

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

Monday, June 16, 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: Renaissance Charter Academy	4
B. Superintendent, Administrative, and Student Representative Reports	
1. School Resource Officer Annual Reports	
a. Officer Bryan Jensen	14
b. Officer Adam Amaro	16
2. Administrative Reports	
a. Wildly Important Goal (WIG) Updates 2024-25	
1. Meyer Middle School	19
2. River Falls High School	26
3. Student Services	30
3. Superintendent Report	
a. Final Entry Plan Update	34
6. ACTION ITEMS	
A. Approval of Minutes, bills, and recommended employment	41
Description: The following have been submitted for approval:	
<u>Item 1:</u> May 19, 2025, Regular School Board Meeting minutes	
<u>Item 2:</u> Bills submitted for payment	
<u>Item 3:</u> 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.	
<u>Recommended Action:</u> Approve minutes, bills, and employment as presented.	
B. Consideration and/or Action to approve June 2, 2025, Educational Program Committee recommendations	54
Description: The Educational Program Committee met on June 2, 2025, to hear an overview of the Social Studies trip to Italy & Switzerland, to review the 2025-26 co-curricular salary schedule, to approve changes to the 2025-26 Coaches Handbook, to hear a Name, Image, and Likeness (NIL) vote update, to approve the initial reading of policy 342.11 Independent Educational Evaluation, to review the Title III annual report and to hear a summer school update.	
<u>Recommended Action:</u>	
1. Approve the Co-Curricular Salary Schedule as presented.	
2. Approve 2025-26 Coaches Handbook updates.	
3. Approve the first reading of the new School Board Policy 342.11 Independent Educational Evaluation.	
C. Consideration and/or Action to approve June 9, 2025 Personnel Committee recommendations	84
Description: The Personnel Committee met on June 9, 2025, to approve the Seasonal School Bus Driver Detailer job description and pay rate, to hear a certified staffing update, to approve the 2025-26 Employee Handbook updates, to review the Advanced Learning Grant awards, and to approve the substitute teacher pay incentives.	
<u>Recommended Action:</u>	

1. Approve the Seasonal School Bus Driver Detailer job description and set the hourly rate.
2. Approve the 2025-26 Employee Handbook updates.
3. Approve the Substitute Teacher pay incentives.

D. Consideration and/or Action to approve June 9, 2025, Finance & Facilities Committee recommendations **204**

Description: The Finance and Facilities Committee met on June 9, 2025, to hear a facilities project update, to approve the 2024-25 budget revisions, and to hear a 2024-25 budget update. The property & liability insurance renewal update was tabled for a future meeting.

Recommended Action: Approve the 2024-25 Budget Revisions.

E. 2025-26 Support Staff Supervisor salaries and 2025-27 Administrator Contracts

Description: Administration is recommending the approval of the 2025-26 Support Staff Supervisor salaries and 2025-27 Administrator Contracts. The proposed salary increase is 3.57% for Supervisors and 3.23% for Administrators.

Recommended Action: Approve 2025-26 Support Staff Supervisor salaries and 2025-27 Administrator Contracts.

F. Consideration and/or Action to approve the second readings of revised School Board Policy 187 Public Participation at School Board, Committee, and Other Meetings of the School Board, 341.1 Early Literacy Program, 345.46 3rd Grade to 4th Grade Promotion and Retention, 361.1 Selection of Instructional Materials, 361.2 Selection of Library Media Center Materials, and the new 361.2-Rule Procedures for Selection of Library Media Center Materials **213**

Description: The first readings of revised policies: 187 Public Participation at School Board, Committee, and Other Meetings of the School Board, 341.1 Early Literacy Program, 345.46 3rd Grade to 4th Grade Promotion and Retention, 361.1 Selection of Instructional Materials, 361.2 Selection of Library Media Center Materials and the new 361.2-Rule Procedures for Selection of Library Media Center Materials were approved at the May 19, 2025, Regular School Board Meeting. (LINK)

Recommended Action:

1. Approve the second reading of revised School Board Policy 187 Public Participation at School Board, Committee, and Other Meetings of the School Board.
2. Approve the second reading of revised School Board Policy 341.1 Early Literacy Program.
3. Approve the second reading of revised School Board Policy 345.46 3rd Grade to 4th Grade Promotion and Retention.
4. Approve the second reading of revised School Board Policy 361.1 Selection of Instructional Materials.
5. Approve the second reading of revised School Board Policy 361.2 Selection of Library Media Center Materials.
6. Approve the second reading of the new School Board Policy 361.2-Rule Procedures for Selection of Library Media Center Materials.

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:

Educational Program Committee meeting: Monday, July 14, 2025, 6:00 p.m.

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

Personnel Committee meeting: Monday, July 14, 2025, 8:00 p.m. (or immediately following Finance & Facilities)

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

School Board Retreat: Monday, July 28, 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.

I. 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 evaluation. Roll call required.

7. CONVENE TO CLOSED SESSION

8. ADJOURN (NO ACTION TAKEN IN CLOSED SESSION)



Renaissance Charter Academy

2024/2025

Peggy Webb
Geri Muller

RCA Goals 2024-25

1. Academic
2. Behavioral
3. Community



RCA Wildly Important Goal #1

Goal: Each quarter, 100% of students will complete 1 book of their choice. This will be monitored by library use data and reading time during Advisory (WIN).

Description: Advisory teachers will work with each student to utilize library resources, find books of choice, and support their reading goals during Advisory time (8:30-9:15 AM, daily). 9th and 10th grade students will pilot Read Theory during Advisory as a way to assess and monitor their reading strategies and progress.

Strategic Plan:

1.1 Support a collaborative teaching culture focused on student learning

1.2 Identify and monitor academic readiness benchmarks.

2.6 Review and update curriculum and library resources to be age- and developmentally-appropriate, while offering a diverse balance of culture, race, backgrounds, and life experiences.



RCA WIG #1: Reading

Our goal was identified by the lack of consistent reading data collected in our building. Many students come to us from alternative pathways, so we decided to start at the ground level with daily access to and interaction with reading materials.

Data Used: Past Fastbridge, STAR, Forward, and ACT scores were examined.

Story from the Data: After assessing existing data, our team concluded that reading has not been a focus priority for our students in the past. This can be from a multitude of factors, but not having access to curriculum or materials stands out.

Qualitative Factors that Influenced Our Decision: Feedback from our instructional staff was greatly beneficial in this decision, especially with the hire of a dedicated English teacher this school year.

Monitoring Our WIG: Reading



Assessments Used to Measure Our Progress:

- Library use data for students 9-12
- Reading logs completed by students 9-12 in Advisory
 - 2x / week
- Read Theory for students 9-10
 - 2x / week



WIG #1 Data: Reading



	Term 3 Proficiency	Term 4 Proficiency
Craft & Structure	73%	78%
● Application of Literary Elements	59%	67%
● Vocabulary	77%	83%
● Text Structure	64%	62%
Key Ideas and Details	73%	76%
● Author's Purpose	64%	78%
● Central Idea	72%	77%
● Characterization	100%	100%
● Compare and Contrast	69%	91%



WIG #1 Data: Reading

	Term 3 Proficiency	Term 4 Proficiency
Integration of Knowledge	81%	82%
• Exclusion	78%	77%
• Explicit	84%	86%
• Making Connections	70%	68%
• Sequence	82%	76%
• Supporting Details	100%	80%
• True or False	75%	80%

Data to Celebrate:

- Students participated fully
 - 100% of 9-10 graders
- Overall growth of students in the 3 main areas of literacy
- Data was used by ELA teacher to direct lessons Term 4 and next year

Data that Gave us Pause:

- “Fall back” that happened in Integration of Knowledge
- Plan for next year
 - This is good supplement, but what assessment will be formally used?

RCA Wildly Important Goal #2

Goal: In the 2024-25 school year, the student body will have less than 20 technology violations each term.

Description: The RCA implemented a policy in 2024-25 that no cell phones will be allowed in classrooms.

Strategic Plan:

- 1.1** Support a collaborative teaching culture focused on student learning.
- 2.2** Develop school wide behavior expectations that align to district core values.
- 4.4** Research and determine health and wellness priorities for students and staff.



RCA WIG #2: Phone Usage

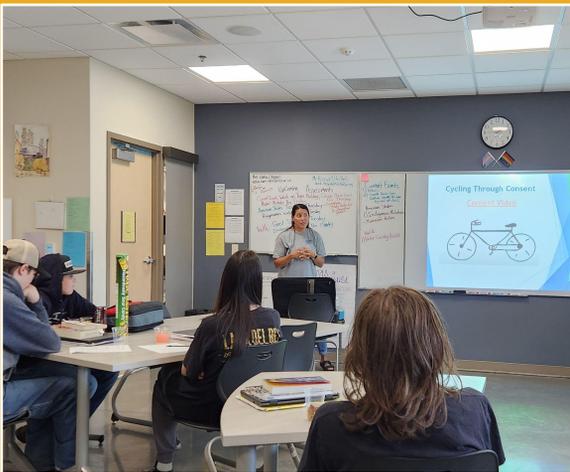
Our goal was identified by the introduction of a new cell phone policy for the 2024-25 school year.

Data Used: Infinite Campus technology violations and writeups (2024-25); qualitative data from teaching staff and students (2022-23, 2023-24)

Story from the Data: After assessing existing data, our team decided to move forward with a cell phone policy. This was determined to be a priority goal as teachers were spending much of their class time redirecting students to be off their phones.

Qualitative Factors that Influenced Our Decision: Both teaching staff and students have brought up how distracting phones can be in the learning environment.

Monitoring Our WIG: Phone Usage



Assessments Used to Measure Our Progress:

- Write-ups in Infinite Campus by staff
- 5-day surrender of phone on 3rd write-up





WIG #2 Data: Phone Usage

Tech Violations	
Term 1	32
Term 2	11
Term 3	5
Term 4	12

5-Day Surrenders	
Term 1	1
Term 2	1
Term 3	0
Term 4	1

- Data to Celebrate:**
- Initial buy-in from staff
 - Learning opportunity for new staff
 - 100% backing from administrator

- Data that Gave us Pause:**
- Uptick in Quarter 4

RCA Wildly Important Goal #3

Goal: By the end of the 2024-25 school year, we will

- Grow our 9-12 student body by 10%
- Participate in **or** host at least 4 community events
- Increase collaboration efforts with Meyer Middle School & RFHS

Description: For the sustainability of our program, we need to find ways to increase our positive visibility in the district and larger community.

Strategic Plan:

- 2.3** Increase participation in after school and co-curricular activities by removing barriers to impede participation.
- 4.3** Partner with families and community to enhance character education programs and initiatives.
- 5.4** Develop a long-range mission for the RCA that expands college and career opportunities.
- 5.5** Provide frequent, ongoing, transparent communication related to all school programs, facilities, resources, and finances.



RCA WIG #3: Program Presence

Our goal was identified by the need to redefine our school's presence in the community.

Data Used: Perception data from prospective families, existing families, and in-district feedback.

Story from the Data: Our team realized that the "bad kid" stereotype is still very much present for the Renaissance.

Qualitative Factors that Influenced Our Decision: Shining a positive light and sharing success stories from our students and families has always been met with surprise and curiosity. We want to amplify that.

Monitoring Our WIG: Program Presence



Assessments Used to Measure Our Progress:

- Student growth
 - Transfers from RFHS to RCA
 - Open enrollments
- Attendance at community events
- Hosting community events
- Partnering with MMS and RFHS





WIG #3 Data: Program Presence

Student Enrollment	
Term 1	49
Term 2	55
Term 3	57
Term 4	56
Growth from Term 1 to Term 4 = 14.2%	

Community Events	
Attended	6
Hosted	8
MMS / RFHS Collaboration	
Events	6

- Data to Celebrate:**
- Steady enrollment
 - Support from other schools
 - General curiosity from community

- Data that Gave us Pause:**
- Slow enrollment
 - Persistent stereotypes that we are a “last resort” school

WIG #3 Data: Program Presence



- Events Attended:**
- Drug Impairment Training for Educational Professionals
 - County Truancy Summit
 - River Falls Public Library Mental Health Event
 - School Forest Tree Planting
 - Craft Fair
 - ACE Hardware Partnership





WIG #3 Data: Program Presence

Events Hosted:

- STEM Camp (August 2025)
- Pierce County Reproductive Health
- Lions Club
- AAUW - American Association of University Women
- Pierce County Parent Education
- St. Croix Valley SART
- Teen Mental Health First Aid
- Abundant Yoga



Looking to the Future

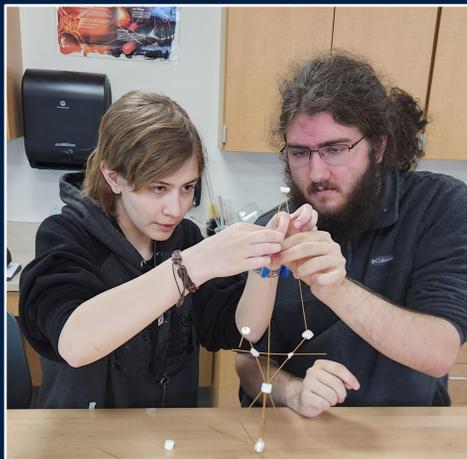


How do we move forward with continued growth?

- Constant vigilance around tech usage
 - Teacher consistency
 - Administrator support
- Finding a common assessment for literacy
 - 9-12 student body participate
 - Work with school psych to implement
- Continue building bridges with MMS, RFHS, and the community at large
 - Partnership in events
 - Outreach as a united front to families
 - Continue utilizing space



Thank you for listening!
Any questions?



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

River Falls Middle School and Elementary Schools Annual School Resource Officer Report School Year 2024-2025

This is my 7th year serving the River Falls School District as a School Resource Officer (SRO). I'm grateful to have the opportunity to continue working with RFSD students and staff daily.

This is my first year transitioning from the high school to the middle school and elementary schools. I have been able to work with many new faces and meet a lot of new students. At the beginning of the school year, my focus was on class orientations and reviewing the ALICE program. This included learning a kid-friendly ALICE presentation for the elementary-age students.

I also oversee the safety patrol program in the elementary schools. The safety patrol is made up of fifth graders within the River Falls School District. The safety patrol members enjoy two special events that I coordinate. In the winter, students can enjoy a movie and popcorn donated by the River Falls Theatre. At the end of the school year, they get to enjoy a picnic, made possible by donations from school Parent Teacher Organizations and local businesses.

Throughout the year, I was invited to teach various topics at the middle school and elementary schools, such as the dangers of drugs and alcohol, ALICE (intruder drills), Halloween safety, and the safety patrol ceremony. I also attended the Homecoming dance to provide security at the high school and was involved in the eighth-grade career fair. At the career fair, I was able to speak with students about what it is like to be a police officer and the steps to becoming one for those who were interested.

I worked hand-in-hand with Assistant Principal Brian Buck at the middle school and the elementary principals on attendance issues (i.e., truancy). My role includes conducting home visits, making referrals, and issuing citations.

I attended several meetings throughout the year. These included monthly student concern meetings at the middle school, district crisis response team meetings, medical emergency response team meetings (MERT), emergency management meetings at the county level, and local and county truancy meetings.

In my SRO free time, I enjoy spending time with students to get to know them and develop positive relationships with police. At the middle school, I spend most lunch periods with them, and at the elementary schools, I try to get out to recess to spend time with the students. Additionally, I have forged relationships with the staff, helping to partner in the goal to maintain the safety of our schools.

Officer Bryan Jensen

School Resource Officer

05/22/2025

River Falls High School & Renaissance Charter Academy
Annual School Resource Officer Report
School Year 2024-2025

This was my first year in the River Falls School District and I want to begin by expressing my gratitude for the opportunity to serve our school community in the role of School Resource Officer.

After the school year was complete for 23-24 we got to attend the SRO Conference in June, where I was able to network with other officers and gain valuable insight into best practices. Later in the summer I attended ALICE Training and gained valuable knowledge to bring back and share with students and staff come the new school year. In August, I conducted ALICE training during in-service week, teaching both new and returning staff. The training was well received by staff, preparing them for emergency situations which remains a top priority and I'm proud of the progress we made in that area this year.

I remained actively involved in school athletics and extracurricular activities, attending football games, wrestling matches, hockey games, and basketball games throughout the year. These events provided excellent opportunities to engage with students, families, and staff in a positive and supportive environment. My presence at these events helped build relationships, increase visibility, and reinforce our commitment to safety and school spirit. I also got to attend events that were not sports related to include prom, senior lock-in and the River Falls graduation. During these events I am looked at to address any issues and monitor behavior. I insure that the events are safe for students, staff and community member that attend.

Throughout the school year, attendance issues were addressed proactively through referrals, home visits with students, and the issuance of citations when necessary. I also ensured that all incidents and accidents involving violations or citation-worthy behavior were appropriately managed and thoroughly documented.

I also have had opportunities where teachers invite me into classrooms at both the Renaissance Charter Academy and at the River Falls High School. This year I have taught on various topics such as vaping and alcohol. Also, this year we conducted the Mock Car Crash event to showcases the ramifications of teenage drinking and driving. This event was able to be put on because of the students and city volunteers coming together to make it all possible and was well received by the students.

This being my first year in the high school it was an amazing experience. I was able to build relationships with student and staff. I spent a lot of my day walking around the building, showing face at lunch whenever possible and even sitting down with the students and having lunch with them. I look forward to next year and building upon the foundation that was set this year. Once again thank you for your trust in me with this position and I will continue to do my best.

Officer Adam Amaro

School Resource Officer

River Falls High School/Renaissance Charter Academy



Meyer Middle School 2024-25 Goals

(Building) Wildly Important Goal (WIG)

Goal: By May of 2027, 90% of Meyer Middle School Students will be proficient on 80% of the standards measured by their end of the year assessment.

Description: Each grade level core teacher will develop and implement a mid-year and end-of-year cumulative assessment aligned to their priority standards. Allied arts teachers will be tracking their end of course report card data with the same goal.

Strategic Plan: Goal #1: Hold High Expectations for Student Learning

- 1.1- Support a collaborative teaching culture focused on student learning.
- 1.2- Identify and monitor academic readiness benchmarks.



Wildly Important Goal (WIG)

Our goal was identified by ...

Our WIG goal is relevant and valuable to the work we are doing around standards based grading and our focus on retention of our priority standards. Further, while tracking 8 years of Forward data, we recognize a disconnect between letter grades and results on the Forward exam (in part) leading to our transition to standards based grading.

Data Used: Considering this is a three year goal, we currently do not have the baseline data. The first set of data will take place in January, when we administer the mid-year cumulative assessment. Teachers will collect data on the priority standards already taught to provide an insight on what students are retaining over time. To comprehensively understand the progress of all students, our PLC will conduct a data protocol to create a plan to guide future instruction for the final semester of the school year. Additionally, we will identify achievement gaps, if any, and review issues related to student equity. At the end of the 2024-2025 school year, our PLC team will administer the end of year cumulative assessment. We will complete a data protocol to document, analyze, and monitor student proficiencies of the priority standards. The assessments, both mid-year and end-of-year, will have (two questions per priority standard/writing prompt/application).

Story from the Data: [Forward Trend Data 2016-2024](#)

Qualitative Factors that Influenced Our Decision: One of our departments created cumulative “interim” assessments last year and noticed students were struggling to retain proficiency of standards taught/learned earlier in the year.

Monitoring Our WIG

Assessment Used to Measure Our Progress:

Core teachers are creating and utilizing common mid-year and end-of-year cumulative assessments aligned to our priority standards.



