a topic-related to the District.

The School Board president (or presiding officer) may allot the visitor or delegation a specified amount of time for the presentation of concern. This allotted time will shall be no more than five two minutes, unless the time is increased by a majority vote of the School Board. Upon completion of public participation, the School Board president or (presiding officer) will shall acknowledge the comments from the visitor(s).

The School Board president (or presiding officer) will be guided by the following procedure during any hearing of visitors or delegations section of a meeting:

- A. Hearing of visitors or delegations will be permitted as indicated on the meeting agenda.
- B. Residents of the District, parents or guardians of a district student, district students, or district staff members must register their intention to participate in the hearing of visitors or delegations section of a meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and group affiliation, if and when appropriate.
- D. No participant may speak more than once.
- E. All statements will be directed to the School Board; no person may address or question School Board members or staff individually.
- F. The School Board president (or presiding officer) may:

1. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, disruptive, obscene, or irrelevant;
2. Request any individual to leave the meeting when that person does not observe reasonable decorum;
3. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
4. Waive these rules.

G. The portion of the meeting during which the comment of the public is invited will be limited to thirty (30) minutes, unless extended by a vote of the School Board.

LEGAL REFERENCE: Wisconsin Statutes Sections 19.81, 19.83(2), 19.85

CROSS REFERENCE: 171.2 Agenda Preparation and Dissemination, 870 Public Complaints

DATE OF ADOPTION: August 26, 1974

REVISED: September 16, 1991, October 16, 2004, September 19, 2011, August 16, 2016, April 21, 2025



**POLICY 221 RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT
DISTRICT ADMINISTRATOR**

When a Superintendent opening occurs, the School Board of Education will shall aggressively recruit in an effort to fill the position with the most capable person available. The School Board will shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully carry out the essential functions of the Superintendent's District Administrator's job.

The School Board President, or designee, will shall inform various educational institutions and placement agencies of the Superintendent vacancy. The services of an advisory committee and/or a consultant may be utilized in both recruiting and interviewing Superintendent district administrator candidates. The School Board, acting as a committee of the whole, will conduct interviews with selected candidates.

A majority vote of the full membership of the School Board will shall be required to appoint a Superintendent district administrator at a legally held regular or special School Board meeting.

LEGAL REFERENCE: Wisconsin Statutes Sections 19.36(7), 66.0502, 111.31-111.395, 118.24, 121.02(1)(a); Wisconsin Administrative Code PI 8.01, PI 34, Americans with Disabilities Act of 1990

CROSS REFERENCE: 222 Administrator Contracts, 222.2 Termination of Administrator's Contract, 511 Equal Opportunity Employment, 523.1 Staff Physical Examinations, Job Description Handbook

DATE OF ADOPTION: September 16, 1991

REVISED: June 27, 2005, December 19, 2016, April 21, 2025



POLICY 223 ADMINISTRATOR DEVELOPMENT OPPORTUNITIES

The **School** Board ~~of Education~~ believes professional growth of administrators is desirable and necessary to maintain competence in school administration. Therefore, the **School** Board encourages the Superintendent and administrative staff members to attend educational meetings, conferences and workshops in order to become aware of changes in education that may affect district policies and programs. **Administrator** attendance at such meetings must be approved in **advance by the Superintendent**.

The Superintendent ~~will~~ **shall** notify the **School** Board of any professional meetings which will cause him/her to be absent from the District for more than three days.

Administrators ~~will~~ **shall** be reimbursed for expenses incurred in the performance of their duties in accordance **with Policy 671.2 Expense Reimbursements**.

LEGAL REFERENCE: Wisconsin Statutes Sections 118.24, 121.02(1)(b); Wisconsin Administrative Code PI 8.01(2)(b); **Subchapter V PI34**

CROSS REFERENCE: 671.2 Expense Reimbursements

DATE OF ADOPTION: September 16, 1991

DELETED AS POLICY: November 21, 2005

REINSTATED: December 19, 2016

REVISED: **April 21, 2025**



APPLICATION FOR SANCTION OF SCHOOL-SPONSORED TRIPS

Trip Category:

- Instructional *(needs principal approval/signatures)*
- Supplementary *(needs principal approval/signatures)*
- Extended Overnight *(needs principal and Superintendent prior approval/signatures)*
- Abroad *(needs principal and Superintendent prior approval/signatures - and final approval by the School Board)*

Trip/Group Name:

Location of Trip:

Date of Trip:

Total Number of Days (from departure to return)

Name of Tour Company:

Name of Head Chaperone/Advisor:

Names of Other Chaperones (ratio: 1:15 maximum, 1:7 minimum):

Approximate Number of Students Involved and Grade Levels:

Estimated Cost of Trip per Student; What is Included/Not Included in Price:

Amount expected to be fundraised?