Committing To Our Lead Measure

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

- 1.) Our belief that all students can learn at high levels, 2.) Our weekly PLC meetings with conversations about student learning and how to best respond when students aren't learning, 3.) Following a common data protocol, 4.) Following a common assessment calendar, 5.) Reviewing prior standards in subsequent units. Review will include practice problems, warm-up activities, and homework, 7.) Prioritize providing feedback to students, 8.) Use of response days

We selected these commitments because...

They have been proven to have high effect sizes according to John Hattie's research. The commitments align to our district goals of collaboration and they help us respond to the BIG 4 +1: What do we want students to know? How do we know they know it? How do we respond when students don't learn? How do respond when students already learned it? Which students?

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

- 1.) Through artifacts / evidence in our PLC notebooks
- 2.) Data collections
- 3.) Classroom observation



WIG DATA TRACKING MID-YEAR DATA

Most Recent Lag Data

Overall

[Meyer Middle School Mid-Year WIG Data](#)
[Meyer Middle School End-of-Year WIG Data](#)

Disaggregated by grade-level (or sub-group)

We will be tracking individual and overall results using this data tracking template:
[Mid & End of Year Data Tracking Template](#)



Percent of Students Proficient

	90-100 %	80-89 %	70-79 %	60-69 %	50-59 %	40-49 %	30-39 %	20-29 %	10-19 %
Midyear	14.5%	29%	14.5%	16.1%	8.0%	4.8%	6.4%	4.8%	1.6%
End of Year	26.1%	22.5%	22.5%	8.1%	9%	3.6%	3.6%	0%	<1

Celebrate:

70% or more students scored proficient on 79/111 standards (71%)

>80% of students were proficient on 26/27 standards in Social Studies

≥70% of students were proficient on 28/40 standards in Science

Average Percentage of Students Proficient for all standards in Grades 6-8 by Subject

<u>SUBJECT</u>	<u>Average Percentage of Students Proficient for all standards</u>
English Language Arts (ELA)	56.04%
Literature	73.16%
ELA + Literature Combined	67.17%
Math	71.4%
Science	74.01%
Social Studies	91.5%

Growth

	Language Arts	Literature	Math	Science	Social Studies
6th	2/2	2/6	3/5	2/3	3/4
7th	2/3		*2/3	2/3	3/4
8th	3/3	4/4	2/5	4/9	5/8
TOTAL Growth:	87.5 % growth	60% growth	53.8% growth	53.33% growth	68.75% growth

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1		LEE 8th Grade LIT (Viable Curriculum)	Date of MY or EOY				T/7th Block 1 Total Students Proficient	T/7th Block 2 Total Students Proficient	W/F Block 1 Total Students Proficient	W/F Block 2 Total Students Proficient	Skinny Total Students Proficient						Total Proficient	Total Number of Students	Percent Proficient	90 Percent Proficient Growth
8		Standard Strand																		
9	Midyear	R.8.2 Determine or clarify the meaning of unknown words	12/3-4	14	17	19	19	18					87	122	71.31%					
10	End of Year	R.8.2 Determine or clarify the meaning of unknown words	5/7-8	18	18	18	20	17					91	122	74.59%			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11		Standard Strand																		
12	Midyear	R.8.2 Summarize texts/determine theme	12/5-6	9	6	6	10	7					38	122	31.14%					
13	End of Year	R.8.2 Summarize texts/determine theme	5/22-23	18	22	21	21	25					107	122	87.70%			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14		Standard Strand																		
15	End of Year	R.8.4 Determine the meaning of figurative and connotative meanings	5/22-23	20	23	24	22	26					115	122	94.26%			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
16		Standard Strand																		
17	End of Year	SL.8.1 Engage effectively in a range of collaborative discussions	5/22-23	9	16	11	13	13					62	122	50.82%			<input type="checkbox"/>	<input type="checkbox"/>	

Responding to Current Lag Data

Adjustments made to our lead measures as a response to the most recent data collection?

We need to focus our attention on the standards where a majority of our students were not scoring proficient through:

- 1.) Reviewing prior standards in subsequent units. Review will include practice problems, warm-up activities, and homework, 2.) Prioritize providing feedback to students, 3.) Use of response days, 4.) Sharing of instructional practices that have been successful for specific standards, 5.) Continue working with our instructional coach for support

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

- 1.) Carving out time for review, practice and reassessment of previous standards in addition to the standards being taught and assessed in the second semester.



NEXT STEPS

- 1.) Review the rigor of our Mid-Year and End-of-Year Assessments aligned to the standards and our proficiency scales.
- 2.) Colleagues will review the End-of-Year Assessment data to identify strengths and areas of growth.
 - a.) Discuss effective teaching strategies based on individual and collective results
- 3.) Colleagues will review the results of the Forward data through a data analysis of individual standards compared to the results and the standards measured on the Mid-Year and End-of-Year assessments
- 4.) Colleagues will design common formative assessments as a lead measure and design response days



What are we most proud of this year?

- 1.) The hard work of our staff with the rollout of standards based grading and our keen focus on student learning.
- 2.) The specific feedback by student by standard that is happening.
- 3.) The high levels of collaboration happening weekly in our PLC meetings
- 4.) The alignment of our common assessments and our scope and sequence





RFHS

2024-25 Goals



JUNE

2025
Update

RFHS Wildly Important Goal (WIG)

Goal:

By 2027, ALL students at River Falls High School will achieve and sustain mastery of reading comprehension or will achieve at least 10% growth each year as they progress towards reading mastery.

Description:

Students will be provided with baseline universal and content related reading instruction and measured practice opportunities (embedded Reading and Response Activities) within each term/course. We will then be able to monitor growth within each course, content area, and will be able to eventually measure average student growth across contents.

Strategic Plan:

- 2024-2025:** Pilot Team -> **Full Staff Roll-Out in 2nd Semester: 2 Reading & Response Activities/Course (Gathering Baseline).**
 - *The First 3 Weeks and Last 3 Weeks of Each Course.*
- 2025-2026:** Enhance and Refine from Prior Year (**3 Reading & Response Activities/Course**), Implement, & Reflect.
- 2026-2027:** Bolster & Embed Reading Strategies. **Create System of Intervention/Support:** Implement, Reflect, Refine.

Monitoring Our WIG

Assessment Used to Measure Our Progress:

Read & Response Activities

Long-Term Measure: ACT



Measuring Our Progress:

Reading Activity Level of Performance

BASIC	PROFICIENT	MASTERY
(16-19) <small>ACT Composite Score</small>	(20-23) <small>ACT Composite Score</small>	(24-27) <small>ACT Composite Score</small>
1-3	4-6	7-9

Measuring Our Progress:

Growth over time on reading & response activities. (Within Content & Across Contents)

- Use of baseline data to see growth
- Tracking progress within content areas (*among individual and student groups*)

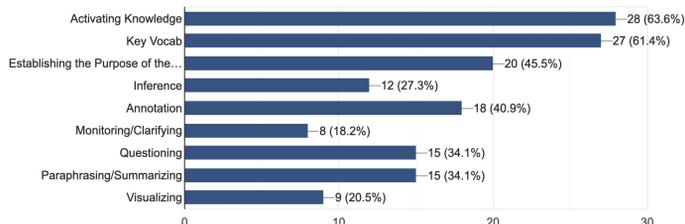


DATA CELEBRATIONS:

Reading Strategy & WIG Implementation by Teachers in ALL

Reading Strategies Taught/Used during Q4 with your classes:

44 responses



Avg % of students scoring at proficiency on WIG assessments:

84.32%

5% growth in # of students tested from Q3 to Q4.

Average ACT score UP by 1.5 for this year's Juniors (Class of 2026)!

COMPOSITE SCORE

Range	21-22 ACT Aspire Gr. 9 Class of 2025	22-23 Pre ACT Gr. 10 Class of 2025	23-24 ACT Gr. 11 Class of 2025	22-23 PreACT Gr. 9 Class of 2026	23-24 PreACT Gr. 10 Class of 2026	24-25 ACT Gr. 11 Class of 2026	23-24 PreACT Gr. 9 Class of 2027	24-25 PreACT Gr. 10 Class of 2027	25-26 ACT Gr. 11 Class of 2027
COMPOSITE	19.8	18.5	20.6	17.5	18.5	21	16.9		

Responding to Lag Data

Adjustments made to our lead measures as a response to the most recent data collection?

- **Refinement of Reading Selections & Assessments**
- **Tier 1 Literacy Strategies**
- **Clarity of understanding for teachers regarding process and collection of data**
(What teachers are tracking? - PLC vs. What admin are tracking? - Building)
- **NEXT YEAR DEEPENING: Content/Disciplinary Literacy Instruction**

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

Continued development and improvement of Tier 1 reading instructional strategies *(BOTH Universal and Content specific).*

Data Collection and Compilation. (Student by Student - Growth Tracking)

Development of MTSS System for students below proficiency in reading.

Structured Data Protocols & Dialogue



NEXT YEAR

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

- **PLC Collaborative Meetings (late start dates & inservice days)**
- **Integration of reading and response activities across ALL classes & content areas.**
- **Tier 1 Reading Instruction & Professional Development:**
 - **Building continuation with what was learned in the 2024-25 school years (Onboard New Staff in Foundational Strategies)**
 - **Content & Disciplinary specific focused literacy for 2025-27 school years**
- **MTSS Literacy Intervention (Tier 2 & Tier 3)**



We selected these commitments because...

- **The heart of improvement happens in successful PLC collaborative meetings.**
- **Regular reading and response activities/instruction will increase skill monitoring and refinement in those areas.**
- **Tier 1 Reading Instruction helps teachers build reading capacity in all students in their classroom. Tier 2 & 3 supports will help students needing additional support.**
- **Content/discipline-specific focused literacy helps students to understand and use the specific knowledge and tools in that area.**

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

- **Monitoring PLC notebooks**
- **Collaborative team coaching**
- **Participation in content-focused literacy PD**
- **Classroom walkthroughs and observations**
- **WIG team meetings & feedback**
- **Data monitoring (fidelity & growth)**



June
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

End of Year Data (24-25 School Year)

		Average SGP	High Growth %	Ave Growth %	Low Growth %
AIMSweb+ Grade K: <i>Letter Names & Letter Sounds</i> Grades 1-3: <i>Oral Reading Fluency (WPM)</i>	K: LN	37.9	25.7	31.4	42.9
	K: LS	47.9	45.7	14.3	40
	1-3	54.2	43.8	30.4	25.8
FastBridge 4-5 <i>aReading (Broad Rdg Skills)</i>	4-5	Not Available	Not Available	Not Available	Not Available
	MS	50.4	36	28	36
STAR <i>MS/HS Reading SGP = Fall->Winter</i>	HS	52.2	32.4	37.8	29.7



Monitoring Our WIG

** 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.

We are using a variety of different screening tools (AIMS, STAR). However, we are using national Student Growth Percentiles in each area, which allows some level of cross assessment comparison. NOTE: While two screenings were conducting with FB, SGP's were not available for this measure (Grades 4 and 5).

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

Now that we have a full year of data available, Further data will allow us to identify patterns regarding the effectiveness of programming, strategies, and supports we utilize for our students.



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.

Committing To Our Lead Measure

<u>Activity our Department will commit to that is that impacts our WIG:</u>	<u>End 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 91% 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 (7 of 8 Months) • MS has meet as well in job alike groups, but process is less structured/less frequent.
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.



Committing To Our Lead Measure

25-26 Planning

Formal Data Review Cycle

- **Yearly Schedule of 'Mini' meetings following each screening period (Fall / Winter / Spring)**
- **Established protocol for data review and objectives**
- **Efficient/consistent availability of academic screening reports**
- **Identification of what's working (and not) at both the student and system level**
- **Collection of longitudinal SGP data to inform our work**

Ongoing review and evaluation of current interventions/resources at all levels

Ongoing review and evaluation of service delivery model at all levels

Ongoing (and systematic) PD the area of reading instruction/intervention

Continued structured collaboration among 'job alike' staff regarding strategies, routines, and systems that work well.



Superintendent Report

June 16, 2025



Superintendent Entry Plan

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



Entry Plan Goals

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



Monitoring the Entry Plan

- The Superintendent will provide progress updates at the following intervals
 - 30 Day Check-In (7/22/24)
 - 90 Day Target (10/21/24)
 - 180 Day Target (2/17/25)
 - **360 Day Target (6/16/25)**



360-Day Check-In

- Governance
 - 2024-25 Policy Review Report
 - NEOLA Approval
- Student Success
 - Strategic plan progress monitoring report
- Organizational Alignment
 - Updated Administrator evaluation documents
- Communication and Engagement
 - Employee listening session plan that maximizes the opportunity for employee participation.
 - Community Newsletters and e-newsletters



Governance

- 2024-25 Policy Updates (86)
 - 100-Operations (36)
 - 200-Administration (2)
 - 300-Students (10)
 - 400-Instruction (7)
 - 500-Personnel (15)
 - 600-Fiscal Management (7)
 - 700-Support Services (1)
 - 800-Community Relations (6)
 - 900-Facilities (2)



Governance-Approval of NEOLA Policy Service

- [NEOLA \(Northeast Ohio Learning Associates\)](#)
 - Access to all of NEOLA's legal vetted policy templates.
 - On-site drafting support from Neola associate. Associates are all former administrators and live in or worked in the regions they represent.
 - Drafting involves developing a new set of customized policies and guidelines/procedures based on the Neola templates and existing policies.
 - Current policies can remain exactly the same, be revised/adjusted, or Neola's vetted policy can be used.
 - After drafting, all policies are reviewed by Neola's legal council.
 - Enhanced Compliance and Transparency
 - Timely policy updates with clear legislative explanations, ensuring informed policy edits.
 - Easier, searchable, user-friendly access for employees, students, parents, and community members.
 - Long Term Efficiency
 - Bi-annual meetings with a Neola Associate.
 - Suggested policy updates based on current legal and strategic issues.
 - Additional special updates provided as needed.



Student Success



SCHOOL DISTRICT OF
River Falls

2024-2025
District Scorecard

WHAT IS THE DISTRICT SCORECARD?

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

OUR MISSION

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

OUR VISION

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

OUR VALUES

- STUDENT'S FIRST
- PEOPLE MATTER
- EQUITY
- RESPECT
- INTEGRITY
- EXCELLENCE
- INNOVATION
- COMMUNICATION

CRITICAL PERFORMANCE INDICATORS

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

SCHOOL BOARD MONITORING CALENDAR

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

Sept. 2024 | pt of 3

Organizational Alignment



DIRECTOR OF HUMAN RESOURCES AND LEADERSHIP DEVELOPMENT EVALUATION 2024-25

SUMMARY OF EVALUATION PROCESS

- The superintendent will complete summative evaluation by 6/15/25.
- The superintendent and administrator will meet to review the evaluation by 6/15/25.
 - Agenda
 - WIG Progress ([LINK](#))
 - Analysis of Priority Areas ([LINK](#))
 - Evaluation Review
 - Contract Review

Rating Rubric:

- Exceeds Expectations: The administrator's performance exceeds what might be reasonably expected of a superintendent.
- Meets Expectations: The administrator performed in a consistent and effective manner.
- Needs Improvement: The administrator performed with difficulty or in an inconsistent manner. The skills are emerging, but do not meet expectations.
- Unsatisfactory: The administrator did not meet expectations and significant improvement is needed.

Rating Rubric:

- Exceeds Expectations: The administrator's performance exceeds what might be reasonably expected of a superintendent.
- Meets Expectations: The administrator performed in a consistent and effective manner.
- Needs Improvement: The administrator performed with difficulty or in an inconsistent manner. The skills are emerging, but do not meet expectations.
- Unsatisfactory: The administrator did not meet expectations and significant improvement is needed.

RESPONSIBILITY: Advise the Superintendent

RATING	1. Unsatisfactory	2. Needs Improvement	3. Meets Expectations	4. Exceeds Expectations

- Provide strategic planning support in the areas of staffing, curriculum, instruction, assessment, capital needs, financial planning, and stakeholder involvement.
- Assist with legal matters pertaining to the administration of schools, districtwide communications, crisis management, state/national reporting, and improvement planning.
- Participate in planning of administrator collaborative time and school/departement goal setting.
- Fulfill the duties and responsibilities of the Superintendent as directed by the Superintendent.

COMMENTS:

Organizational Alignment



2024-25 Principal End-of-Cycle Summary

Educator Name:

Evaluator Name:

Date of End-of-Cycle Summary Conference:

Review the educator's reflection statements in their End-of-Cycle Principal Reflection form.

Summarize and reflect upon the educator's Effectiveness Cycle. Share this information with the educator prior to the End-of-Cycle Summary Conference to facilitate dialogue.

Finalize the information and form after the End-of-Cycle Summary Conference.

	Response
Summarize your evaluation of the educator's Effectiveness Cycle and provide summary feedback to the educator:	
What suggestions do you have for the educator that may inform or guide the educator's next Effectiveness Cycle (include both areas of achieved growth and opportunities for future growth)?	
Additional Evaluator comments:	



Principal Practice Summary

Based on the preponderance of:

- artifact evidence;
- observation evidence; and
- educator process documentation

Use the Wisconsin Framework for Principal Leadership rubric with descriptors to score the educator's level of performance on all 19 components.

Add a rationale specifying your reasoning for choosing that level, if desired.

Component 1.1.1. Recruiting & Selecting: Because effective staff are key to providing high quality, equitable learning opportunities to all students, effective school leaders use a systematic, fair, and consistently-applied hiring process so that staff have the competencies to contribute to the school's mission and goals. They use multiple methods to collect information that is easy to predict future effectiveness. Effective school leaders take an active role in recruiting a diverse staff, and involve other staff in the recruitment and hiring process.

Descriptors:	Unsatisfactory	Developing/Basic	Proficient	Distinguished
<input type="checkbox"/>	Does not consistently follow district hiring policies or process	Follows district hiring policies and process without bias or showing favoritism	Within discretion provided by district policies, adapts hiring process to school needs and organizes school-based process to fill vacancies in timely and fair manner	Within discretion provided by district policies, develops and implements process that ensures hiring of effective and diverse staff, and fills all vacancies before first day of school
<input type="checkbox"/>	Rarely applies school's vision and mission and school improvement priorities to recruitment and selection decisions	Inconsistently applies school's vision/mission and school priorities to recruitment and selection decisions	Consistently applies school's vision/mission and school improvement priorities to recruitment and selection decisions	Integrates recruitment and selection strategies with school improvement plan so that new hires have skills and abilities to accomplish school's improvement priorities
<input type="checkbox"/>	Does not actively recruit candidates for key positions referred by district	Actively recruits for some hard-to-staff or key positions, rather than relying on district-referred candidates	Consistently recruits for hard-to-staff or key positions, rather than relying only on district-referred candidates	Builds relationships in profession and within district to identify sources of effective and diverse candidates, and reaches out to encourage them to consider coming to school
<input type="checkbox"/>	Does not involve other staff in selection process	Rarely involves other staff in selection process	Involves teacher leaders in selection process for instructional staff as often as possible	Proactively plans for involvement of key stakeholders, including teacher leaders and instructional team members, in selection and recruitment process for all appropriate instructional vacancies

Component	Level of Performance (optional)	Rationale / Conference Notes
1.1.1: Recruiting and Selecting		

Organizational Alignment

Date added to the Portfolio	Title/Name of Artifact	Link to the Document	Description / Evidence What information in this document/video/chart/graph is evidence of rubric components and/or SLO? (Be specific)
5/16/25	School Board Wg Updates	LINK	
5/16/25	District Character Ed Committee	LINK	
5/16/25	SPEd Staffing Plan	LINK	
5/16/25	Weekly Staff Communication	LINK	
5/16/25	Forward Test Prep	LINK	
5/16/25	Eloping Student Meeting	LINK	
6/10/25	EOY 8th Grade Science Assessment	LINK	Creating mid and end of year summary assessments aligned to standards was a big lift. Here is a sample end of year assessment from 8th grade science. I am proud of the amount of time and effort I put in to our summary year teacher evaluations. I ask a lot of our staff, especially their self review. It is important that I match that effort and provide support and meaningful feedback.
6/10/25	EOY Summary Evaluation	LINK	
6/10/25	Team Meetings	LINK	I am thankful for our team meetings and try to take full advantage of this time for communication, clarity, follow through and relationship building.
6/10/25	Teacher Voice	LINK	I am working at the state level to share structures that we lead to more opportunities for teacher voice and leadership.
6/10/25	Teacher Voice and Leadership Logic Model Relaunch	LINK	This is the logic model we are using at the state level to bring more structures and opportunities for teacher voice in Wisconsin. I love presenting at our monthly character kick offs. This simple presentation has brought a unifying message and focus on our monthly character traits coupled with life lessons for students.
6.10.25	Monthly Character Kick Offs		

End-of-Interval EEP Review

Date completed: _____

Beginning of Interval Goal Statements
(Changes from strategy above on this tab)

SLO: _____ PPG: _____

See Mid-Interval Goal Adjustment just above in row 81.