Will student cost include a pro-rated amount to cover chaperone costs?

- Yes
- No

If yes, what is the additional amount per student?

Please identify any chaperone benefits by the tour company (e.g, 1 paid chaperone per 10 students participating):

Deadline for forfeiture of deposit if a student decided not to participate:

Brief explanation of instruction purposes of the trip and how it compliments the district curriculum objective:

Principal Signature **Date:**

Superintendent Signature **Date:**

School Board President Signature **Date:**



POLICY 672 PURCHASING

The Superintendent or his/her designee shall will serve as purchasing agent for the School District of River Falls and is authorized to purchase all items within the School Board of Education approved itemized budget allocations approved by the School Board. Standards of conduct covering conflicts of interest and governing the actions of employees engaged in the selection, award, and administration of contracts are established in Policy 522.4 – Staff Conflicts of Interest.

All purchases of supplies, materials, equipment, and services paid for from District funds shall be made in accordance with Federal and State law, School Board policy and the following guidelines established by the School Board of Education to control the amount of funds expended in the district:

1. For expenditures up to \$50,000 \$10,000, it shall be is the responsibility of the Superintendent or his/her designee to use good judgment and prudent business procedures to make in making purchases.
2. For expenditures between \$50,000 and \$250,000 \$10,000 and \$25,000, the Superintendent or his/her designee shall will seek at least two quotations before making a purchasing decision. Consideration shall will be given to: (a) cost, (b) vendor's ability to fulfill the contract, (c) delivery, (d) payment terms, (e) design, (f) compatibility with existing district inventory, (g) previous relationships with the vendor, (h) product quality, and (i) general suitability for safe use within the school District.
3. For expenditures in excess of \$250,000 \$25,000, the Superintendent or his/her designee will use a competitive bid process advertise in the local newspaper and notify all known vendors who might have an interest in the bid. Sealed bids will be taken and a deadline for such bids will be set. After the deadline, all bids will be opened by the Superintendent or his/her designee in the presence of at least one (1) witness. Purchases not previously approved by the School Board of Education will be submitted to the Business Affairs Committee or the School Board as a whole for approval.
4. The School Board will not expect bids or quotations for the following items: (a) educational items such as textbooks and workbooks, (b) replacement parts or maintenance contracts for existing equipment or mechanical systems, (c) Cooperative Educational Service Agency (CESA) or government bid products/services utilized by the district, or (d) services required to be furnished to employees as a result of an employment agreement approved by the School Board.
5. Bids or quotations shall will not be required for professional services, except as specifically required by laws or regulations. Such services shall will be selected through an interview process.
6. Bids or quotations shall will not be required in the case of an emergency. An emergency situation is one in which failure to act immediately would cause appreciable damage to facilities, interrupt educational programming, or endanger the life, health or safety of students, staff, or the community. In the event such purchases exceed \$100,000, the Superintendent or designee will notify the School Board President.
7. The Superintendent or his/her designee will make all reasonable efforts to design

specifications which will allow local vendors to receive consideration.

8. The School Board or Superintendent/designee reserves the right to reject any and all bids or Request for Proposal responses.

Debarred Contractors Excluded

The District will not award any contract, agreement or subcontract for goods or services to any party that has been suspended or debarred from receiving contracts or subcontracts by the Federal Acquisition Regulations (FAR).

For any contract or subcontract with a value in excess of \$250,000, the District will include a provision in the contract or as a condition of any subcontract award that the contracting party attest that it is not at the time of contracting a suspended or debarred party under the Federal Acquisition Regulations and that, if at any time during performance of the services or delivery of goods in the applicable contract, said contractor or subcontractor should be identified as a suspended or debarred entity by the General Services Administration, the contractor or subcontractor will immediately notify the District of that fact, which will serve as sufficient grounds to terminate the contract as the District determines is appropriate.

LEGAL REFERENCE: Wisconsin Statute Sections 120.13(5), 120.13(33)

CROSS REFERENCE: 522.4 Staff Conflicts of Interest, 672.1 Bidding Procedures

DATE OF ADOPTION: September 13, 1971

REVISED: March 19, 1973, July 20, 1983, January 16, 1984, November 18, 1985, September 16, 1991, April 24, 1995, July 17, 2006, November 21, 2011, April 21, 2025



POLICY 823 ACCESS TO PUBLIC RECORDS

In accordance with applicable state laws and School Board policy, the School Board will shall allow persons to have access to district records. ~~in accordance with this policy, implementing procedures and state law.~~

The Superintendent is designated as the legal custodian of records for the district. The legal custodian will shall safely keep and preserve records of the district and will shall have full legal power to render decisions and carry out duties related to those public records maintained by the district. The legal custodian may deny access to records only in accordance with the law. The legal custodian is authorized and encouraged to consult with the district's legal counsel in determining whether to deny access to a record in whole or in part.

Public records may be inspected, copied and/or abstracted at any time during established district office hours. The legal custodian may establish fees in accordance with the law. A list of such fees shall be made available at the school district administrative offices.

A public records notice will shall be displayed in designated locations throughout the District and procedures shall be developed to implement this policy.

LEGAL REFERENCE: Sections 103.13 Wisconsin Statutes 118.125, 120.13(28), 146.81-146.83, 252.15, Chapter 19, Subchapters II and IV, Family Educational Rights and Privacy Act

CROSS REFERENCE: 184, Board Minutes, 347, Student Records, 347-Rule, Guidelines for Student Records, 823-Exhibit, Public Records Notice, 823-Rule, Procedures for Access to Public Records

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, April 21, 2025



POLICY 823-RULE PROCEDURES FOR ACCESS TO PUBLIC RECORDS

In general, access and inspection of school public records shall be in conformity with the provisions of Wisconsin Statutes, Chapter 19, Subchapter II, “Public Records and Property.”

1. DESIGNATION OF PUBLIC RECORDS. All records which are subject to and are included in the definition at §19.32(2), Wis. Stat., are public records and documents subject to inspection and reproduction as required by law.
 - a. “Record” means any material on which written, drawn, printed, spoken, visual or electromagnetic information **or electronically generated or stored data** is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by the District. Record includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), ~~computer printouts and~~ optical disks, **and any other medium on which electronically generated or stored data is recorded or preserved.**
 - b. “Record” does not include:
 - i. Drafts, notes, preliminary computations and like materials prepared for the originator’s personal use or prepared by the originator in the name of a person for whom the originator is working;
 - ii. Materials which are purely the personal property of the custodian and have no relation to his or her office;
 - iii. Materials to which access is limited by copyright, patent or bequest; and
 - iv. Published materials in the possession of the District which are available for sale, **or** which are available for inspection in a public library.
 - c. In accord with §19.36(4), Wis. Stat., computer programs are not subject to inspection or copying; however, material used for input or produced as a product of a computer program is, subject to §§19.35 and 19.36, Wis. Stat., to be made available.

2. DESIGNATION OF THE LEGAL CUSTODIAN OF THE RECORDS OF THE DISTRICT.

The Superintendent is the designated custodian of school district records (“legal custodian”). This includes records of the School Board and any committees, commission, boards, or other authorities created by resolution of the School Board.

Since records are kept at different locations, the Superintendent can delegate to other school officials responsibility for maintenance of such records and authority to provide a requester access to those records.

The District ~~shall~~ **will** provide the name of the legal custodian and a description of his or her duties to all employees of the District who are entrusted with records subject to the legal

custodian's supervision.

As the legal custodian of the records of the District, the Superintendent ~~shall~~ will be responsible for a timely response to any request for access to the public records of the District. The legal custodian ~~shall~~ will be responsible for the release of the public records of the District, the conditions under which records may be inspected, and the collection of costs for the location, reproduction, and/or mailing or shipping of such records, as well as for the preparation of written statements denying access in whole or in part.