* Continue: Add any relevant data documentation on the Artifact Evidence tab. You can include in the Description column that the documentation refers to the End-of-Interval SLO review. I have added artifacts to the Artifact Evidence tab to demonstrate the End-of-Interval SLO review.

End-of-Interval EEP Summation

Based upon your review of the assessment/evidence sources used, summarize the progress and learning strategies used in your SLO. Summarize the progress toward your PPG.

What did you learn about your own professional practice that would inform future SLO planning/practice and implementation processes?

SLO Self-Summary



Communication and Engagement

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



Communication and Engagement

COMMUNICATIONS



The communication department is committed to sharing the story of the School District of River Falls using effective and timely communication tools and practices. Our goal is to ensure our community and stakeholders are engaged and aware of the innovative and exciting ways SDRF prepares our students for the future.

SDRF is a member of the Wisconsin School Public Relations Association (WSPRA) and National School Public Relations Society (NSPRA).

[View our Branding Guide.](#)

SIGN UP FOR OUR NEWSLETTER





SCHOOL DISTRICT OF
River Falls



COMMUNITY NEWSLETTER
SPRING 2025

LEARNING NEVER TAKES A BREAK

The end of the school year is an exciting time full of celebrations, traditions, and big emotions. In just a few weeks the class of 2025 will graduate, and we are excited to celebrate these many accomplishments.

In this newsletter, we celebrate the fact that learning never takes a break in our district. The traditional schedule will adjust, however, engaging opportunities for student growth are abundant. There are robust summer school and enrichment education offerings for students of all ages. Kids Club offers hands-on learning and exploration for elementary aged learners. In addition, River Falls Parks and Rec, River Falls Public Library, and other community partners offer diverse opportunities to get active and stay engaged in learning outside the walls of our schools.

It may seem like summer is a quiet time for the district, however, it is actually a critical time to focus on the pursuit of continuous improvement. Over the summer district employees update curriculum resources, refine our tactical strategies, and complete important facilities projects.

Summer also provides a time for families to explore interests and learn together. It is my hope that you have the opportunity to create long-lasting memories with your children that promote an excitement for learning.

Enjoy this time because, as we all know, summer flies by and very soon we will be welcoming students back for the 2025-26 school year.

David Bell
Superintendent



A WORD FROM YOUR SCHOOL BOARD


RANDY JOHNSON


ALAN TUPPERWALLEN


LINDSEY CURTIS


BOBBIE MILLER


DENISE LISCIO


ARLENE PACE


DAVID BELL

School District of River Falls
Regular Board Meeting
Monday, May 19, 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, May 19, 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 and Co-Director of Academic Services MaryBeth Elliott. Meyer Middle School Principal Mark Chapin, Greenwood Elementary Principal Kate Skappel, River Falls Public Montessori Elementary Principal Kai Rodgers, Rocky Branch Elementary Principal Ashley Bingenheimer, and Westside Elementary Principal Rachel Mader were also present.

HEARING OF VISITORS OR DELEGATIONS - None

INFORMATIONAL ITEMS

A. Wildcat Pride Awards

Addison Reisdorfer was recognized for her service as the 2024-25 School Board Student Representative.

B. Superintendent, Administrative, and Student Representative Reports

1. Student Representative Report

Reisdorfer provided a brief update on the end-of-year events at River Falls High School, including the Senior Scholarship Banquet. She also expressed gratitude to the School Board for the opportunity to serve on it during the past year.

2. Administrative Reports

Bingenheimer, Mader, Rodgers, and Skappel presented the final update on the Elementary Wildly Important Goal (WIG) for the 2024-25 school year. They discussed how the WIG was monitored and how they plan to address the lag data for the 2025-26 school year.

3. Superintendent Report

Bell addressed the ongoing parking issues near the RFHS fields. He shared a brief history, noted current short-term restrictions, and discussed potential long-term plans, which may include expanding parking and/or rerouting access.

ACTION ITEMS

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

1. The minutes from the April 21, 2025, Regular School Board Meeting.
2. The minutes from the April 28, 2025, School Board Reorganizational Meeting.
3. Accounts Payable and Payroll payments in the amount of \$5,620,001.92.
4. 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 Melissa Kryzer as 1.0 FTE Long Term Substitute Social Studies Teacher at Meyer Middle School effective approximately May 2, 2025 through June 9, 2025 (for Jeremy Carlson vacancy). 2. Recommended approval of the employment of Dawn Hauschild as 1.0 FTE Long Term Substitute Special Education Teacher at Meyer Middle School, effective approximately August 25, 2025, through November 26, 2025 (for Ann Nuzum). 3. Recommended approval of the employment of Samantha Krueger as 1.0 FTE Speech and Language Pathologist at Greenwood Elementary School, effective August 19, 2025 (replaces Kathy Lindevig). Ms. Krueger earned her bachelor's and master's degrees from UW-River Falls. She has one year of experience (Red Wing), and her salary will be based on level B3M of the salary ladder. 4. Recommended approval of the employment of Christine Walth as 1.0 FTE First Grade Teacher at Rocky Branch Elementary School, effective August 19, 2025 (replaces Cindy Kornmann). Ms. Walth earned her bachelor's degree from UW-La Crosse and her master's degree from Hamline University. She has nine years of experience (Bloomington), and her salary will be based on level C3M of the salary ladder. 5. Recommended approval of the transfer of employment for Helen

LaRoue from 1.0 FTE Kindergarten Teacher to 1.0 FTE Title I Reading Teacher at Westside Elementary School, effective August 25, 2025 (replaces Kari Owens). 6. Recommended approval of the transfer of employment for Alexander Plum from 0.525 FTE Band Teacher at River Falls High School to 1.0 FTE Band Teacher at Meyer Middle School, effective August 25, 2025 (replaces Mike Fuller). 7. Recommended approval of the employment of Haley Huppert as Summer School Teacher effective June 16, 2025, through July 18, 2025. 8. Recommended approval of the hiring of the following short-term, on-call Substitute Teachers: a. Robert Arp 9. Recommended acceptance of the resignation of Dawn Hauschild as full-time Special Education Teacher at Meyer Middle School, effective at the end of the 2024-25 year. 10. Recommended acceptance of the resignation of Charlie Yang as full-time Language Arts Teacher at Meyer Middle School, effective at the end of the 2024-25 year 11. Recommended acceptance of the resignation of Melissa Sabelko as full-time French Teacher at River Falls High School, effective at the end of the 2024-25 year. 12. Recommended acceptance of the resignation of Paige Segerstrom as full-time Social Studies Teacher at River Falls High School, effective at the end of the 2024-25 year. Motion carried unanimously (7-0).

B. Consideration and/or Action to approve May 5, 2025, Educational Program Committee recommendations

The Educational Program Committee met on May 5, 2025, to review the early literacy remediation plan and to approve policy 341.1 Early Literacy Program, 345.46 3rd Grade to 4th Grade Promotion and Retention, 361.2 Selection of Library Media Center Materials, 361.2-Rule Procedures for Selection of Library Media Center Materials, and 361.1 Selection of Instructional Materials

Action:

1. Tuchtenhagen moved, seconded by LaVold, to approve the first reading of revised School Board Policy 341.1 Early Literacy Program and new School Board Policy 345.46 3rd Grade to 4th Grade Promotion and Retention. Motion carried unanimously (7-0).
2. Tuchtenhagen moved, seconded by Curtis, to approve the first reading of revised School Board Policies 361.1 Selection of Instructional Materials, 361.2 Selection of Library Media Center Materials, and the new School Board Policy 361.2-Rule Procedures for Selection of Library Media Center Materials. Motion carried unanimously (7-0).

C. Consideration and/or Action to approve May 12, 2025, Finance & Facilities Committee recommendations

The Finance and Facilities Committee met on May 12, 2025, to hear a facilities project update, to hear a 2024-25 budget update, and to discuss and approve policy services.

Action: Miller moved, seconded by Hirstein, to approve a proposal for policy services with Neola. Motion carried unanimously (7-0).

D. Consideration and/or Action to approve May 12, 2025, Personnel Committee recommendations

The Personnel Committee met on May 12, 2025, to review teacher certification expectations in the Montessori Charter, to hear a certified staffing update, to approve letters of intent to support staff, and to approve the 2025-26 hourly support staff salary schedule. The committee also went into closed session to discuss 2025-26 administrator and supervisor contracts.

Action:

1. Johnson Myers moved, seconded by Tuchtenhagen, to approve sending letters of intent to return to all support staff. Motion carried unanimously (7-0).
2. Page moved, seconded by LaVold, to approve the 2025-26 hourly support staff salary schedule. Motion carried unanimously (7-0).

E. 2025-26 Bus Driver Collective Bargaining Agreement

The Personnel Committee recommended the approval of the 2025-26 Bus Driver Collective Bargaining Agreement. The agreement includes a per cell increase of 2.90% for cells #1-9 and a 4.48% increase for cell #10. The average total base wage increase is 4.51% for steps 1-10. The agreement also includes a total salary increase of 3.00% for trip drivers and suburban drivers, and a 4.48% total salary increase for driver trainers.

Action: Tuchtenhagen moved, seconded by Page, to approve the 2025-26 Bus Driver Collective Bargaining Agreement as presented. Motion carried unanimously (7-0).

F. 2025-26 Teacher Collective Bargaining Agreement

The Personnel Committee recommended the approval of the 2025-26 Teacher Collective Bargaining Agreement. The agreement includes a 2.95% base wage increase for each step on the teacher ladder and a total salary increase of 4.28%.

Action: Page moved, seconded by Tuchtenhagen, to approve the 2025-26 Teacher Collective Bargaining Agreement as presented. Motion carried unanimously (6-0). LaVold abstained.

G. Consideration and/or Action to approve the first reading of revised School Board Policy 187 Public Participation at School Board, Committee, and Other Meetings of the School Board

The administrative team recommended updates to the following policy in the 100 series. (LINK)

Action: Page moved, seconded by LaVold to approve the first reading of revised School Board Policy 187 Public

Participation at School Board, Committee, and Other Meetings of the School Board. Motion carried unanimously (7-0).

H. Consideration and/or Action to approve the second reading of revised School Board Policy 221 Recruitment and Appointment of Superintendent and 223 Administrator Development Opportunities

The first readings of revised policies: 221 Recruitment and Appointment of Superintendent and 223 Administrator Development Opportunities, were approved at the April 21, 2025, Regular School Board Meeting. (LINK)

Action: Curtis moved, seconded by Tuchtenhagen, to approve the second reading of revised School Board Policies 221 Recruitment and Appointment of Superintendent and 223 Administrator Development Opportunities. Motion carried unanimously (7-0).

I. 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: An inquiry was made regarding the agenda for the upcoming school board retreat. The agenda will be available closer to the retreat date in July.

J. Schedule next School Board/Committee meetings

Action: Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, June 2, 2025, 6:00 p.m.

Personnel Committee meeting: Monday, June 9, 2025, 6:00 p.m.

Finance & Facilities Committee meeting: Monday, June 9, 2025, 7:00 p.m. (or immediately following Personnel)

Regular School Board meeting: Monday, June 16, 2025, 6:00 p.m.

School Board Retreat: Monday, July 28, 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.

ADJOURNMENT

President Johnson Myers declared the meeting adjourned at 7:34 p.m.

Lindsey Curtis, Clerk

SCHOOL DISTRICT OF RIVER FALLS
River Falls , Wisconsin 54022

June 2025 Board Meeting

Accounts Payable	AMOUNT
Checks # 221806 - 222132	\$449,106.66
ACH # 242500824-242500894	\$605,705.26
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)	1,598,356.80
NSF/Return of Funds	
Void Ck #1025, #1220, #4549	-\$143.50

PAYROLL

Checks #		
ACH # 997402007 - 997403293		\$1,734,164.49
Void		

\$4,387,189.71

Actual

FNB - General Money Market Balance	\$8,834,733.62
RCU - Money Market Balance	\$90,013.35

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

POST	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
5/9/2025	221806	AETNA BUILDING SOLUTIONS	Multiple Invoices	\$ 2,694.60
5/9/2025	221808	ALTENA, BRADLEY	officiating fees	\$ 195.00
5/9/2025	221809	AMERICAN LEGION POST 121	Multiple Invoices	\$ 150.00
5/9/2025	221810	ANDERSEN, VICTORIA	CE Class Pymt	\$ 499.08
5/9/2025	221811	APPLIED DESIGNS & SIGNS INC	signs	\$ 254.10
5/9/2025	221812	AUTO VALUE	Multiple Invoices	\$ 1,126.37
5/9/2025	221813	AVANTIS EDUCATION INC	CSF REALIA	\$ 22,208.00
5/9/2025	221814	BALDWIN LIGHTSTREAM	Multiple Invoices	\$ 2,029.90
5/9/2025	221818	BOHL, STEVE	officiating fees	\$ 110.00
5/9/2025	221819	BOOTH, RUSSELL	officiating fees	\$ 115.00
5/9/2025	221820	BRENDALEN, HAYLEY	CE Class Pymt	\$ 184.20
5/9/2025	221821	BROECKAERT, KIMBERLY	CE Class Pymt	\$ 205.38
5/9/2025	221822	BSN SPORTS	Multiple Invoices	\$ 465.00
5/9/2025	221823	ST CROIX LANES	Multiple Invoices	\$ 1,118.71
5/9/2025	221825	CAMPBELL, BROOKE	CE Class Pymt	\$ 434.91
5/9/2025	221826	CAPELLE, SOPHIA	CE Class Pymt	\$ 280.00
5/9/2025	221827	CAPITAL ONE	Multiple Invoices	\$ 346.63
5/9/2025	221828	CARDA'S BLEACHER RENTAL	Bleacher rental	\$ 2,400.00
5/9/2025	221829	CARPENTER ST CROIX VALLEY	Field Trip	\$ 245.00
5/9/2025	221831	CARROLL, THOMAS	Multiple Invoices	\$ 134.00
5/9/2025	221832	CELT, JAMES	Multiple Invoices	\$ 138.00
5/9/2025	221834	CHARPENTIER ENTERPRISES LLC	CE Class Pymt	\$ 358.11
5/9/2025	221835	CHIPPEWA VALLEY TECH COLLEGE	Start College Now	\$ 6,676.47
5/9/2025	221836	CINTAS	Multiple Invoices	\$ 686.16
5/9/2025	221837	CINTAS CORPORATION NO. 2	Multiple Invoices	\$ 298.16
5/9/2025	221838	COLUMN SOFTWARE PBC	Multiple Invoices	\$ 301.13
5/9/2025	221841	CUMMINS SALE & SERVICE	Generator Maint	\$ 2,264.97
5/9/2025	221842	ECKARDT, CASEY	officiating fees	\$ 110.00
5/9/2025	221844	EPSTEIN, GARY	Driver Meals	\$ 285.00
5/9/2025	221845	ERICKSON, KARL	Driver Meals	\$ 216.00
5/9/2025	221846	ETS CONSULTING LLC	partnership	\$ 897.00
5/9/2025	221847	EXPRESS SERVICES INC	Multiple Invoices	\$ 5,654.21
5/9/2025	221849	FERGUSON, DYLAN	officiating fees	\$ 110.00
5/9/2025	221850	FERN, JEFF	officiating fees	\$ 110.00
5/9/2025	221851	FOOD SERVICE-SDRF	Multiple Invoices	\$ 881.75
5/9/2025	221853	GHENCIU, EUGEN	officiating fees	\$ 155.00
5/9/2025	221854	GLASS EXPRESS	windshield	\$ 387.91
5/9/2025	221855	GRACKLEDOCS INC	ADA comp license	\$ 2,500.00
5/9/2025	221856	GRAINGER	supplies	\$ 109.57
5/9/2025	221857	HACKEL, DERRICK	reim supplies	\$ 409.34
5/9/2025	221858	HILLYARD INC MPLS	Multiple Invoices	\$ 13,516.52
5/9/2025	221859	HILLER, TYLER	officiating fees	\$ 155.00
5/9/2025	221860	HJERSJO, DOUGLAS	officiating fees	\$ 115.00
5/9/2025	221861	HODGES BADGE CO INC	supplies	\$ 158.85

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

5/9/2025	221862	HUDSON PHYSICIANS	health screens	\$ 1,356.00
5/9/2025	221864	IGOU, ALISON	reim supplies	\$ 195.49
5/9/2025	221865	IGOU, KYLE	Multiple Invoices	\$ 280.00
5/9/2025	221866	JACKSON & ASSOCIATES LLC	roof inspections	\$ 6,148.00
5/9/2025	221867	JEREMIAH'S BULLFROG FISH FARM LLC	supplies	\$ 294.00
5/9/2025	221868	JOHNSON, RANDY	officiating fees	\$ 220.00
5/9/2025	221869	JOSTENS INC	Recognition pins	\$ 1,584.87
5/9/2025	221870	KAUFMAN, KELSEY	Wellness Grant	\$ 450.00
5/9/2025	221871	KILKARNEY HILLS GOLF COURSE	supplies	\$ 328.93
5/9/2025	221872	KLAUSTERMEIER, DAN	officiating fees	\$ 115.00
5/9/2025	221873	KLUNDT, SHANE	officiating fees	\$ 175.00
5/9/2025	221875	KOSTERMAN, PAUL	Driver Meals	\$ 131.00
5/9/2025	221876	KWIK TRIP INC	Fuel	\$ 3,468.59
5/9/2025	221877	LAVOLD, TIMOTHY	reim supplies	\$ 360.00
5/9/2025	221878	LIBERTY MUTUAL INSURANCE	Multiple Invoices	\$ 7,042.00
5/9/2025	221880	LOFFLER COMPANIES INC	Multiple Invoices	\$ 240.11
5/9/2025	221881	LOGSLETT, TRAVIS	officiating fees	\$ 110.00
5/9/2025	221882	LOST CREEK RANCH CAMP CONFIDENCE	CE Class Pymt	\$ 600.00
5/9/2025	221883	LUND, TIANNA	Driver Meals	\$ 285.00
5/9/2025	221884	MACKIN EDUCATIONAL RESOURCES	Multiple Invoices	\$ 2,461.07
5/9/2025	221885	MADER, RACHEL	travel expenses	\$ 178.69
5/9/2025	221888	MCGINLEY, JOHN	Multiple Invoices	\$ 220.00
5/9/2025	221889	MENARDS	Multiple Invoices	\$ 1,169.89
5/9/2025	221890	MENOMONIE HIGH SCHOOL	WIAA - track	\$ 200.00
5/9/2025	221891	MERIDIAN CONSULTING GROUP	Health & Safety	\$ 1,440.00
5/9/2025	221892	METROPOLIS RESORT & CONFERENCE CENTER	team building	\$ 1,480.00
5/9/2025	221893	MINNESOTA HISTORICAL SOCIETY	Multiple Invoices	\$ 1,368.00
5/9/2025	221894	MITHUN, TERESA	Accompanist	\$ 275.00
5/9/2025	221896	MULCAHY COMPANY	Rebuild Kits	\$ 4,872.78
5/9/2025	221897	MURPHY, MICHAEL	Multiple Invoices	\$ 325.00
5/9/2025	221898	NELSON, BRIAN	Driver Meals	\$ 201.00
5/9/2025	221899	NELSON, CRAIG	Driver Meals	\$ 159.00
5/9/2025	221901	NEW RICHMOND HIGH SCHOOL	WIAA - Track	\$ 225.00
5/9/2025	221902	NEW RICHMOND HIGH SCHOOL	WIAA - Track	\$ 125.00
5/9/2025	221903	O'REILLY AUTO PARTS	Supplies	\$ 211.18
5/9/2025	221905	OLD GEM THEATER	Field Trip	\$ 377.00
5/9/2025	221906	PATNOE, SHARON	CE Class Pymt	\$ 324.90
5/9/2025	221907	PICZKOWSKI, LUCY	officiating fees	\$ 155.00
5/9/2025	221909	PRISSEL, TODD	officiating fees	\$ 110.00
5/9/2025	221910	PTACEKS FAMILY MARKET	Multiple Invoices	\$ 1,739.91
5/9/2025	221911	REGENTS - UNIV OF MINNESOTA	Field Trip	\$ 505.00
5/9/2025	221912	RICE LAKE HIGH SCHOOL	WIAA - BGO	\$ 250.00
5/9/2025	221913	RIVER FALLS ACE HARDWARE	Multiple Invoices	\$ 2,908.15
5/9/2025	221914	RIXMANN, JEFFREY	Driver Meals	\$ 206.00
5/9/2025	221915	R M COTTON COMPANY LLC	Boiler Transformer	\$ 915.00
5/9/2025	221916	ROCHESTER CENTURY HIGH SCHOOL	WIAA - BGO	\$ 250.00
5/9/2025	221917	RODE, JON	officiating fees	\$ 110.00

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

5/9/2025	221919	SCHERZ, RYAN	reim supplies	\$ 357.24
5/9/2025	221921	SCHOOL TECHNOLOGY ASSOCIATES INC	Time Clocks	\$ 9,101.00
5/9/2025	221922	SCHOOL SPECIALTY	supplies	\$ 174.64
5/9/2025	221923	SCIENCE MUSEUM OF MINNESOTA	Field Trip	\$ 800.00
5/9/2025	221924	SEGUIN, CHADBOURNE	Multiple Invoices	\$ 330.00
5/9/2025	221925	SHEDORE SCHOOL OF MUSIC LLC	CE Class Pymt	\$ 312.00
5/9/2025	221926	SHERWIN WILLIAMS CO	supplies	\$ 1,599.66
5/9/2025	221927	SHOWTIME ENTERTAINMENT	Sweetheart Dance	\$ 475.00
5/9/2025	221928	SKAPPEL, KATHRYN	interview lunches	\$ 101.67
5/9/2025	221929	SOLBERG, STACY	CE Class Pymt	\$ 588.00
5/9/2025	221931	ST CROIX GAS	Multiple Invoices	\$ 11,556.38
5/9/2025	221932	TARGET FIELD TOURS	Target Field Tours	\$ 1,950.00
5/9/2025	221934	TRANSPARENT CLASSROOM	MO - April	\$ 400.60
5/9/2025	221935	ULINE	Multiple Invoices	\$ 6,944.67
5/9/2025	221936	UNITED WAY ST CROIX VALLEY	Multiple Invoices	\$ 192.00
5/9/2025	221937	UW EAU CLAIRE ATHLETICS	Multiple Invoices	\$ 525.00
5/9/2025	221938	WALKER, ZACHARIAH	Forensics Tourn	\$ 150.00
5/9/2025	221939	WENGEL, DANIEL	officiating fees	\$ 155.00
5/9/2025	221941	WI FBLA	registration	\$ 300.00
5/9/2025	221942	WITTHUS, KINDRA	officiating fees	\$ 110.00
5/16/2025	221945	ALFVEBY, DENNIS	accompanist	\$ 260.00
5/16/2025	221947	AMERICAN RED CROSS	Lifeguard Cert	\$ 423.00
5/16/2025	221948	ANDERSEN, VICTORIA	CE Class Pymt	\$ 490.00
5/16/2025	221949	APPLIED DESIGNS & SIGNS INC	signs	\$ 298.78
5/16/2025	221950	AUTO VALUE	Multiple Invoices	\$ 117.44
5/16/2025	221953	BRIH DESIGN	assessment svcs	\$ 1,230.00
5/16/2025	221954	CANON FINANCIAL SERVICES INC	Multiple Invoices	\$ 3,257.56
5/16/2025	221956	CESA 11	qtrly inv	\$ 10,689.50
5/16/2025	221957	CHAFFEE, ANDREA	wellness grant	\$ 113.75
5/16/2025	221958	CINTAS	Supplies	\$ 323.50
5/16/2025	221960	ECKARDT, CASEY	officiating fees	\$ 220.00
5/16/2025	221961	EXPRESS SERVICES INC	sub fulfillment	\$ 3,498.82
5/16/2025	221962	FAST COPY CENTER	Multiple Invoices	\$ 594.27
5/16/2025	221964	FERGUSON, DYLAN	officiating fees	\$ 110.00
5/16/2025	221965	FERN, JEFF	officiating fees	\$ 220.00
5/16/2025	221966	FOOD SERVICE-SDRF	Multiple Invoices	\$ 278.00
5/16/2025	221967	GRAHAM, JACQUELINE	reim supplies	\$ 216.32
5/16/2025	221968	GUMZ, SUE	officiating fees	\$ 155.00
5/16/2025	221969	HARMON, ERIC	officiating fees	\$ 110.00
5/16/2025	221970	HASELMAN, JOSEPH	reim mileage	\$ 199.43
5/16/2025	221971	HILLYARD INC MPLS	Multiple Invoices	\$ 6,215.90
5/16/2025	221973	IGOU, KYLE	officiating fees	\$ 130.00
5/16/2025	221974	INGLI, BRIAN	officiating fees	\$ 110.00
5/16/2025	221975	INOUYE, MARK	Multiple Invoices	\$ 413.51
5/16/2025	221977	JUNG, PATRICIA	CE Refund	\$ 131.00
5/16/2025	221978	KAMINSKI, LAUREN	Reim supplies	\$ 116.25
5/16/2025	221979	KETTLE MORAINES HIGH SCHOOL	WIAA - GBB	\$ 110.00

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

5/16/2025	221980	KINNEY, JEANNE	travel expenses	\$ 162.75
5/16/2025	221981	KINNI SPORT & POWER	Multiple Invoices	\$ 770.43
5/16/2025	221983	LOFFLER COMPANIES INC	Multiple Invoices	\$ 3,123.81
5/16/2025	221984	LOPERA, JOSEPH	officiating fees	\$ 155.00
5/16/2025	221985	LYD'S PHOTOGRAPHY	photos	\$ 150.00
5/16/2025	221986	MAGEE, TIMOTHY	officiating fees	\$ 195.00
5/16/2025	221987	MANSFIELD SERVICE PARTNERS	Fuel	\$ 19,986.02
5/16/2025	221988	MARK'S PLUMBING PARTS	Multiple Invoices	\$ 308.87
5/16/2025	221989	MASTERCARD CORPORATE CLIENTS	Multiple Invoices	\$ 17,151.10
5/16/2025	221990	MC GRAW-HILL COMPANIES	supplies	\$ 126.37
5/16/2025	221992	MENARDS	Signage	\$ 174.76
5/16/2025	221993	MINNESOTA COACHES INC/HASTINGS BUS CO	Guthrie trip	\$ 701.76
5/16/2025	221994	MITHUN, TERESA	accompanist	\$ 400.00
5/16/2025	221995	MTI DISTRIBUTING INC	Pulley	\$ 101.62
5/16/2025	222001	PECHACEK, ROBERT	officiating fees	\$ 130.00
5/16/2025	222002	PECHACEK, RYAN	travel expenses	\$ 636.00
5/16/2025	222003	PIERCE COUNTY PUBLIC HEALTH DEPT	HS Pool Permit	\$ 495.00
5/16/2025	222005	PLUM, SARAH	reim supplies	\$ 110.88
5/16/2025	222006	RIPPLINGER, DAVID	officiating fees	\$ 110.00
5/16/2025	222007	RIVER FALLS MUNICIPAL	Multiple Invoices	\$ 65,031.16
5/16/2025	222009	ROGERS, NANCY	reim mileage	\$ 250.95
5/16/2025	222012	SEGUIN, CHADBOURNE	officiating fees	\$ 110.00
5/16/2025	222013	SHUTTERFLY LIFETOUCH LLC	yearbooks	\$ 350.28
5/16/2025	222015	SORENSEN, ANDREA	insurance	\$ 807.12
5/16/2025	222016	STEP SAVER INC	Salt	\$ 295.50
5/16/2025	222017	TROY BURNE GOLF CLUB	Driving Range	\$ 400.00
5/16/2025	222018	UWRF BEEF MANAGEMENT TEAM	Beef-food service	\$ 4,080.25
5/16/2025	222019	VERIZON WIRELESS	4/2/2025-5/1/2025	\$ 2,040.21
5/16/2025	222020	WASPA	reg fees	\$ 275.00
5/16/2025	222021	WHEELER HARDWARE COMPANY	supplies	\$ 925.00
5/23/2025	222022	AMERICAN LEGION POST 121	Multiple Invoices	\$ 150.00
5/23/2025	222023	ARROW LIFT ACCESSIBILITY	svc contract	\$ 1,040.00
5/23/2025	222025	AT&T BUSINESS DIRECT	Multiple Invoices	\$ 1,899.32
5/23/2025	222026	AUTO VALUE	Multiple Invoices	\$ 350.38
5/23/2025	222027	BENNETT, RONALD	reim supplies	\$ 391.50
5/23/2025	222028	BERGDAHL, ADAM	officiating fees	\$ 155.00
5/23/2025	222030	BRAUN INTERTEC CORPORATION	Multiple Invoices	\$ 4,858.00
5/23/2025	222032	BSN SPORTS	Multiple Invoices	\$ 3,520.25
5/23/2025	222033	CARPENTER ST CROIX VALLEY	Field Trip	\$ 220.00
5/23/2025	222035	CELT, JAMES	officiating fees	\$ 110.00
5/23/2025	222036	CESA 2	conf reg	\$ 400.00
5/23/2025	222037	CINTAS	Supplies	\$ 403.30
5/23/2025	222038	CUNNINGHAM, REBECCA	Reim supplies	\$ 276.84
5/23/2025	222039	CYCLONE FENCE INC	Multiple Invoices	\$ 5,830.00
5/23/2025	222041	DUERKOP, LARRY	officiating fees	\$ 220.00
5/23/2025	222042	EAST RIDGE HIGH SCHOOL	wiaa - bgo	\$ 275.00
5/23/2025	222043	FAST COPY CENTER	Multiple Invoices	\$ 223.12

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

5/23/2025	222044	FERGUSON, DYLAN	officiating fees	\$ 110.00
5/23/2025	222045	FOOD SERVICE-SDRF	banquet food	\$ 2,558.50
5/23/2025	222046	FULLER, KAHLA	4k spring mtgs	\$ 360.00
5/23/2025	222047	GOULD, JOHN	officiating fees	\$ 130.00
5/23/2025	222048	H&B SPECIALIZED PRODUCTS INC	Multiple Invoices	\$ 25,731.00
5/23/2025	222049	HANSON, RICHARD	officiating fees	\$ 220.00
5/23/2025	222050	HARMON, ERIC	officiating fees	\$ 110.00
5/23/2025	222051	HERMANN, SUSAN	4k spring mtgs	\$ 360.00
5/23/2025	222053	HILLYARD INC MPLS	Multiple Invoices	\$ 1,575.46
5/23/2025	222054	HUPPERT, ERIN	supplies	\$ 163.78
5/23/2025	222055	HUPPERT, HALEY	4k spring mtgs	\$ 360.00
5/23/2025	222057	INGLI, TROY	officiating fees	\$ 110.00
5/23/2025	222058	INSTRUMENTALIST AWARDS LLC	supplies	\$ 288.00
5/23/2025	222059	KAISER-HOLBROOK, ANGELA	4k spring mtgs	\$ 360.00
5/23/2025	222060	LOFFLER COMPANIES INC	Multiple Invoices	\$ 1,043.09
5/23/2025	222061	MONDOR, HOLLY	4k spring mtgs	\$ 180.00
5/23/2025	222062	MULLER, GERALDINE	reim supplies	\$ 109.88
5/23/2025	222063	MULTISTARS INC	supplies	\$ 150.00
5/23/2025	222064	MURPHY, MICHAEL	officiating fees	\$ 130.00
5/23/2025	222065	NATIONAL FFA ORGANIZATION	supplies	\$ 375.00
5/23/2025	222066	NATIONAL SPEECH & DEBATE ASSOCIATION	Multiple Invoices	\$ 532.00
5/23/2025	222067	NORELIUS, AMY	4k spring mtgs	\$ 360.00
5/23/2025	222070	OTIS ELEVATOR COMPANY	Multiple Invoices	\$ 10,245.74
5/23/2025	222071	OWENS, KARI	Multiple Invoices	\$ 105.61
5/23/2025	222072	POELLINGER, BRANDI	reim supplies	\$ 118.76
5/23/2025	222073	RIPPLINGER, DAVID	officiating fees	\$ 175.00
5/23/2025	222074	SCANLON, JEFFREY	officiating fees	\$ 155.00
5/23/2025	222075	SIMPSON, RACHEL	4k spring mtgs	\$ 360.00
5/23/2025	222076	STEVENS, TAYLOR	DACP Tuition	\$ 500.00
5/23/2025	222077	STICHT, IAN	officiating fees	\$ 110.00
5/23/2025	222078	T-MOBILE	4/11/25-5/10/25	\$ 500.00
5/23/2025	222079	TIMM, ERIN	4k spring mtgs	\$ 300.00
5/23/2025	222081	UNITED WAY ST CROIX VALLEY	Multiple Invoices	\$ 192.00
5/23/2025	222082	WEICK, MONICA	golf photos	\$ 400.00
5/23/2025	222083	WISCONSIN DEPT OF REVENUE	Payroll accrual	\$ 392.45
5/23/2025	222084	WITTHUS, KINDRA	officiating fees	\$ 110.00
5/30/2025	222085	ADERMANN, LYNNE	reim supplies	\$ 162.80
5/30/2025	222086	ALTENA, BRADLEY	officiating fees	\$ 130.00
5/30/2025	222087	AUTO VALUE	Multiple Invoices	\$ 313.39
5/30/2025	222090	BRICKHOUSE MUSIC LLC	Multiple Invoices	\$ 431.78
5/30/2025	222091	BSN SPORTS	Multiple Invoices	\$ 565.00
5/30/2025	222092	CAPITAL ONE	supplies	\$ 189.91
5/30/2025	222094	CESA 11	Multiple Invoices	\$ 237.00
5/30/2025	222095	CINTAS	Supplies	\$ 343.08
5/30/2025	222096	COACHCOMM LLC	supplies	\$ 4,785.00
5/30/2025	222098	DACHEL, PAYTON	officiating fees	\$ 210.00
5/30/2025	222099	ECKARDT, CASEY	officiating fees	\$ 110.00

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5/30/2025	222100	EXPRESS SERVICES INC	sub fulfillment	\$ 1,467.88
5/30/2025	222104	FOLLETT SCHOOL SOLUTIONS	supplies	\$ 406.21
5/30/2025	222105	FOOD SERVICE-SDRF	Multiple Invoices	\$ 2,585.84
5/30/2025	222106	FORREST, DOUGLAS	officiating fees	\$ 130.00
5/30/2025	222107	HARMON, ERIC	officiating fees	\$ 210.00
5/30/2025	222108	IGO, KYLE	officiating fees	\$ 130.00
5/30/2025	222109	INGLI, TROY	officiating fees	\$ 210.00
5/30/2025	222110	J&S LAWN CARE LLC	Dist Fertilization	\$ 36,220.00
5/30/2025	222111	KORG USA	Multiple Invoices	\$ 15,217.70
5/30/2025	222113	LARSON, GARRET	officiating fees	\$ 210.00
5/30/2025	222114	MA'S IRVINGTON CAMPGROUND & RENTALS	Outdoor Ed	\$ 1,800.00
5/30/2025	222116	MERCADO, MICHAEL	lunch acct refund	\$ 155.20
5/30/2025	222117	MURPHY, MICHAEL	officiating fees	\$ 130.00
5/30/2025	222118	NAMI ST CROIX VALLEY	donation; FFA	\$ 1,200.00
5/30/2025	222120	NEXT LEVEL EVENTS BY TWENTY-TWO FARMS	grad chair rental	\$ 1,275.00
5/30/2025	222122	PARSONS, JEFF	officiating fees	\$ 130.00
5/30/2025	222124	PECHACEK, RYAN	FFA Fundraiser	\$ 980.00
5/30/2025	222126	RHINO'S FOUNDATION	Donation	\$ 800.00
5/30/2025	222127	RIVER FALLS GOLF CLUB INC	supplies	\$ 294.95
5/30/2025	222128	ROTARY CLUB OF RIVER FALLS	qtrly dues	\$ 125.00
5/30/2025	222130	TAPPE, COLE	officiating fees	\$ 110.00
5/30/2025	222131	UW STOUT CONTNUING ED & CONFERENCES	Cadaver lab visit	\$ 400.00
5/30/2025	222132	WI FBLA	Multiple Invoices	\$ 900.00
5/9/2025	242500824	3 SCHWEET SISTERS LLC	CE Class Pymt	\$ 442.00
5/9/2025	242500825	5 STAR RESTROOM RENTALS	Multiple Invoices	\$ 1,513.50
5/9/2025	242500826	AIR COMMUNICATIONS OF WI INC	Supplies	\$ 630.71
5/9/2025	242500827	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 6,298.45
5/9/2025	242500828	BAUER BUILT INC	Supplies	\$ 781.20
5/9/2025	242500829	C & L COMMUNICATIONS INC	April Locates	\$ 3,395.00
5/9/2025	242500830	COMPUTER INTEGRATION TECHNOLOGIES INC	agr d mgd svcs	\$ 1,760.00
5/9/2025	242500831	CITY OF RIVER FALLS	Brine	\$ 3,966.06
5/9/2025	242500832	CONFIDENTIAL RECORDS INC	Multiple Invoices	\$ 264.41
5/9/2025	242500833	CORIANDER LIVING COLLECTIVE LLC	CE Class Pymt	\$ 239.40
5/9/2025	242500834	DUET RESOURCE GROUP INC	table	\$ 602.80
5/9/2025	242500836	FAMILYMEANS	EAP sessions/fee	\$ 625.00
5/9/2025	242500837	HAUG WASH LLC	award plaques	\$ 240.00
5/9/2025	242500838	HILDI INC	GASB 75 work	\$ 1,750.00
5/9/2025	242500839	HORIZON COMMERCIAL POOLS	Pool Chemicals	\$ 581.16
5/9/2025	242500840	HUB 70 DESIGN AND PRINT LLC	Multiple Invoices	\$ 365.02
5/9/2025	242500841	HUDSON FOOD WALK LLC	CE Class Pymt	\$ 420.75
5/9/2025	242500842	HUPPERT, AMANDA	travel expense	\$ 114.00
5/9/2025	242500843	IDENTISYS INC	Printer Cartridges	\$ 216.16
5/9/2025	242500844	LAKESHORE LEARNING MATERIALS	supplies	\$ 2,417.60
5/9/2025	242500845	MISSISSIPPI WELDERS SUPPLY COMPANY INC	Multiple Invoices	\$ 178.89
5/9/2025	242500846	NEO ELECTRICAL SOLUTIONS LLC	Multiple Invoices	\$ 923.83
5/9/2025	242500847	PARAGON DEVELOPMENT SYSTEMS INC	laptops	\$ 2,050.00
5/9/2025	242500848	RIESTER REFRIGERATION INC	svc call	\$ 340.00