3. POWERS OF THE LEGAL CUSTODIAN OF THE RECORDS OF THE DISTRICT. All requests for the release, inspection and/or reproduction of the public records of the District ~~shall~~ will be directed or referred to the District's legal custodian. The legal custodian is vested with full legal power to make all necessary decisions relative to the withholding of or release, inspection and reproduction of public records and is further granted all authority necessary to carry out all duties and responsibilities required by either the Wisconsin Public Records and Property Law [§19.31-19.39, Wis. Stat.] or this policy.
4. PROCEDURE FOR THE RELEASE, INSPECTION AND REPRODUCTION OF RECORDS AND PROPERTY OF THE DISTRICT.
 - a. The policy of the District regarding the inspection and/or reproduction of records is as follows:
 - i. After receipt of an oral request for access to records, the legal custodian ~~shall~~ will either fill the request or deny it as soon as is practicable and without delay.
 - ii. After receipt of a written request for access to records, the legal custodian ~~shall~~ will either fill the request or deny it will attempt to make such records available as soon thereafter as practicable and without delay.
 - iii. If a written request is denied, it will be denied in writing. If after an oral request is denied the requester asks for a written statement of reasons within five (5) business days of the original request, the legal custodian ~~shall~~ will provide such a statement.
 - iv. Written denials ~~shall~~ will set forth a detailed statement of the reasons for denying the request and inform the requester that if the request was made in writing, the determination is subject to review by mandamus under Wis. Stat. §19.37(1) or upon application to the attorney general or a district attorney.
 - b. If any of the requested records are necessary for the day-to-day operation of the District, the legal custodian may arrange for the records to be inspected after normal working hours.
 - c. Because of the requirement at law that many of the records of the District, or portions thereof, are deemed to be exempt from disclosure, the legal custodian may, in his/her discretion, request that an oral request for access to records be reduced to

writing to facilitate a prompt and appropriate response in either granting or denying access, or granting partial access to the records in question.

- d. It is not necessary that any person requesting access to the records of the District identify him or herself in order to inspect or obtain a copy of a record, nor is it necessary that any person requesting access to the records of the District state any reason for his or her request. In the event, however, that a requester seeks access to records as to which state or federal law or regulations require identification, acceptable identification ~~shall~~ **will** be produced before such access is permitted.
- e. Each request for a record must reasonably describe the record or information sought. If due to an unreasonable limitation as to length of time or subject matter contained in a request the legal custodian cannot reasonably determine what record(s) or information are being requested, the request ~~shall~~ **will** be denied in writing and the reason for the denial ~~shall~~ **will** be stated in the written denial.
- f. **Except as otherwise limited by law,** any person ~~shall~~ **will** have not only the right to inspect the records of the District, but also the right to receive a reproduction of such records. At the time of a request to inspect or reproduce any of the records of the District, or no later than in a written response to such a request, the requester ~~shall~~ **will** be informed of the costs of locating and/or reproducing such records. Fees charged by the District relative to the costs of producing any of the records of the District ~~shall~~ **will** be established in its fee schedule, a copy of which ~~shall~~ **will** be attached to **or included in** the Public Records Notice.

- 5. PUBLIC RECORDS NOTICE. Pursuant to §19.34(1), Wis. Stat., the District has adopted the attached Notice for the guidance of the public in requesting the release, inspection or reproduction of the records of the District. Any questions in regard to this Notice ~~shall~~ **will** be directed to the Superintendent ~~of Schools.~~

Copies of the Notice ~~shall~~ **will** be prominently displayed in appropriate locations throughout the District and a copy of the Notice ~~shall~~ **will** be made available to any member of the public upon a request for inspection or reproduction.

- 6. FEE SCHEDULE REGARDING THE COSTS FOR THE LOCATION AND/OR REPRODUCTION OF THE RECORDS AND PROPERTY OF THE DISTRICT. ~~Attached is~~ **Any notice will include** a fee schedule in accord with §19.35(3), Wis. Stat., to cover the actual costs relating to the location, reproduction, and mailing or shipping of any of the records of the District. It is intended that this fee schedule ~~shall~~ **will** cover the payment of the actual, necessary and direct costs incurred in locating a document, in providing any person with a reproduction of any of the records of the District and in sending the same to the requestor. This schedule ~~shall~~ **will** be reviewed and adjusted as the need arises. Exceptions to the fee schedule may be considered by the Superintendent ~~of Schools.~~ The fee schedule ~~shall~~ **will** be posted with the public records notice described above.