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

5/9/2025	242500849	RIVER CITY DISPOSAL INC	Garbage/Recycling	\$ 3,243.27
5/9/2025	242500850	SECURITY CHECK ME LLC	bkgd cks	\$ 217.00
5/9/2025	242500851	SORENSEN, SHELLY	travel expense	\$ 114.00
5/9/2025	242500852	STAPLES -(PAPER)	Multiple Invoices	\$ 1,149.40
5/9/2025	242500853	UWRF	Multiple Invoices	\$ 2,800.00
5/9/2025	242500854	VERTICAL ENDEAVORS INC	Outdoor Ed	\$ 1,000.00
5/9/2025	242500855	YALE MECHANICAL LLC	qtrly service	\$ 5,875.00
5/16/2025	242500856	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 790.77
5/16/2025	242500857	APPLE AWARDS	Retirement bells	\$ 452.34
5/16/2025	242500858	CESA 9	WVS courses	\$ 1,160.00
5/16/2025	242500859	COMPUTER INTEGRATION TECHNOLOGIES INC	supplies/shipping	\$ 963.00
5/16/2025	242500860	DOT & DAISY LLC	Multiple Invoices	\$ 675.00
5/16/2025	242500861	GALLAGHER BENEFIT SERVICES INC	Consulting Svcs	\$ 5,000.00
5/16/2025	242500862	HORIZON COMMERCIAL POOLS	Pool Supplies	\$ 134.80
5/16/2025	242500863	HUB 70 DESIGN AND PRINT LLC	Multiple Invoices	\$ 936.36
5/16/2025	242500864	MISSISSIPPI WELDERS SUPPLY COMPANY INC	supplies	\$ 720.00
5/16/2025	242500865	NORTHWEST COUNSELING & GUIDANCE CLINIC	April Services	\$ 433.15
5/16/2025	242500866	SECURITY CHECK ME LLC	bkgd cks	\$ 266.00
5/16/2025	242500867	STAPLES -(PAPER)	Multiple Invoices	\$ 808.12
5/16/2025	242500868	WELD RILEY SC	legal	\$ 286.00
5/23/2025	242500870	ADVANCED LIGHT & SOUND LLC	replace iPhone	\$ 1,704.15
5/23/2025	242500871	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 1,329.73
5/23/2025	242500872	ARCHKEY TECHNOLOGIES	Badging Report	\$ 583.20
5/23/2025	242500873	BOARDMAN & CLARK LLP	Multiple Invoices	\$ 2,142.00
5/23/2025	242500874	CHIPPEWA VALLEY SPORTING GOODS	supplies	\$ 260.00
5/23/2025	242500875	COMPUTER INTEGRATION TECHNOLOGIES INC	Multiple Invoices	\$ 2,212.00
5/23/2025	242500876	DARRELL'S SEPTIC SERVICE INC	Pump Grease Trap	\$ 675.00
5/23/2025	242500878	MISSISSIPPI WELDERS SUPPLY COMPANY INC	supplies	\$ 220.98
5/23/2025	242500879	PRIME TIME EVENT & RACE MANAGEMENT LLC	track timing	\$ 600.00
5/23/2025	242500880	REINDERS	supplies	\$ 135.88
5/23/2025	242500881	RF REN PROJECT LLC	rent & insur	\$ 18,476.16
5/23/2025	242500882	RIVER CITY STITCH LLC	supplies	\$ 644.00
5/23/2025	242500883	STEEL TOWNE RF	Sign Backers	\$ 359.00
5/30/2025	242500884	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 2,955.77
5/30/2025	242500886	CHARTWELLS	April invoice	\$ 229,012.53
5/30/2025	242500887	DUET RESOURCE GROUP INC	deposit	\$ 78,444.92
5/30/2025	242500888	GAME ONE	supplies	\$ 1,638.00
5/30/2025	242500889	INSTRUMENTAL MUSIC CO INC	Multiple Invoices	\$ 714.80
5/30/2025	242500890	J W PEPPER & SON INC	Multiple Invoices	\$ 1,979.24
5/30/2025	242500891	KRAUS-ANDERSON CONSTRUCTION COMPANY	Multiple Invoices	\$ 202,477.61
5/30/2025	242500892	MISSISSIPPI WELDERS SUPPLY COMPANY INC	welding gas	\$ 182.08
5/30/2025	242500893	RIVER CITY STITCH LLC	parade swag	\$ 760.00
5/30/2025	242500894	STAPLES -(PAPER)	Multiple Invoices	\$ 771.31

RIVER FALLS BOARD OF EDUCATION MEETING

Monday, June 16, 2025

Personnel Agenda:

1. Recommended approval of the employment of Alexa Schulte as 1.0 FTE Third Grade Teacher at Greenwood Elementary School effective August 19, 2025 (bubble class). Ms. Schulte earned her bachelor's and master's degree from University of MN Twin Cities. She has two years of experience (Bloomington MN) and her salary will be based on level A2M of the salary ladder.
2. Recommended approval of the employment of Natalie Robuck as 1.0 FTE Music Teacher at Greenwood Elementary School effective August 19, 2025 (replaces Bridget Jantscher). Ms. Robuck earned her bachelor's degree from St. Olaf College and her salary will be level BASE of the salary ladder.
3. Recommended approval of the employment of Abbey Owen as 1.0 FTE Limited Term Kindergarten Teacher at Westside Elementary School effective August 19, 2025 (for Tori Koskiniemi). Ms. Owen earned her bachelor's degree from UW-Superior and her salary will be level BASE of the salary ladder.
4. Recommended approval of the employment of Candice DeBriyn as 1.0 FTE Fifth Grade Teacher at Westside Elementary School effective August 19, 2025 (replaces Nancy Lindquist). Ms. DeBriyn earned her bachelor's degree from Arizona State University. She has ten years of experience (Mesa AZ) and her salary will be based on level D1 of the salary ladder.
5. Recommended approval of the employment of Tessa Rauch as 1.0 FTE First Grade Teacher at Westside Elementary School effective August 19, 2025 (replaces Helen LaRoue). Ms. Rauch earned her bachelor's degree from UW-Eau Claire and her master's degree from UW-River Falls. She has five years of experience (New Richmond and Stanley WI) and her salary will be based on level B3M of the salary ladder.
6. Recommended approval of the employment of Vienna Zibrowski as 1.0 FTE English Language Arts/Literature Teacher at Meyer Middle School effective August 19, 2025 (replaces Peter Vitt). Ms. Zibrowski earned her bachelor's degree from UW-Eau Claire and her salary will be level BASE of the salary ladder.
7. Recommended approval of the employment of Sophia Hayes as 1.0 FTE Social Studies Teacher at River Falls High School effective August 19, 2025 (replaces Adam Villeneuve). Ms. Hayes earned her bachelor's degree from St. Olaf College and her salary will be level BASE of the salary ladder.
8. Recommended approval of the employment of Gregory Gamache as 1.0 FTE Social Studies Teacher at River Falls High School effective August 19, 2025 (replaces Paige Segerstrom). Mr. Gamache earned his bachelor's degree from Concordia College and his master's degree from Saint Mary's University. He has 23 years of experience (Hudson, Rosemount, Farmington) and his salary will be based on level VM of the salary ladder.
9. Recommended approval of the employment of Brian Weltzien as 1.0 FTE Art Teacher at River Falls High School effective August 19, 2025 (replaces Andrea Sorenson). Mr. Weltzien earned his bachelor's degree from UW-Superior and has five years of experience (Osceola, Chetek). His salary will be based on level B3 of the salary ladder.

10. Recommended approval of the employment of Jacob Dreifort as 0.525 FTE Band Teacher at River Falls High School effective August 19, 2025 (replaces Alex Plum). Mr. Dreifort earned his bachelor's degree from St. Olaf College and has one year of experience (Owatonna MN). His salary will be based on level A1 of the salary ladder.
11. Recommended approval of the increased employment for Mikayla Sanocki, District Physical Therapist from 0.9 FTE to 1.0 FTE effective August 25, 2025 (increased need).
12. Recommended approval of the increased employment for Kate Dulaney, Speech/Language Pathologist at Meyer Middle School from 0.95 FTE to 1.0 FTE effective August 25, 2025 (increased need).
13. Recommended approval of the decreased employment for Molly Coughlin, Math and Science Teacher at River Falls High School from 0.816 FTE to 0.715 FTE effective August 25, 2025 (matrix adjustment).
14. Recommended approval of the hiring of the following short-term, on call Substitute Teachers:
 - a. William Forster
 - b. Christopher Donyes
15. Recommended acceptance of the resignation of Billie Johnson as full-time Library Media Specialist at Meyer Middle School effective the end of the 2024-25 year.

School District of River Falls
Educational Program Committee Meeting Report

Monday, June 2, 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, June 2, 2025, at District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Tuchtenhagen called the meeting to order at 6:00 pm. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

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

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS - None

4. SOCIAL STUDIES FIELD TRIP OVERVIEW

Luke Chaffee, High School Social Studies Teacher, and two high school students gave an update on the Italy and Switzerland high school field trip in March 2025.

Action: None, informational only.

5. REVIEW 2025-26 CO-CURRICULAR SALARY SCHEDULE

David Crail, High School Activities Director, presented the 2025-26 Co-Curricular Salary Schedule for advisors/coaches.

Action: Tuchtenhagen moved, seconded by Curtis, to approve the Co-Curricular Salary Schedule as presented. The motion passed 2-0; LaVold abstained.

6. PROPOSED COACHING HANDBOOK REVISIONS

David Crail, High School Activities Director, presented updates to the Coaching Handbook.

Action: Curtis moved, seconded by Tuchtenhagen to approve changes to the Coaching Handbook. The motion passed 3-0.

7. NAME, IMAGE, AND LIKENESS (NIL) UPDATE

David Crail, High School Activities Director, gave an update on the WIAA Name, Image, and Likeness (NIL) vote.

Action: None, informational only.

8. INITIAL READING OF POLICY 342.11 INDEPENDENT EDUCATIONAL EVALUATION

Mark Inouye, Director of Student Services, presented the new School Board Policy 342.11 Independent Educational Evaluation. This policy outlines procedures for parents to request and receive an Independent Educational Evaluation, in the event they disagree with a special education evaluation conducted by the District.

Action: LaVold moved, seconded by Curtis to approve the initial reading of the new School Board Policy 342.11 Independent Educational Evaluation. The motion passed 3-0.

9. ANNUAL TITLE III REVIEW

Amy Wise, Co-Director of Academic Services, and EL Teachers, Cassie Meyer, Monica DuMond, and Kaylin Lallemond, presented the Title III Plan and Annual Report.

Action: None, informational only.

10. SUMMER SCHOOL UPDATE

Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, presented an update on 2025 Summer School.

Action: None, informational only.

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

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

Action: As needed.

12. **SCHEDULE NEXT EDUCATIONAL PROGRAM COMMITTEE MEETING**

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

Action: Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, July 14, 2025, 6:00 p.m.

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

13. **ADJOURN** at 8:17 p.m.

Alan Tuchtenhagen, Educational Program Committee Chair

High School Athletics					
	Head Coach Salary	New Head Coach Salary		Total Assistants Pool	New Assistant Pool w/ Increase for sports that were below BRC Average
Baseball	\$4,608.00	\$4,805		\$8,252.00	\$8,555
Basketball - Boys	\$6,130.00	\$6,392		\$17,423.00	\$17,978
Basketball - Girls	\$6,130.00	\$6,392		\$17,423.00	\$17,978
Cheer - Fall	\$1,836.00	\$1,915		\$1,200.00	\$1,200
Cheer - Winter	\$2,346.00	\$2,446		\$1,400.00	\$1,400
Cross Country	\$4,041.00	\$4,214		\$4,756.00	\$5,256
Dance	\$2,346.00	\$2,446		\$1,000.00	\$1,000
Football	\$6,130.00	\$6,392		\$25,953.00	\$26,758
Golf - Boys	\$3,366.00	\$3,510		\$2,089.00	\$2,171
Golf - Girls	\$3,366.00	\$3,510		\$2,089.00	\$2,171
Gymnastics	\$4,707.00	\$4,908		\$6,015.00	\$6,299
Hockey - Boys	\$5,490.00	\$5,725		\$7,133.00	\$7,469
Hockey - Girls	\$5,490.00	\$5,725		\$7,133.00	\$7,469
Soccer - Boys	\$4,866.00	\$5,074		\$5,778.00	\$6,050
Soccer - Girls	\$4,866.00	\$5,074		\$5,778.00	\$6,050
Softball	\$4,608.00	\$4,805		\$8,252.00	\$8,555
Swimming - Boys	\$4,483.00	\$4,675		\$5,212.00	\$5,456
Swimming - Girls	\$4,483.00	\$4,675		\$5,212.00	\$5,456
Tennis - Boys	\$3,585.00	\$3,738		\$2,410.00	\$2,492
Tennis - Girls	\$3,585.00	\$3,738		\$2,410.00	\$2,492
Track - Boys	\$4,548.00	\$4,743		\$10,885.00	\$11,357
Track - Girls	\$4,548.00	\$4,743		\$10,885.00	\$11,357
Volleyball	\$5,069.00	\$5,286		\$11,655.00	\$12,187
Boys Wrestling	\$5,543.00	\$5,780		\$7,063.00	\$7,847
Girls Wrestling		\$5,780			\$7,847

Middle School Athletics		New Head Coach Salary
Boys Basketball Basketball		
Head 8th Grade	\$2,120.00	\$2,211
Assistant 8th Grade	\$1,696.00	\$1,769
Head 7th Grade	\$2,120.00	\$2,211
Assistant 7th Grade	\$1,696.00	\$1,769
Girls Basketball Basketball		
Head 8th Grade	\$1,220.00	\$1,272
Assistant 8th Grade	\$1,696.00	\$1,769
Head 7th Grade	\$2,120.00	\$2,211
Assistant 7th Grade	\$1,696.00	\$1,769
Cross Country		
Head	\$2,120.00	\$2,211
Assistant	\$1,696.00	\$1,769
Football		
Head 8th Grade	\$2,332.00	\$2,432
Assistant 8th Grade	\$2,099.00	\$2,189
Assistant 8th Grade	\$2,099.00	\$2,189
Head 7th Grade	\$2,332.00	\$2,432
Assistant 7th Grade	\$2,099.00	\$2,189
Assistant 7th Grade	\$2,099.00	\$2,189
Track		
Head	\$1,908.00	\$1,990
Assistant	\$1,484.00	\$1,548
Volleyball		
Head 8th Grade	\$2,120.00	\$2,211
Assistant 8th Grade	\$1,696.00	\$1,769
Head 7th Grade	\$2,120.00	\$2,211
Assistant 7th Grade	\$1,696.00	\$1,769
Wrestling		
Head	\$2,332.00	\$2,432
Assistant	\$1,696.00	\$1,769
Total Compendation	\$50,744.00	\$52,916

High School Activities		New Advisor Pay at 4.28%
Accompanist	\$20.00	\$21
Art Club	\$1,399.00	\$1,459
Band, Marching & Pep	\$3,498.00	\$3,648
Band, Marching & Pep	\$3,498.00	\$3,648
Band, Jazz	\$2,332.00	\$2,432
Band, Jazz	\$2,332.00	\$2,432
Band, Major Trip	\$1,866.00	\$1,946
Biology Club	\$530.00	\$553
Book Club	\$500.00	\$521
C.A.T.S. (Connecting All Together Socially)	\$1,696.00	\$1,769
C.A.T.S. Assistant	\$530.00	\$553
Chess Club	\$500.00	\$521
Creative Writing Club	\$500.00	\$521
FFA	\$3,000.00	\$3,128
FBLA	\$2,425.00	\$2,529
Foreign Exchange Student Advisor	\$233.00	\$243
Foreign Language Trip Advisor (min # students = 15) (1 per year max)	\$1,632.00	\$1,702
Forensics, Head Coach	\$3,180.00	\$3,316
Forensics, Assistant Coach	\$1,696.00	\$1,769
Forensics, Assistant Coach	\$1,696.00	\$1,769
Games Club	\$500.00	\$521
G.S.A. (Gender and Sexuality Alliance)	\$500.00	\$521
G.S.A. - Renaissance Academy	\$500.00	\$521
HOSA		\$521
Intramurals, Coordinator	\$2,000.00	\$2,086
Mock Trial Advisor	\$1,696.00	\$1,769
Mock Trial, Assistant	\$742.00	\$774
Music, Vocal	\$3,032.00	\$3,162
*Note: Includes Costume Carolers and Acapella		
Music, Vocal	\$3,032.00	\$3,162
*Note: Includes Costume Carolers and Acapella		
Musical Director	\$3,604.00	\$3,758
Musical, Assistants / 3	\$4,198.00	\$4,378
National Honor Society	\$954.00	\$995
Pathfinders		\$521
Plays, #1 Director	\$1,760.00	\$1,835
Plays, #1 Assistant	\$1,320.00	\$1,376
Prom Advisor	\$583.00	\$608
Prom Advisor	\$583.00	\$608
Robotics Advisor	\$1,800.00	\$1,877
Science Trip Advisor (every other year)	\$1,100.00	\$1,147
Senior Leadership Advisor	\$583.00	\$608
Senior Leadership Advisor	\$583.00	\$608
SOS Advisor	\$1,100.00	\$1,147
Social Studies Trip Advisor (every other year)	\$1,540.00	\$1,606
SOS Assistant Advisor	\$1,166.00	\$1,216
SOS Assistant Advisor Assistant	\$700.00	\$730
Student Council, Advisor	\$3,000.00	\$3,128
Student Council, Asst. Advisor	\$1,900.00	\$1,981
Student Council - Renaissance Academy	\$1,632.00	\$1,702
Wileys Closet Advisor		\$608
Yearbook, Advisor	\$4,664.00	\$4,864
Yearbook, Assistant	\$2,332.00	\$2,432
Additional Activity, AD Discretion	\$1,000.00	\$1,000

Middle School Activities		New Advisor Pay at 4.28%
1. Art Club, Advisor	\$700	\$730
2. Drama, Head	\$1,632	\$1,702
3. Drama, Assistant	\$1,166	\$1,216
4. Drama, 2nd Play Head	\$1,632	\$1,702
5. Drama, 2nd Play Assistant	\$1,166	\$1,216
6. FFA	\$1,200	\$1,251
7. Forensics, Advisor	\$700	\$730
8. G.S.A. (Gender and Sexuality Alliance)	\$466	\$486
9. Girls Who Give Back, Advisor	\$700	\$730
10. Girls Who Give Back, Assistant	\$466	\$486
11. Math Counts Advisor	\$700	\$730
12. Music, Instrumental	\$1,866	\$1,946
13. Music, Instrumental	\$1,866	\$1,946
14. Music, Vocal	\$2,798	\$2,918
15. Music, Vocal Assistant	\$1,866	\$1,946
16. Musical, Director	\$3,400	\$3,546
17. Musical Assistant, Music	\$1,399	\$1,459
18. Musical Assistant, Technology	\$1,399	\$1,459
19. Student Council	\$1,833	\$1,911
20. Wildcat Crew, Advisor	\$700	\$730
21. Wildcat Crew, Assistant	\$466	\$486
22. Yearbook, Head	\$3,265	\$3,405
23. Yearbook, Assistant	\$1,166	\$1,216



River Falls Wildcats Coaches Handbook

Wildcat Coaches:

Thank you so much for choosing to coach our young athletes. Coaches are some of the most influential people that these young people will work with and many times are remembered fondly far past the time spent together on the field of play.

Athletics are an important extension of the educational experience at River Falls High School. It provides opportunities for great goal setting, loyalty, team building, and leadership. Fair play and sportsmanship are at the forefront of the athletic experience.

We offer twenty-two (22) WIAA recognized sports for our athletes, both boys and girls. River Falls High School encourages that all sports be guided by the principles that interscholastic competition is to be conducted for the welfare of the student, and that each sport and activity has definite contributions to make to the overall development of the student, the school and the community.

While no document can ever cover all of the situations that can happen in the course of a season, the following pages should serve as a basis of what is expected of our coaches. Included are general guidelines. By agreeing to coach, you have accepted the responsibility to familiarize yourself with the contents of this handbook and to comply with all rules and regulations of the River Falls School District, the Big Rivers Conference, and the Wisconsin Interscholastic Athletic Association. All coaches are directly responsible to the Activities Director for the application of these rules and regulations.

We have a tremendous opportunity to positively impact the student-athletes that we coach and to create an environment that will allow for their growth and development both on and off the field of competition.

Again, thank you for being willing to step into this influential role. Should you need anything, I am here to assist you in any way that I can.

Sincerely,

David Crail
Activities Director

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General Practices

Forward

The Athletic Coach's handbook has been prepared as a reference to highlight coaching responsibilities, basic policies and procedures. It serves as a basis for periodic re-evaluation of the interscholastic athletic program. It also provides, in writing, a statement of basic policies and procedures for reference when desirable. For a more comprehensive study of your responsibilities as a coach, please become familiar with the rules and regulations of the following publications.

- The River Falls School District's Employee handbook
- River Falls School District Board policies
- WIAA publications (wiaawi.org)
- National Federation of High Schools rule book governing specific to your sport

Mission

High school athletics are an extension of the classroom and an integral part of the school's program of education. Coaches and students are encouraged to set goals and work hard in an effort to achieve those goals, while ensuring the principles of good sportsmanship prevail at all times to enhance the educational values that participation in extracurricular activities provide.

Participation in school athletics by a student is not a "Right," but a "Privilege" that must be earned in order to be a member of an athletic team.

Objectives

1. To instill the values, skills, and knowledge necessary for the participation in competitive and noncompetitive activities.
2. To help students foster the fundamental habits of health, safety, and participation.
3. To provide students with the opportunity to develop self-discipline, sportsmanship, and cooperation through participation in co-curricular activities.
4. To foster in each participant a desire to exhibit respect, positive leadership, and friendship with fellow students, teammates and opponents.

Code of Ethics – Sports Programs

National Federation of State High Schools Association (NFHS)

The function of the coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes should be treated as though they are members of the coach's families and their welfare should be of primary concern at all times. In recognition of this, the following guidelines for coaches have been adopted by the National Federation of Interscholastic Coaches Association Board of Directors.

The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should condone their use.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as absolute values. The coach shall not try to seek advantage by circumventing the spirit or letter of the rules.

Coaches shall enhance sportsmanship among spectators and by working closely with cheerleaders, the pep club sponsor, booster clubs and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against opponents or officials. Public criticism of officials or players is unethical.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student athletes special consideration.

It is unethical for coaches to scout opponents by any means other than those adopted by the leagues and/or state high school athletic association.

Wisconsin Standards for Coaches

Coaches should demonstrate proficient performance under all of the following standards:

1. **Coaches know the sport they are coaching.**

The coach understands the central concepts, tools of inquiry and structures of the disciplines she or he coaches and can create learning experiences that make these aspects of subject matter meaningful for student athletes.

2. **Coaches know how children grow.**

The coach understands how children with broad ranges of ability learn and provides instruction that supports their intellectual, social, and personal development.

3. **Coaches understand that children learn differently.**

The coach understands how student athletes differ in their approaches to learning and the barriers that impede learning and can adapt instruction to meet the diverse needs of student athletes, including those with disabilities and exceptionalities.

4. **Coaches know how to teach.**

The coach understands and uses a variety of instructional strategies, including the use of technology, to encourage student athlete's development of critical thinking, problem solving and performance skills.

5. **Coaches know how to manage a team.**

The coach uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning and self-motivation.

6. **Coaches communicate well.**

The coach uses effective verbal and nonverbal communication techniques as well as instructional media and technology to foster active inquiry, collaboration and supportive interaction with the team.

7. **Coaches are able to plan different kinds of lessons.**

The coach organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community and curriculum goals.

8. **Coaches know how to assess student athlete progress.**

The coach understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social and physical development of the student athlete.

9. **Coaches are able to evaluate themselves.**

The coach is a reflective practitioner who continually evaluates the effects of his or her choices and actions on student athletes, parents, professionals in the learning community and to others and who actively seeks out opportunities to grow professionally.

10. **Coaches are connected with other coaches and the community.**

The coach fosters relationships with school colleagues, parents and agencies in the larger community to support student athlete learning and well-being and acts with integrity, fairness and in an ethical manner.

Guidelines

General Expectations

All coaches are hired to supervise, teach, and organize interscholastic teams of student athletes. The primary responsibility of a coach in interscholastic athletics is the squad of players and managers on their respective team. Proper supervision is required at all times and must be exercised before, during and after all practices and games. Regulations involving control and conduct are necessary to ensure safety and welfare of the participants. Open communication between the head coach and all assistant coaches within a given sport must be positively maintained throughout the season.

1. The coach must maintain positive public relations in all pertinent areas (i.e. parents, school, faculty, coaching staff, media)
2. Coaches will conduct themselves in a positive and professional manner at all times. All coaches are expected to be positive role models while supervising student athletes.
3. Coaches must show respect for one another. Grievances or disagreements between coaches should never be aired where students, parents, fans or other coaches can hear them.
4. Coaches are responsible for the team selection process, style of play, and criteria for awards in consultation with the Activities Director.
5. Coaches will be responsible for the conduct, appearance and the welfare of the team and him/herself at all times. Use of alcohol, drugs, tobacco and illicit substances are not allowed while supervising students. Use of illegal substances is not allowed at any time. If the team has any type of meal together, it should be communicated with all in attendance that this is a school function, and alcohol and tobacco use by anyone is inappropriate (This includes parents and fans in attendance). Banquet settings are included.
6. Head coaches will cooperate with and assist the Activities Director with scheduling of contests, transportation, supervising tournaments, special events and budgeting.
7. All coaches will coordinate practice sites and times with the Activities Office. At no time should a coach cancel practice without consulting with the Activities Director or Head Coach. This is needed so we can communicate in the office when asked.
8. Coaches shall not transport students or athletes in their personal vehicles unless there is an immediate emergency or the student/athlete's safety is at risk.
9. Coaches should understand the proper administrative chain of command and refer any and all requests of grievances through proper channels. These channels are also shared with parents/students. This process can be seen on pages 21 [22](#) and 22 [23](#).

Coaching Duties and Responsibilities

Preseason

1. The coach is ultimately responsible to make sure that each participant has completed all the necessary pre-registration forms and has paid the fees before an athlete is allowed to participate. No student should be allowed to practice if registration has not been completed.
2. The coach will fill out the proper forms of both the WIAA and the School District before the season starts. This includes employment recommendations (contracts) and signed receipt of the coaches handbook.
3. All volunteer coaches must be approved by the Activities Director and necessary background checks must be completed prior to any contact being made by volunteers with participating students.
4. The coach must make contact with the Activities Office before the season starts to reserve facilities for practice.
5. Coaches must develop or review lettering policy of their particular sport and turn it into the Activities Office before the season starts.
6. Written team rules and policies governing the particular sport will be developed and made available to the Activities Director before the start of the season.
7. Review and approve bus requests sent by the Activities Secretary. Changes to transportation requests should be made no later than two weeks prior to a trip.
8. Arrange for a team photo photographer. Coaches may choose the photographer they wish to use. The Activities Office is not responsible for any charges incurred.
Banners can be purchased and displayed but cannot be paid for by the program or through fundraising dollars
9. Coaches will coordinate with the physical education department the process of issuing lockers and cleaning them out at the end of the respective season.
10. Head coaches will arrange a time to meet with their complete staff with the Activities Director.
11. Head coaches will hold a Parent's Meeting for the purpose of covering the Coach/Parent Communication Guide. All schedules including practices and contests will be handed out. Goals, objectives, philosophy, and team policies should also be covered. The meeting should be scheduled through the Athletic Office and will be held prior to the first game. It will be placed on the season schedule.
12. Coaches must inform parents and players at the beginning of the season of the consequences for losing or damaging uniforms/equipment. An itemized list of equipment and uniforms must be turned in at the end of the season along with a list of lost or damaged items. The coach must establish an organized system of checking equipment in and out. Inventory should be turned into the Activities Office at the end of the season.

In Season

1. The coach must complete an injury report form and submit it to the athletic office after all injuries. If a trainer is present, the trainer may complete this form. However, it is the responsibility of the Head Coach to make certain that it is completed.
2. The coach will supervise all areas used by your team members. Coaches must supervise the locker rooms and all other areas used by team members. Students are not to be left unsupervised at any time. A coach must be present until the last team member is gone. Coaches are not to drop students off at school after away contests and leave them unsupervised either outside or inside the building.
3. The coach will keep all athletes and parents informed of schedule and transportation changes. These should also be presented to the AD when changes are made.
4. Paid coaches must be present at all practices and contests.
5. The cleaning, maintenance and repair of equipment shall be the responsibility of all coaches. Equipment needing repair shall be reported to the Activities Director. All facilities, indoor and out, should be checked periodically for maintenance, and issues should be reported to the Athletic Office as soon as possible. Report any lost equipment to the athletic office.
6. Coaches will assist contest preparation for each respective sport. This includes getting the field, gym, etc. ready and helping take down the equipment after the contest. Coaches will assist in receiving the visiting teams and showing them to their accommodations.
7. All coaches should turn in a team roster to the Activities Secretary no later than three working days before the first contest. Rosters should include player's name, position, number, height grade in school, names of coaches, managers, statisticians and any other appropriate information deemed necessary for a sport. Changes should be updated to the Activities Secretary on a regular basis also. The Activities Office will send rosters to opposing schools.
8. Coaches should monitor each participant's academic progress and behavior. Grade reports may be obtained from the Activities Office. Coaches are reminded that these reports are confidential and may not be shared with anyone but the student and their parents.
9. The coach or designee will notify the proper person/media of game results. Additionally, Head Coaches or designee will maintain their programs district website. (Results, Photos, Schedules etc.)
10. Whenever an athlete misses practice or a game as a result of an injury, an injury report must be submitted to the Activities Office by the following day. This should also be shared with the athletic trainer. The Activities Office must also be notified if an athlete misses school time or is being treated by a medical professional.
11. All paid coaches must be present at all practices and contests. Coaches must accompany their team to and from all contests unless permission is obtained from the Activities Director or an administrator. All coaches will be responsible for their player's conduct at games and on trips.

12. All coaches will notify the Activities Office if a participant quits or drops out of the sport after the season is in progress.
13. All coaches will follow school procedures for attendance requirements. This policy includes the provision that students must be in school for the entire day in order to participate in any after school activity. This includes practices and events. Excused absences will be approved with administrative approval on a case by case basis.
14. Coaches must **ALWAYS** carry every player's emergency medical information with the team to all practices and contests.
15. **Sunday Practices** are not allowed without prior approval of the Activities Director. A point to remember **with** when requesting a Sunday practice is the WIAA's six-day practice rule. This rule states that athletic teams may not practice or play more than six consecutive days without taking a day off. **Any Sunday practice cannot be a mandatory practice. Sunday practices cannot begin prior to noon. Consequences are not to be given for those student athletes that are unable to attend.**
16. Coaches need to report scores to the following media sources
 - Activities Office - Email david.crail@rfsd.k12.wi.us
 - Activities Website: www.rfwildcats.org (Via VNN App)
 - BRC Statistician (conference games, home or away) - Rollie Hall
rollie.hall59@gmail.com
 - Input score to WSN (Wisconsin Sports Network)

End of Season

1. All head coaches will submit an electronic copy of the end of the year summary to the Activities Director. The AD will provide the necessary forms to all the coaches.
2. Head coaches will meet before and after the respective season with the Activities Director to reflect on the season. The district's current evaluation form can be found on page 23. Revisions/additions to the current evaluation form may be added as updates to the current model are made.
3. ~~All head coaches whose sports are sponsored by the WIAA will submit to the WIAA the appropriate official's ranking form as well as the beginning/ending athlete participation form. This will be done in a timely fashion.~~
4. Head coaches, working with their booster/parent group will set a date for an end of the season banquet as soon as possible after the season started. These dates will be turned into the Activities Office and will be put on the schedule.

Administrative Policies

Regional, Sectional and State Competition. Postseason competition may require a team to stay overnight. The following guidelines have been created for that purpose. Once a team has been eliminated from competition, the team will not be allowed to stay at the tournament site without prior approval by the Athletics Director.

Transportation

1. Regular school buses will be used for all games. Vans will be available for teams with a smaller number of participants. One of the paid coaches will be required to drive.
2. Leave times will be determined by the following criteria: (The administration has discretion in situations not listed.)
 - The amount of time it takes to travel to the site. Consideration is given to arriving at the site in a reasonable amount of time before the start of the contest.
 - If practice time is allowed at the facility, an appropriate departure time will be set by the AD and the coach with approval of the Principal.
 - Contests that begin prior to 10:00 a.m. and are more than two hours in travel time away, may require the team to leave the night before the contest. If this occurs, the AD and Principal may allow the team to leave early at a designated time. If a bus is used, the leave time should be set for after school. If a van is driven by a paid coach, appropriate leave time will be set to prevent as little night driving as possible.

Team Travel

The school district furnishes transportation to and from all away events and contests in a school vehicle accompanied by a coach/advisor. Any other mode of transportation to contests is forbidden. However, there are occasions when return trips with parents/guardians may be acceptable. If this is desired, parents/guardians must make the request in writing to the activities office a minimum of one day prior to the start of the contest. The school principal, AD, or coach/advisor must grant this permission. In all cases, parents/guardians will have to be the party with whom the student is riding home. The parent/guardian giving the ride will present themselves to the coach/advisor in order to sign out their student following the contest. Failure to comply will result in travel restriction and future contest disqualification.

For trips over 150 miles one way, a program may use a coach bus service for their travel. The activities office will be notified of these travel arrangements. It is the responsibility of the coach to arrange for the transportation. The school district will pay for the amount equal to the cost of travel if school district transportation had been used. The difference is the responsibility of the program.

Meals

The Activities Office will issue money for meals to the players, managers, and paid coaches during the tournaments. This will be at the discretion of the Activities Director. All coaches will sign off on the appropriate form for each meal they received money for. The head coach will turn the signed forms back into the Activities Office upon returning from the tournament. *Meals will be distributed at the price of \$8.5 for breakfast, \$10.7 for lunch, and \$12.9 for supper. Breakfast money will not be distributed when staying at a hotel with breakfast accommodations.*

Lodging

Overnight Lodging for conference and WIAA tournament events will be provided only to members of the team, managers and paid coaches of the team involved in the tournament. All rooms will be reserved by the W.I.A.A. or the AD. Upon return, the head coach will turn in all room receipts for the rooms. Only appropriate room charges will be paid. All other incidental charges will be paid by the participants or coaches. Overnight lodging will be provided for the teams when:

- a. Travel distance is over 150 miles.
- b. Starting time for the contest prohibits a reasonable "day of" travel.
- c. Ending time for the contest prohibits a reasonable "night of" travel.
- d. Safety is a concern. The AD and Principal will then make a decision based on the conditions and the situation.

Locker Room Privacy

Board Policy 731.1

The District shall take the following reasonable measures to protect the privacy of individuals using school locker rooms:

- Under no circumstances can a person use a camera, video recorder, cell phone or other recording device to capture, record or transfer a representation of a person. No person shall be recorded in locker rooms (whether clothed, in uniform, partially clothed, or unclothed). No student has authority to have themselves recorded.
- No media is allowed access to locker rooms before, during or after any school athletic event or practice. Coaches and student athletes may be available for interviews directly outside the locker rooms, consistent with District policy and school rules.
- Other persons can enter into the locker room to interview or seek information from an individual in the locker room at other times only as authorized by the building principal or designated locker room supervisor. If authorization is given, the person shall leave the locker room after the interview is done or the information is received.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law. Additionally, all violations will be reported to law enforcement.

The building principal or designated locker room supervisor, as applicable, shall be responsible for enforcing this policy.

School Dismissal Policy Concerning Practices and Games

1. **Inservice Days/Early Dismissal** – Teams with non-staff coaches will be allowed to practice early upon approval by the AD or Principal. Teachers must fulfill their contract day teaching obligations before they are to go to practice
2. **Inclement Weather** – No teams will be allowed to practice when school is closed due to inclement weather. All home athletics will be postponed if school has been canceled.
If ~~unless~~ circumstances change allowing for contests/**practice** to proceed. The AD and Principal may make changes to the schedule in those circumstances.

3. **Bomb Threats, etc.** – If school has been canceled because of a bomb threat, or because of other emergency situations, no practices or games will be conducted at the facility until it has been identified as safe by the police or school officials.
4. Indoor practices will be controlled the same during emergencies as it is controlled during the regular school hours. The buildings will be evacuated according to policy for bomb threats, fire, or other related emergencies, and re-admittance will not be allowed until the building has been cleared by the police or school officials. For a weather emergency, teams will move to the proper area of the school. For outdoor events, if there is lightning involved, W.I.A.A. and NFHS rules will be followed. That calls for all fields to be cleared for 30 minutes from the last visible lightning. For all other weather related emergencies, the teams should move indoors to a pre-designated location in the school or nearby building.
5. During home outdoor contests, the game officials will have the authority to stop the contest for weather emergencies. Teams should have a pre-designated place of safety to go to in case of severe weather.
6. Indoor contests will follow the same procedure as practices. The game management will make an announcement to stop the game and will inform the teams and spectators where to go in case of an emergency.
7. When a team is out-of-town for a contest, and the coach and bus driver determine that the weather makes it impossible to travel back to River Falls, the coach should contact the AD or Principal immediately. The AD and/or Principal will help to make arrangements for the team to stay overnight in a safe location. In this situation all athletes will be required to call their parents or guardians.

Keys and Building Access

Outdoor access cards, Building keys, or field keys that are issued to a coach are only for access related directly to the responsibilities of the coaching duties. If a building or field is opened by a coach, that coach is directly responsible for the security of the building or field during and **AFTER** use. Coaches are expected to check all doors and restrict access only to those athletes they are supervising. Never block doors open. Keys should never be given to a student or non-employees. You are responsible for your card and keys, and if you lose any of them, report the loss **IMMEDIATELY** to the Athletic Director or in his absence, the building Principal. If the card or key is lost or stolen, you may be responsible for re-keying the affected area. Non-teacher (CNLT) assistant coaches will be required to return any keys at the end of their season.

Clinics and State Tournament Attendance

Coaches are encouraged to attend professional clinics and state tournaments. Each high school paid coach will receive up to \$100 to pay for registrations to clinics/tickets for state tournaments, when the budget allows. Other expenses will be the responsibility of the coach.