7. RECORD PRESERVATION. The records of the District ~~shall~~ **will** be retained and preserved by the legal custodian as required by all applicable laws and District policy. No record of the District which is the subject of a record request ~~shall~~ **will** be destroyed before either: (1) the requests for access and/or reproduction has been fulfilled; or (2) at least sixty (60) days have passed since the request was denied in writing, (ninety (90) days if the requester is committed or incarcerated in prison). In addition, no record which is the subject of a §§19.37 or 19.356, Wis. Stat. court proceeding ~~shall~~ **will** be destroyed until such time as when all appeal rights have been exhausted or the record produced, whichever occurs first.
8. SEPARATION OF INFORMATION. If a record contains information which may not be made public, the legal custodian ~~shall~~ **will** separate from it such information as may be made public and make the latter available for inspection and reproduction.
9. LIMITATIONS ON ACCESS. The legal custodian ~~shall~~ **will** be guided by **state and federal law, including** §19.36, Wis. Stat. and Wisconsin common law in deciding whether or not to withhold certain records from public inspection.
 - a. Access to records, including records made of executive sessions, ~~shall~~ **will** be denied as required by state and federal law.
 - b. Pursuant to Wis. Stat. §118.125 and 20 U.S.C. §1232, pupil records ~~shall~~ **will** be confidential and disclosed only as authorized by law. [See 347-Rule, Procedures for the Maintenance and Confidentiality of Student Records].
 - c. The legal custodian will evaluate each request for access to a public record individually based on the competing interests involved and determine whether permitting inspection would result in harm to the public interest that outweighs the legislative policy recognizing the public interest in allowing inspection.
10. NON-EMPLOYEE ACCESS TO PERSONNEL RECORDS. The legal custodian ~~shall~~ **will** permit non-employee access to personnel records pursuant to Wis. Stats. §19.32(1), § 19.36 and § 19.356, as summarized below.
 - a. Definitions.
 - i. Employee means any individual who is employed by the District, other than an individual holding local public office or a state public office, or any individual who is employed by an employer other than the District.
 - ii. Local Public Office includes the following positions: Superintendent, Director of ~~Personnel~~ **Human Resources**, Director of Academic Services, Director of Finance, Building Principals, Assistant Principals, Transportation Supervisor and members of the School Board.
 - b. The following employee personnel records are not subject to release:
 - i. Information maintained, prepared, or provided by an employer concerning the home address, home electronic mail address, home telephone number, or

social security number of an employee, unless the employee authorizes the authority to provide access to such information.

- ii. Information relating to the current investigation of a possible criminal offense or possible misconduct connected with employment by an employee prior to disposition of the investigation.
- iii. Information pertaining to an employee's employment examination, except an examination score if access to that score is not otherwise prohibited.
- iv. Information relating to one or more specific employees that is used by an authority or by the employer of the employees for staff management planning, including performance evaluations, judgments, or recommendations concerning future salary adjustments or other wage treatments, management bonus plans, promotions, job assignments, letters of reference, or other comments or ratings relating to employees.

~~v. — A record prepared or provided by an employer, performing under a contract requiring the payment of prevailing wages that contains personally identifiable information relating to an employee of that employer, unless the employee authorizes the authority to provide access to that information. "Personally identifiable information" does not include an employee's work classification, hours of work, or wage or benefit payments received from work on such a project.~~

- c. The following local public official personnel records are not subject to release:
 - i. Home address, home electronic mail address, home telephone number, or social security number.
 - ii. This does not apply to the home address of an individual who holds an elective public office or to the home address of an individual who, as a condition of employment, is required to reside in a specified location.
- d. Procedures for Responding to Requests for Other Personnel Records.
 - i. The legal custodian ~~shall~~ **will** apply the balancing test to determine whether the public's right to inspect the information is outweighed by a countervailing public interest in not disclosing the information.
 - ii. Employee Personnel Records:
 - 1. If application of the balancing test results in a decision to release the record and if the record is one of the following:
 - a. A record containing information relating to an employee that is created or kept by the District and that is the result of an investigation into a disciplinary matter involving the employee or

possible employment-related violation by the employee of a statute, ordinance, rule, regulation, or policy of the District.

- b. A record obtained by the District through a subpoena or search warrant.
 - c. A record prepared by an employer other than the District, if that record contains information relating to an employee of that employer, unless the employee authorizes the authority to provide access to that information.
2. The legal custodian must:
- a. Serve written notice on the employee, personally or by certified mail, of the decision to permit access within 3 days after making the decision to permit access.
 - b. The notice requirement is not applicable in the following circumstances:
 - **Subject to applicable law**, the District provides access to a record, pertaining to an employee, to the employee who is the subject of the record, to his or her representative, or to his or her bargaining representative.
 - An authority releases a record produced for equal rights, discrimination, or fair employment law compliance purposes.
 - **The transfer of a record by the administrator of the District to the state superintendent of public instruction under Wis. Stat. s. 115.31(3)(a).**
3. The employee may seek judicial review of the decision if he/she provides written notice to the District within 5 days of receipt of the notice that he/she intends to seek a court order restraining access.
4. The employee must commence an action in court within 10 days of his/her receipt of the notice. The District ~~shall~~ **will** be named as a defendant. The requester may intervene as a matter of right.
5. The District ~~shall~~ **will** not provide access to the requested records within 12 days of sending the notice. If court action is commenced, the District ~~shall~~ **will** not provide access to the record until any legal action is final.
6. The court must issue its decision within 10 days, unless a party demonstrates cause for an extension. However, the court must issue a decision within 30 days of commencement of the action.

7. The court's decision may be appealed to the Court of Appeals within 20 days. The Court of Appeals must grant precedence to an appeal of a circuit court decision over all other matters not accorded similar precedence by the law.
- iii. Public Official Personnel Records (No Judicial Review):
 1. If application of the balancing test results in a decision to release the record, the record custodian must serve written notice on the public official, personally or by certified mail, of the decision to permit access within 3 days of the decision to permit access.
 2. The public official, within 5 days of the receipt of the notice, may augment the record to be released with written comments and documentation.
 3. The record ~~shall~~ **will** be released as augmented.
 - iv. Saturdays, Sundays, and legal holidays are excluded from the time periods.

DATE OF ADOPTION: December 20, 2004

REVISED: July 21, 2017, **April 21, 2025**



POLICY 823-EXHIBIT - PUBLIC RECORDS NOTICE

PURSUANT TO WISCONSIN LAW, this Notice has been adopted by the School District of River Falls, a school district organized and existing pursuant to Chapter 120, Wis. Stat.

This Notice is to be placed in prominent and conspicuous locations throughout the District so that the Notice can be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the legal custodian of the records of this District.

THE DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

1. The Superintendent is responsible for the overall management and operation of the School District. The Superintendent is the designated legal custodian of the records of the District; including the School Board and any committees, boards or other authorities created by resolution of the School Board. The name of the individual presently holding this position can be obtained by contacting the Superintendent's office located at the following address:

School District of River Falls
852 East Division Street
River Falls, WI 54022

Since records are kept at different locations, the Superintendent can delegate to other school officials responsibility for maintenance of those records and authority to provide citizen access to those records.

2. Those individuals holding "local public office" are in the positions of: Superintendent, Director of Personnel, Director of Academic Services, Director of Special Education, Director of Finance, Building Principals, Assistant Principals, Transportation Supervisor and the members of the School Board.
3. Subject to a denial of the right of access consistent with Wisconsin law, any public record of the District will be made available for inspection by making a request to the legal custodian during normal, regular business hours. The normal, regular business hours of the offices of the District are from 8:00 a.m. to 4:30 p.m., Monday through Friday, during the school year, and from 8:00 a.m. to 3:30 p.m., Monday through Friday, outside of the school year, except for holidays.
 - a. Request for access to records may be made in person or in writing to the legal custodian.
 - b. No original public records of the District shall be removed from the possession of the legal custodian.