1. The District has allowed the head coach the opportunity to attend that state level competition in his/her activity even if their team is not competing. School vehicles can be scheduled for coaches by the AD.
2. Clinics that are accepted are those located in either Wisconsin or Minnesota. Other clinics would need approval of the Activities Director.
3. Coaches who are teachers may use a total of two professional days for clinics/state tournaments: per school policy. After this they may use personal days.

Coaches Associations

All coaches, especially the head coach, are strongly encouraged to join the state coaches association of their sport. The membership dues will be paid by the District as long as funds are available. It is the coach's responsibility to provide the membership information to the Activities Office.

WIAA and Conference Meetings

Head coaches are required to attend certain meetings for their sports as scheduled by either the WIAA, BRC or other affiliated conference. A school vehicle will be made available and scheduled through the Activities Office for transportation.

WIAA Coaching Qualifications

1. Persons certified or eligible for certification to teach in Wisconsin or have completed a WIAA approved education course are eligible to coach based on WIAA rules. This qualification rule applies to all levels of competition and all assignments including assistants, helpers, volunteers, aides, etc. Coaches Not Licensed to Teach (CNLT) may coach for one year. The WIAA has approved either ASEP or NFHS Coaches Education Program as courses that meet education requirements for CNLT's. Verification of satisfactory completion of this certification will be kept on file in the Activity Office. If budget permits, CNLT paid coaches will be reimbursed for the registration expense upon verification of satisfactory completion.
2. ~~Beginning in 2017-18,~~ Coaches must be certified in First Aid, CPR, and AED. The District will provide training **in the summer months** that will be paid for, if the budget allows. If the coach chooses to do this on their own, they will be responsible for any costs **that exceed what the district would have paid through their training.**
3. Coaches will understand and follow all rules set forth by the School District of River Falls, the WIAA and the Big Rivers Conference. Direct violation of any of these rules could result in disciplinary action including termination as a coach for the School District of River Falls. Rules and regulations may be found on the following sites.
 - a. www.wiaawi.org
 - b. www.bigriversconference.org
 - c. <http://tinyurl.com/zu37wbu> (School district handbook)

Wednesday evenings are designated by the School District of River Falls as family night. Practices will finish by 6:00 p.m. The athletes should be told to leave the building as soon as possible. Any variance to this rule must be approved by the Superintendent of Schools.

Vector Trainings

Vector trainings are issued each year by the district. Coaches are expected to complete all training that is assigned to them. Coaches should complete all training prior to their first day of coaching. Due to the start dates for Fall coaches, training should be completed within two weeks of the start of your seasons. Coaches that do not complete the training within the two weeks (Fall coaches) or prior to their seasons, will be subject to suspension until training is completed.

Tryouts

For sports where roster cuts are necessary, each coach must have an outlined criteria detailing how an athlete will be assessed during the tryout period. This criteria should be discussed with the AD prior to the tryout.

Following the tryout, the AD should be communicated with prior to individual cuts being made. The AD and the Coach will discuss the communication process with the athlete.

Coaches will take attendance prior to leaving for away contests

If a team member is not on the bus, check with the attendance office or the Athletic Office to see if the athlete was in school. If the bus departure time is after school or on a weekend, wait a few minutes and then give the team member a call. All departure times should be included with the season schedule.

Fundraising

All fundraising must be requested through the Activities Office. Explanation of what the fundraising venture will be and what the funds will be used for will be discussed. Coaches are encouraged to participate with the River Falls High School Athletic Booster Club throughout the year.

Funds: All money collected by a program (apparel, fundraising etc.) will be deposited into the school account specific to their program. Funds should not be stored in separate non-school district accounts.

Booster Club

Once per calendar year coaches will have the opportunity to request items from the River Falls High School Athletic Booster Club for their program. The Booster Club will ask coaches for their requests collectively (typically submitted online) and will disperse funds according to the clubs established parameters.

Team Communication

Coaching staff may communicate directly with students' via media devices after the parents have been generally advised of the coaches intent to do so and have had the opportunity to opt-out. Examples of that communication include but are not limited to: mass text or the use of notification applications such as Remind, TeamSnap or SportsYou. It is recommended that these notification applications be used.

Team Apparel

Coaches are able to coordinate the sale of team apparel for their program, parents and fans. The Athletic Department has a current contract with BSN, as such, BSN must be one of the vendors used for your gear. Other vendors can also be used.

All gear offered via a team store or purchased for team use must adhere to the district's branding guidelines.

Gear that is purchased using fundraising dollars is property of the district and must be returned and inventoried at the conclusion of the season.

Use of Facilities

The following explains the district policy for use of facilities. In all cases, the Activities Office should be notified of when these facilities need to be used. The following relates to high school participants only. Youth and outside organizations should contact the Activities Office for a fee schedule.

1. Practices and games that are part of the regular season of that sport will receive priority in scheduling.
2. Off season open gyms will be provided when available. There is no cost for using these as long as it is only River Falls students and no fees are charged. Open gyms must be advertised to the entire student body when communicated. Work with the Activities Office regarding that communication.
3. Camps that charge a fee will be charged the equivalent of one person's fee, for custodial services, provided that all monies are put into that team's fundraising accounts.
4. Camps or skill work where a fee is charged will be charged the fees as dictated by the RFSD policy on rentals.

The River Falls School District provides one year coaching contracts. All employees who accept a coaching position and later wish to resign during the season must remain in the position until a qualified candidate can be found or until the season is over. Employment situations may be nullified by mutual consent between the coach and District.

Sportsmanship

Good sportsmanship is viewed by the WIAA in conjunction with the National Federation as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

Fundamentals of Sportsmanship

Show respect for self and others at all times.

Exercise representative behavior at all times: The true value of interscholastic competition relies upon everyone exhibiting behavior which is representative of a sound value base. Your behavior influences others whether you are aware of it or not.

Gain an understanding and appreciation for the rules of the contest: Being well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on decisions made by officials, coaches and administrators.

Exhibit respect for the officials: The officials of any contest are trained, impartial arbitrators who perform to the best of their ability. Mistakes by all those involved are a part of every contest. We should not rationalize our own poor or unsuccessful behavior by placing responsibility on an official. A rule of good sportsmanship is to accept and abide by the decision made.

Openly display respect for the opponent at all times: Opponents are guests and should be treated cordially, provided with the best accommodations and accorded tolerance at all times. Be a positive representative of your school, team and family.

Display pride in your actions at every opportunity: Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, player or coach or official this value is paramount since it suggests that you care about yourself and how others perceive you.

Sportsmanship Reveals Character – regardless of the final outcome.

Job Descriptions

Title: Head Coach

Qualification:

1. Has a valid Wisconsin teacher certificate or is WIAA recognized.
2. Has the ability to organize and supervise a total sports program.
3. Has previous successful coaching experience in the assigned sport.
4. Must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the sport.
5. Knowledge of basic rules of the activity and specific safety concerns.
6. Ability to work effectively with other coaches and staff.

Reports To: The Activities Director who provides overall objectives and final evaluations in conjunction with the high school principal or designee of the principal.

Supervises: A staff of high school assistant coaches in conjunction with the Activities Director.

Job Goal: To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formation of moral values, pride of accomplishment, acceptable social behavior and self-confidence.

General:

- a. The success of the athletic programs has a strong influence on the community image of the entire district. This public exposure is a considerable responsibility and community/parent pressure on winning performance is taxing, but must not override the objective of good sportsmanship, good mental health, and the safety of the athletes.
- b. The head coaching position includes unusual aspects of extended time commitments and risk injury factors.
- c. It is the expressed intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that the coach will exercise common sense and good judgment in making decisions.

Duties and Responsibilities:

- a. Prepare plans and strategies for practices and games.
- b. Prepare a team physically, mentally, and emotionally to effectively compete.
- c. Provide a safe, healthy and challenging competitive activity.
- d. Teach good sportsmanship, self-control, self-discipline and pride.
- e. Has knowledge of existing school conferences, and W.I.A.A. regulations.
- f. Evaluates all assistants at the end of the season.
- g. Assist Activities Director with payment schedules for assistant coaches.
- h. Assist with scheduling, transportation, and budgeting.
- i. Assist in preparation and cleanup necessary to hold a scheduled event.
- j. Coordinates scheduling and facilities with the Activities Office.
- k. Establish team rules and criteria for awards and have them made available.
- l. Supervise the issuing, collection, inventory and storage of equipment.
- m. Coordinate the cleaning, maintenance and repair of equipment.
- n. Turn-in team roster to the Activities Office.
- o. Report all scores to the conference statistician, media and the Activities Office.
- p. Complete and submit necessary injury reports when required.
- q. Monitor athlete attendance, grades and behavior.

- r.** Prepare and submit reports and information required by the school, conference and W.I.A.A.
- s.** Attend required meetings set up by the conference or W.I.A.A.
- t.** Carry out the concepts of the activities code and rules established by the W.I.A.A.
- u.** Conduct a preseason parent/athlete information meeting. Keep parents and athletes informed of changes in schedules and other information deemed necessary.
- v.** Visibly supervise athletes at all times when athletes are present.
- w.** Ensure athletes are cleared to practice or play after an injury.
- x.** Ensure athletes have completed and turned in all registration materials before practicing to start the season.
- y.** Always have in possession at all practices and games a player's emergency medical information.

Title: Assistant Coach

Qualification:

1. Has a valid Wisconsin teacher certificate or has taken a WIAA recognized coaches course.
2. Has a previous successful coaching or playing experience in the assigned sport.
3. Must have knowledge of the background in the assigned sport.
4. Knowledge of basic rules of the activity and specific safety concerns.
5. Ability to work effectively with other coaches and staff.

Reports To: Head Coach, Activities Director, Principal

Supervises: Athletes and team assigned. Assumes supervisory control over all athletes in the program when such control is needed.

Job Goal: To carry out the aims and objectives of the sports program as outlined by the head coach and school administration. To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formation of moral values, pride of accomplishment, acceptable social behavior and self-confidence.

Duties and Responsibilities:

- a. The success of the athletic programs has a strong influence on the community image of the entire system. The public exposure is a considerable responsibility and community/parent pressure on the winning performance is taxing, but must not override the objective of good sportsmanship, good mental health, and the safety of the athletes.
- b. Has knowledge of existing school district, state, and conference regulations and carries them out.
- c. Maintains discipline and works to increase morale and cooperation within the school sports program and school community.
- d. Understands the proper administrative line of command and refers all requests or grievances through proper channels.
- e. Monitors student athlete's academic progress through Infinite Campus (school staff assistant) and behavior by working with the Activities Director.
- f. Complete and submit necessary injury reports to the Activities Office.
- g. Is accountable for all equipment. Arranges with the head coach for the inventorying, issuing, storing and reconditioning of equipment.
- h. Examines locker rooms before and after practices and games, checking on general cleanliness and damage of the facility.
- i. Supervise the locker room and the other areas used by the respective team. Must be present until the last student athlete leaves.
- j. Be prepared to hold scheduled sports events or practices and adhere to scheduled facility times. Help coordinate practice sites and times with the Activities Office.
- k. Assist in the preparation and cleanup of playing areas for practice and/or contests.
- l. Supervises practices, games, and team trips. Take all necessary measures to safeguard each participant.
- m. Assists the head coach in carrying out his/her responsibilities.
- n. Strives to improve skills by attending clinics and using resources made available.
- o. Turn-in team roster to the Activities Office a week before the first game.
- p. Prepare and submit reports and information required by the Activities Office.
- q. Always have in possession at all practices and games a player's emergency medical information.

Employment Procedures

All extracurricular coaches/advisors must provide the following information when applying and renewing a position with the River Falls School District. The Activities Secretary will help with these forms.

New Hires

- Apply for job on WECAN
- Background check
- Health Screening
- I9 form - Employment Verification - Either a Passport or a SS# and Drivers License required
- W-4 Tax Withholding form
- Alternative Vehicle Driver Information Request Form - Good for 4 years
- Employment Recommendation
- Signing receipt of Coaches Handbook

Second Year

- CNTL certification if not a licensed teacher
- 1st Aid, CPR, and AED certification
- Employment Recommendation

Ongoing

- Employment Recommendation
- 1st Aid, CPR, and AED recertification, as needed
- Alternative Vehicle Driver Information Request Form - every four years

Equal Opportunity Employment

No person may be denied admission to any public school or be denied participation in, be denied, the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's: Sex, Ancestry, Sexual orientation, Race, Religion, National Origin, Creed, Pregnancy, marital or parental status, Physical, mental, emotional or learning disability

In addition, this prohibits student discrimination under Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship on the District. It is the intent of the District to comply with both the letter and spirit of the law in making certain it does not exist in its policies, regulations and operations. Discrimination complaints shall be processed in accordance with established procedures.

Hazing

Hazing or “forced activity” means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student’s willingness to participate in the activity. Hazing also includes any action taken or situation created, intentionally, whether on or off-campus, that produces mental or physical discomfort, embarrassment, harassment or ridicule. This includes any action that endangers the health or well-being of an individual, is personally degrading, has an adverse effect on the academic performance of the student or which violates any federal, state, or local statute or University policy. Individual or group consent to hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime. Hazing is a process that involves harassment, with or without consent. Hazing can occur within any group. Hazing results include, but are not limited to, excessive physical fatigue, embarrassment, humiliation, and mental or physical injury. It is the responsibility of victims, participants or witnesses of a potential hazing incident to report the activity.

Wisconsin Statute 948.51:

Wisconsin Statute 948.51 prohibits any form of hazing. The statute says:

(1) In this section “forced activity” means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student’s willingness to participate in the activity. (2) No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student. (3) Whoever violates sub (2) is guilty of: (a) A Class A misdemeanor if the act results in or is likely to result in bodily harm to another; (b) A Class E felony if the act results in great bodily harm or death to another.

Is it Hazing?

“Hazing” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate (taken from StopHazing.org).

Additionally, hazing may be reflected in any act that is required of new members in order for them to gain admittance to an organization that is not required of the current membership.

Parent/Participating Student/Coach Expectations

Parenting and coaching are extremely difficult vocations. By establishing an understanding of each other's expectations, we are better able to accept the actions of both parties and provide greater benefits to the student/athlete. When a child becomes involved in a co-curricular activity, parents and coaches have a right to understand what EXPECTATIONS are going to be placed on the athlete and on each other. This begins with clear communication from the athlete, parent, coach, and athletic department.

Communications/Expectations Parents/Athletes Should Expect From The Coaches:

1. The expectations the coaches have for their children and all team members.
2. Location and times of all practices.
3. Team requirements, fees, special equipment, game dress, off-season opportunities.
4. The policy dealing with excused and unexcused absences.
(What will the consequence be for missing a game/practice because of vacation?)
5. The River Falls and WIAA requirements for eligibility.
6. Team rules beyond the River Falls Activities Code.
7. The lettering requirements.
8. The coaches act as a role model for good sportsmanship, use of appropriate language, promoting a healthy environment and safe teaching techniques.
9. Well-planned practices.

Communications/Expectations Coaches Should Expect From the Athlete and Parents:

1. Notification of any schedule conflicts that may occur, well in advance of the season.
(Vacations, etc.)
2. Special concerns regarding coaching expectations. (Practice requirements)
3. Support for the Activities Code and all team rules.
4. If the athlete has a concern, the parents should encourage their son/daughter to speak with the coach or coaching staff.
5. Support for all team members and the coaching staff.
6. Positive support at games for their son/daughter, their teammates and the coaching staff.
7. Exhibit good sportsmanship and appropriate language by the athlete and parents at games and/or practices.
8. A great work ethic at practices and in games.

Appropriate Concerns Athlete/Parent May Address with Coaching Staff:

1. The treatment of the athlete mentally and physically.
2. Ways to help the athlete improve his/her performance and skill level.
3. Concerns about the athlete's behavior in school/practices/games.

Areas That Are Not Appropriate For Parents to Discuss With Coaches:

1. An individual's playing time.
2. Team strategy.
3. Play selections.
4. The make-up of the team and the decision as to who plays on a particular team.
5. Other members of the team, other parents, and other coaches.

The Proper Method To Address a Concern:

Step One:

- a. The athlete speaks with the coach. (I would suggest the coaching staff be involved/present when this conference takes place)

Step Two:

- a. The parent asks for a conference with the coach and the athlete. (If the coach cannot be reached, the parent should contact the athletic director and he will arrange for the coach to contact the parent.

Step Three:

- a. If the conference between the parent/athlete and coach does not resolve the concern, there will be a meeting set up by the athletic director. The AD will moderate the conference.
- b. The conference will deal with the specific issues that the parent/athlete has. Both parties will be allowed to speak in an uninterrupted manner. The conference will be in a non-threatening environment.



POLICY 342.11 INDEPENDENT EDUCATIONAL EVALUATION

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of the District. A parent has the right to an IEE at public expense if the parent disagrees with an evaluation that the District conducted. For purposes of this policy, “evaluation” means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the District receives a parent request for an IEE, the District must either provide the IEE at District expense pursuant to this policy, or request a due process hearing to show that its evaluation is appropriate. The IEE must meet District criteria for IEEs, which is the same criteria that the District uses when it conducts its own evaluations. If the District requests a due process hearing and the hearing officer determines that the District’s evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. Parents may only request one (1) publicly funded IEE for each evaluation completed by the District.

Procedures to Obtain an IEE at Public Expense

- A. The parent should submit to the District a written request for an IEE and should include in such a request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
 - a. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District’s judgement, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.
 - b. A description of the District’s criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE companies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
 - a. The prospective IEE examiner (the “examiner”) must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no “applicable license” exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.
 - b. The examiner must be located within **100 miles of the District** and must conduct the evaluation within District boundaries.
 - c. The examiner may only charge fees for educational evaluation services that, in the sole judgement of the District are reasonable.

- d. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to the receipt of payment for services.
 - e. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE will include at least one (1) observation in that setting. Evaluators will make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.
 - f. The same criteria apply to both public and independent examiners.
- D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the Director of Student Services, **not to exceed a total of \$1,250**. In the unusual event the examiner is one not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District will not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE unless the parent can demonstrate that necessary services are not available in the community.
- E. If unique circumstances justify an IEE that exceeds the maximum allowable cost; the District must ensure the IEE is publicly funded. The District will review these circumstances on a case-by-case basis. If the total cost for an IEE exceeds the District's cost criteria and it is determined through appropriate procedures that there is no justification for excess cost, the cost of the IEE will be publicly funded up to the District's maximum allowable cost. If the District determines the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the cost did not meet appropriate agency criteria.

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

LEGAL REFERENCE: 34 C. FR Sec. 300.502

CROSS REFERENCE:

DATE OF ADOPTION: XXXXX XX, 2025

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

Monday, June 9, 2025 - 6:00 PM
District Office
852 E Division Street
River Falls, Wisconsin 54022

The School Board's Personnel Committee meeting was held on Monday, June 9, 2025, at District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 6:00. It was ascertained that notice of the meeting had been properly posted in the appointed locations and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

Committee Members Stacy Johnson Myers (Chair) and Alan Tuchtenhagen were present. Superintendent David Bell, Director of Finance and Facilities Lynette Coy, and Director of Human Resources and Leadership Development Nate Schurman were also present.

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS - None

4. SEASONAL SCHOOL BUS DETAILER JOB DESCRIPTION

Administration presented a new job description and hourly rate for the position of Seasonal School Bus Detailer.

Action: Myers moved, seconded by Tuchtenhagen to approve the Seasonal School Bus Detailer job description and set the hourly rate. The motion passed 2-0.

5. CERTIFIED STAFFING UPDATE

Administration provided a 2025-26 staffing update.

Action: None, informational only.

6. 2025-26 EMPLOYEE HANDBOOK UPDATES

The administration reviewed the employee handbook and recommended that the board approve the revisions.