- c. The legal custodian shall be responsible for designating where, when and how the records of the District may be inspected and copied after a request is made. When access to school records is granted, examination thereof generally will be made on the premises on which the records are kept in the presence of the record custodian regularly responsible for the maintenance of those files.

FEE SCHEDULE

1. COSTS OF LOCATING DOCUMENTS ~~Most~~ **Some** of the District's records are readily available, or can be located in a relatively short period of time. Certain records of the District are in off-site storage, archived, not on-line on the District's computer or require deleting information before releasing the information subject to disclosure or are otherwise not immediately available. In those cases where a record is not readily available and the costs of locating will exceed \$50.00, the legal custodian ~~shall~~ **may** impose a location fee.
 - a. No location fee shall be imposed upon any person who requests a record if the actual, necessary and direct costs of locating that record do not exceed \$50.00.
 - b. The District shall determine the cost of locating a record by using the hourly rate of pay for the employee locating the record.
 - c. **A location fee may be charged for the cost of a search for electronic records.** ~~No location fee shall be charged for the cost of a computer run required to produce a copy of data contained in a computer record.~~ If, however, an employee is required to search for the record, a fee to locate the record among the District's **electronic computer** records may be charged if the actual, necessary and direct costs to do so exceed \$50.00.
 - d. If the anticipated costs of locating a record exceed \$50.00, the requester shall be notified of the estimated cost of complying with the request before the cost is incurred.
2. REPRODUCTION AND TRANSCRIPTION EXPENSES
 - a. **The District may impose a fee for a copy of a record, which may not exceed the actual, necessary, and direct cost of reproduction. To this end, costs of copying and reproduction of records where equipment is available within the District may include:**
 - i. ~~\$0.25~~ **\$0.05** per page;
 - ii. The actual cost to the District of the tapes or other medium used for reproduction and the costs of reproduction.
 - b. Costs of copying and reproduction of records where equipment is not available within the District **may include:**
 - i. If equipment necessary for the reproduction of any given record is not available within the District, the District **may consider other appropriate means to reproduce the record, which may include renting** ~~shall rent~~ the equipment necessary to perform the function or arrange for a third party

vendor to photograph or copy the record in question and **billing shall bill** the requester for the necessary and direct cost thereof.

- ii. Items in such a situation would include, but would not be limited to, audio or video tape reproduction equipment, microfilm or microfiche, or ultra fiche reproduction equipment, assorted computer hardware and software.
 - iii. The actual, **necessary and direct**, costs to the District of any tapes or other medium used for the reproduction ~~shall~~ **may** also be billed to the requester.
- c. A requester shall not be permitted to make his/her own copies of a record.
- d. Costs to transcribe records: The District ~~shall~~ **may** arrange for a third party vendor to transcribe the record and ~~shall~~ bill the requester for the necessary and direct cost thereof.

3. ~~COSTS OF NOTIFICATION~~ The requester ~~shall be required to pay any costs for certified mail or personal service incurred by the District if the District is required to notify the person who is the subject of the record that the record is being requested.~~

4. COSTS OF MAILING OR SHIPPING The District may impose a fee upon each requester equal to the actual, necessary and direct cost of mailing or shipping any copy or photocopy of a record to the requester.

5. PAYMENT OF FEES In the event that the total amount of fees exceeds \$5.00, the legal custodian may require the payment of all or part of the costs provided herein in advance. If the anticipated fees exceed \$50.00, the requester **will** ~~shall~~ be notified of the estimated cost of complying with the request before the costs are incurred.

6. WAIVER OF FEE SCHEDULE The legal custodian may, in his/her sole discretion, elect to waive the imposition of the fees provided for herein.

7. DISPUTES The legal custodian of the records of the District shall report any disputes which arise under this fee schedule to the Board and shall recommend to the Board such action as he/she deems appropriate.

NOTICE TO EMPLOYEES OF LEGAL CUSTODIAN

In accordance with Wis. Stat. § 19.33(2), please note that the School District of River Falls has designated the Superintendent as the legal custodian of the public records and property of the district. The Superintendent is vested by the district with full legal power to render decisions and carry out the duties of the district under the public records and property law. The Superintendent and designee are authorized to consult with the district's legal counsel regarding custodian responsibilities.

APPROVED: December 20, 2024

REVISED: **April 21, 2025**