Action: Myers moved, seconded by Tuchtenhagen to approve the employee handbook revisions as presented. The motion passed 2-0.

7. ADVANCED LEARNING GRANT AWARDS

The administration provided a summary of the Advanced Learning Grant program and shared the grantees, and total dollars granted this year.

Action: None, informational only.

8. SUBSTITUTE TEACHER INCENTIVES

The administration recommended substitute teacher pay incentives as a means to recruit and retain members of our substitute teacher and substitute support staff pool.

Action: Myers moved, seconded by Tuchtenhagen to approve the Substitute Teacher Pay Incentives as presented. The motion passed 2-0.

9. 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: None

10. SCHEDULE NEXT PERSONNEL COMMITTEE MEETING

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

Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, July 14, 2025, 8:00 p.m. (or immediately following Finance & Facilities)

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

11. ADJOURN at 7:04 p.m.

Stacy Johnson Myers, Personnel Committee Chair

School District of River Falls
Job Description
SEASONAL SCHOOL BUS DETAILER

MINIMUM QUALIFICATIONS:

1. Demonstrate an attention to detail and pride in quality of work
2. Be able to work independently
3. Be able to maintain effective working relationships with other district employees
4. Able to lift, stand, and bend for extended periods of time
5. Have or obtain a Class B CDL along with S/P and Air Brake Endorsements

POSITION SUMMARY:

A summer seasonal job that involves cleaning and maintaining the interior and exterior of school buses during the non-school/summer months, when they're not in regular use.

REPORTS TO:

Transportation Director

PERFORMANCE RESPONSIBILITIES:

1. Wash the exterior of school buses, including wheels and windows.
2. Clean and sanitize the interior of school buses (seats, floors, walls, windows).
3. Vacuum or sweep floors and remove trash and debris from buses.
4. Deep-clean air vents, dashboards, and driver areas.
5. Report any damage or needed repairs to supervisors/mechanics.
6. Refill cleaning supplies and maintain equipment.
7. Work under hot summer conditions, often outdoors or in bus garages and maintenance bays.
8. Perform all other duties as assigned by the Transportation Director.

SCHEDULE:

Typically weekdays during summer break (June–August).

6/9/25

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EMPLOYEE ACKNOWLEDGEMENT

All employees must read the following acknowledgement and confirm they have done so by submitting the "Employee Acknowledgement" through SafeSchools.

"I hereby acknowledge that it is my responsibility to access the *School District of River Falls Employee Handbook* online. I agree to read the *Handbook* and abide by the standards, policies and procedures defined or referenced in this document. It is also important to know that additional school board policies can be found on the District's website at www.rfsd.k12.wi.us under the heading "School Board". The information in this *Handbook* is subject to change. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this *Handbook*. I understand that nothing in this *Handbook* is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any). If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of this *Handbook*, the contract shall govern with respect to that issue."

DISTRICT EMERGENCY PROCEDURES

Should inclement weather or other emergency situation(s) require the District to close school(s) the following procedures shall be followed:

Automated calls will be placed to student and employee home phone numbers before 6:00 a.m. or as soon as practicable using the District's emergency notification system, Infinite Campus School Messenger, if conditions warrant the closing of schools.

Local television and radio stations will also be notified by 6:00 a.m. or as soon as practicable. Please check the following if you do not receive a phone call, and notify your building secretary to update your telephone information in Infinite Campus. Information is also posted on the District website. Employees are encouraged to monitor these TV and radio stations:

Television Stations: WCCO (Channel 4) KARE (Channel 11)
 KSTP (Channel 5, 45, and KSAX-TV Channel 42) WEAU (Channel 13)
 FOX (Channel 9, 25, 29 and 48)

Radio Stations: WCCO (830 AM) WDMO (95.7 FM)
 WEVR (1550 AM & 106.3 FM) WIXK (1590 AM & 107.1 FM)
 KWNG (105.9 FM)
 iHeart Media: 880 AM; 1400 AM; 92.1 FM; 95.1 FM; 98.1 FM; 100.7 FM; 106.7 FM

DISTRICT CONTACT INFORMATION

ADMINISTRATORS/SUPERVISORS/COORDINATORS

Administrative Office		715-425-1800	
Superintendent	David Bell	715-425-1800	1117
Directors of Academic Services	MaryBeth Elliott & Amy Wise	715-425-1800	1103
Reading/Title I Coordinator	Rachel Mader	715-425-1815	3202
Director of Community Ed & Communications	Jennifer Ames	715-425-1830	3801
Director of Finance & Facilities Management	Lynette Coy	715-425-1800	1113
Director of Human Resources & Leadership Dev.	Nate Schurman	715-425-1800	1102
Director of Student Services	Mark Inouye	715-425-1800	1115
Buildings and Grounds Director	Joe Haselman	715-425-1653	2503
Elementary Schools			
Greenwood Elementary School Principal	Kate Skappel	715-425-1810	3502
River Falls Public Montessori Elementary Principal	Kai Rodgers	715-425-7645	2010
Rocky Branch Elementary School Principal	Ashley Bingenheimer	715-425-1819	3010
Westside Elementary School Principal	Rachel Mader	715-425-1815	3202
High Schools			

Renaissance Charter Academy Principal	Kit Luedtke	715-425-1830	3704
Renaissance Charter Academy Coordinator	Peggy Webb	715-425-7687	2224
River Falls High School Principal	Kit Luedtke	715-425-1830	3704
Assistant Principal	Lisa Goihl	715-425-1830	3716
Assistant Principal	Heidi Link	715-425-1830	3702
Activities Director	David Crail	715-425-1830	3709
Information Technology			
Supervisor	Brian Dado	715-425-1800	1105
Computer Workstation Technician	Chris Geiser	715-425-1820	3390
Computer Workstation Technician	Brittany Kaufer	715-425-1830	3712
Software and Database Facilitator	Anna Pearson	715-425-1800	1124
Software and Staff Development Facilitator	Ron Francis	715-425-1800	1123
Kids Club Before & After School Child Care Coordinator	Angela Bohnert	715-425-0799	
Middle School			
Middle School Principal	Mark Chapin	715-425-1820	3302
Assistant Principal	Brian Buck	715-425-1820	3304
Transportation/Bus Garage			
Supervisor	Todd Burnap	715-425-1808	2501
Assistant Supervisor	Karen Swenson	715-425-1808	2500

BOARD OF EDUCATION

Term expires April 27, 2025:			
Lindsey Curtis	374 Milwaukee Rd, Hudson	253-307-8254	lindsey.curtis@rfsd.k12.wi.us
Mike Miller	N8016 980th St, River Falls	715-760-2309	mike.miller@rfsd.k12.wi.us
Term expires April 26, 2026:			
Stacy Johnson Myers, President	430 Jefferson St, River Falls	715-426-2075	stacy.johnsonmyers@rfsd.k12.wi.us
Alison Page	430 Crescent St, River Falls	715-821-8820	alison.page@rfsd.k12.wi.us
Term expires April 25, 2027:			
Alan Tuchtenhagen	N8554 1205th St, River Falls	715-425-9666	alan.tuchtenhagen@rfsd.k12.wi.us
David (Bo) Hirstein	184 Raymond Ave, River Falls	715-425-1800	david.hirstein@rfsd.k12.wi.us

Monica LaVold	1211 Meadowbrook Ln, River Falls	715-425-1800	monica.lavold@rfsd.k12.wi.us
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DISTRICT BUILDING OFFICE NUMBERS

		School Hours	School Year Office Hours
Greenwood Elementary School	715-425-1810	8:40-3:50	7:45-4:15
River Falls Public Montessori Elementary	715-425-7645	8:45-3:40	8:00-4:00
Rocky Branch Elementary School	715-425-1819	8:40-3:50	7:45-4:15
Westside Elementary School	715-425-1815	8:40-3:50	7:45-4:15
Meyer Middle School Main Office	715-425-1820	7:45-2:55	7:00-3:30
Guidance Office	715-425-1821	7:45-2:55	7:00-3:30
Renaissance Charter Academy High School	715-425-7687	8:30-3:30 (2:30 on Fri)	8:00-3:00 (2:30 on Fri)
River Falls High School Main Office	715-425-1830	7:35-2:55	7:00-3:30
Guidance Office	715-425-1830 ext 3717	7:35-2:55	7:00-3:30

QUICK REFERENCE FOR EMPLOYEE QUESTIONS

Abuse/Neglect	Mark Inouye	715-425-1800	1115
Academic Services	MaryBeth Elliott and Amy Wise, Directors	715-425-1800	1103
	Tera Wachtler, Program Assistant		1119
Accounts Payable	Shelly Sorenson	715-425-1800	1110
Activities	David Crail, Director	715-425-1830	3709
	Susan Halling, Secretary		3710
	Megan Linn, Secretary		3711
ADA (Americans with Disabilities Act)	Nate Schurman	715-425-1800	1102
Address Changes	Amanda Huppert	715-425-1800	1112
Advisory Council, Food Service	Lynette Coy	715-425-1800	1117
	Pat Knox, Director	715-425-1830	3786
Advisory Council, Kids Club	Ashley Bingenheimer, Administrator	715-425-1819	3010
	Angela Bohnert, Coordinator	715-425-0799	
Aesop	Jenny Karras	715-425-1800	1101
Alternative Vehicle Driver	Jenny Karras	715-425-1800	1101
Annual Meeting	Lynette Coy	715-425-1800	1113

At-Risk	Mark Inouye	715-425-1800	1115
Benefits	Amanda Huppert	715-425-1800	1112
Bond Issues	Lynette Coy	715-425-1800	1113
Buildings and Grounds	Joe Haselman	715-425-1653	2503
Business Services	Lynette Coy, Director	715-425-1800	1113
	Angie Lucking, Accountant		1111
	Shelly Sorenson, Accounting Clerk/Accounts Payable		1110
	Amanda Huppert, Payroll & Benefits Coordinator		1112
	Katie Tarasewicz, Program Assistant		1109
Child Find	Mark Inouye	715-425-1800	1115
Community Education	Jennifer Ames, Director	715-425-1830	3801
	Lauren Kaminski, Program Assistant		3800
Communications	Jennifer Ames, Director	715-425-1830	3801
Community/Public Relations Contact	David Bell	715-425-1800	1117
Contracts (Interpretation, Negotiations)	Nate Schurman	715-425-1800	1102
Criminal Background Checks	Jenny Karras	715-425-1800	1101
Crisis Response Team	David Bell	715-425-1800	1117
Curriculum	MaryBeth Elliott and Amy Wise	715-425-1800	1103
Discrimination (Employee)	Nate Schurman	715-425-1800	1102
Discrimination, Title IX (Student)	Mark Inouye	715-425-1800	1115
Early Childhood Registration, Special Education	Mark Inouye	715-425-1800	1115
Emergency School Closing	Amanda Taylor	715-425-1800	1104
Employee Access	Anna Pearson (Set-up)	715-425-1800	1124
	Angie Lucking (Questions)		1111
Employee Assistance Program	Nate Schurman	715-425-1800	1102
Employee Handbook	Nate Schurman	715-425-1800	1102
Employment	Nate Schurman, Director	715-425-1800	1102
	Jenny Karras, Administrative Assistant		1101
Energy Conservation	Lynette Coy	715-425-1800	1113

English Language Learner (ELL)	Amy Wise	715-425-1800	1103
Enrollment	Building Secretaries	715-425-1800	
Equal Employment Opportunity Compliance (EEOC)	Nate Schurman	715-425-1800	1102
Equal Opportunity, Title IX (Student)	Mark Inouye	715-425-1800	1115
Evaluation (Staff)	Nate Schurman	715-425-1800	1102
Facilities Management	Lynette Coy, Director	715-425-1800	1113
	Nicci Johnson, Program Assistant		1100
Facility Scheduling	David Crail, Director	715-425-1830	3709
	Susan Halling, Secretary		3710
Fair Labor Standards Act	Nate Schurman	715-425-1830	1102
Family & Medical Leave Act (FMLA & WFMLA)	Amanda Huppert	715-425-1800	1112
Flexible Spending Account	Amanda Huppert	715-425-1800	1112
Food Service	Pat Knox, Director	715-425-1830	3786
Free and Reduced Lunch	Rita Turner	715-425-1830	3724
Gifted and Talented	MaryBeth Elliott	715-425-1800	1103
Graduate Credits and Degrees	Nate Schurman	715-425-1800	1102
	Jenny Karras		1101
Grants	Amy Wise (all except Federal IDEA)	715-425-1800	1103
	Mark Inouye (Federal IDEA)		1115
Grounds (Snow Plowing/Mowing)	Joe Haselman	715-425-1653	2503
Health Insurance Portability and Accountability Act (HIPAA)	Nate Schurman	715-425-1800	1102
Health Screening	Jenny Karras	715-425-1800	1101
Highly Qualified Teachers	Tera Wachtler	715-425-1800	1119
Home School	Amy Wise (grades K-5)	715-425-1800	1103
	MaryBeth Elliott (grades 6-12)		1103
Home-bound/Hospital-bound	Mark Inouye	715-425-1800	1115
Human Growth and Development	MaryBeth Elliott	715-425-1800	1103
Human Resources	Nate Schurman, Director	715-425-1800	1102
	Jenny Karras, Administrative Assistant		1101

Identification Badge	Jenny Karras	715-425-1800	1101
Infinite Campus School Messenger	Anna Pearson	715-425-1800	1124
Insurance (Health, Dental, Long-term Disability, etc)	Amanda Huppert	715-425-1800	1112
Internal Transfer (Elementary Students)	Building Secretaries	715-425-1800	
Inventory, Technology	Tera Wachtler	715-425-1800	1119
Invoices	Shelly Sorenson	715-425-1800	1110
Kids Club	Ashley Bingenheimer, Administrator	715-425-1819	3010
	Angela Bohnert, Coordinator	715-425-0799	
	Deb Sorenson, Accounts Receivable Clerk	715-425-0799	
Kindergarten Registration	Kate Skappel, Greenwood Elementary	715-425-1810	3502
	Kai Rodgers, RF Public Montessori Elem.	715-425-7645	2010
	Ashley Bingenheimer, Rocky Branch El.	715-425-1819	3010
	Rachel Mader, Westside Elementary	715-425-1815	3203
Leave Requests	Nate Schurman	715-425-1800	1102
Licensing	Nate Schurman	715-425-1800	1102
Lunch Accounts	Rita Turner	715-425-1830	3724
Mentoring	Nate Schurman	715-425-1800	1102
Montessori	Kai Rodgers	715-425-7645	2010
Name Change	Amanda Huppert	715-425-1800	1112
No Child Left Behind	Amy Wise	715-425-1800	1103
Nondiscrimination (Student)	Mark Inouye	715-425-1800	1115
Nurse	Mark Inouye, Director	715-425-1800	1115
	Karin Brandvold, District Nurse		1108
Open Enrollment (District to District)	Amanda Taylor	715-425-1800	1104
	Mark Inouye, Special Education		1115
Payroll	Amanda Huppert	715-425-1800	1112
	Angie Lucking		1111
Personnel (Human Resources)	Nate Schurman, Director	715-425-1800	1102
	Jenny Karras, Administrative Assistant		1101
PI-34	Nate Schurman	715-425-1800	1102

Police Liaison	Bryan Jensen	715-425-1820	3311
	Adam Amaro	715-425-1830	3705
Policy and Procedures	Amanda Taylor	715-425-1800	1104
Purchase Orders	Shelly Sorenson	715-425-1800	1110
Reading Program/Title I	Amy Wise, Director	715-425-1800	1103
	Rachel Mader, Reading/Title I Coord.	715-425-1815	3202
Recruitment	Nate Schurman, Director	715-425-1800	1102
	Jenny Karras, Administrative Assistant		1101
Retirement	Amanda Huppert	715-425-1800	1112
River Falls 4 Children (RF4C)	Kai Rodgers, Administrator	715-425-7645	2010
	Becky McAleavey, Coordinator	715-307-2481	
School Age Parent	Mark Inouye	715-425-1800	1115
School Board Committee, Business Affairs	Lynette Coy	715-425-1800	1113
School Board Committee, Calendar	Nate Schurman	715-425-1800	1102
School Board Committee, Ed Program	MaryBeth Elliott and Amy Wise	715-425-1800	1103
School Board Committee, Governance	David Bell	715-425-1800	1117
School Board Committee, Personnel	Nate Schurman	715-425-1800	1102
School Board Matters, Other	Amanda Taylor	715-425-1800	1104
School to Work	MaryBeth Elliott	715-425-1800	1103
Section 504	Mark Inouye	715-425-1800	1115
Security	Lynette Coy	715-425-1800	1113
Seniority	Nate Schurman	715-425-1800	1102
Sexual Harassment, Title IX (Students)	Mark Inouye	715-425-1800	1115
Sexual Harassment (Employees)	Nate Schurman	715-425-1800	1102
Sick Leave	Amanda Huppert	715-425-1800	1112
Special Education	See Student Services		
Staff Development and In-service	MaryBeth Elliott and Amy Wise	715-425-1800	1103
Staffing	Nate Schurman	715-425-1800	1102
Student Services	Mark Inouye, Director	715-425-1800	1115
	Cassie Hames, Program Assistant		1121

	Tricia McGrath, Program Assistant		1116
Substitutes	Jenny Karras	715-425-1800	1101
Suicide (Youth)	Mark Inouye	715-425-1800	1115
Summer School	Amy Wise, Administrator	715-425-1800	1103
	Tera Wachtler, Program Assistant		1119
Superintendent	David Bell	715-425-1800	1117
	Amanda Taylor, Administrative Assistant		1104
Tax Sheltered Annuities	Amanda Huppert	715-425-1800	1112
Technology, Information Technology Svcs.	Brian Dado, Supervisor	715-425-1800	1105
	Ron Francis, Software & Staff Development Fac.	715-425-1800	1123
	Chris Geiser, Computer Workstation Tech.	715-425-1820	3202
	Michael Murphy, Computer Workstation Tech.	715-425-1830	3712
	Anna Pearson, Software & Database Facilitator	715-425-1800	1124
Testing and Assessment	MaryBeth Elliott	715-425-1800	1103
Textbook Selection	MaryBeth Elliott and Amy Wise	715-425-1800	1103
Title I/Math	Amy Wise	715-425-1800	1103
Title I/Reading Program	Rachel Mader	715-425-1815	3202
Title IX (Equal Opportunity, Pupil Nondiscrimination, Sexual Harassment)	Mark Inouye	715-425-1800	1115
Transportation	Todd Burnap, Director	715-425-1808	2501
	Karen Swenson, Assistant Director		2500
True Time	Anna Pearson, Set Up	715-425-1800	1124
	Angie Lucking, Questions		1111
Tuition Waiver	Amanda Taylor	715-425-1800	1104
United Parcel Service (UPS)	Nicci Johnson	715-425-1800	1100
Usage & Rental of District Buildings	David Crail, Administrator	715-425-1830	3709
	Susan Halling, Secretary		3710
Vacation	Amanda Huppert	715-425-1800	1112
Verification of Employment	Amanda Huppert	715-425-1800	1112
Volunteers	Jennifer Ames, Director	715-425-1830	3801
	Lesley Schradle, Volunteer Coordinator	715-425-1819	3131

Wellness Liaison	Karin Brandvold, District Nurse	715-425-1800	1108
Withholding Deductions	Amanda Huppert	715-425-1800	1112
Worker's Compensation	Amanda Huppert	715-425-1800	1112

DISTRICT EDUCATIONAL GOALS

GOAL 1:	GOAL 2:	GOAL 3:	GOAL 4:	GOAL 5:
Hold High Expectations for Student Learning	Provide a Safe, Welcoming, and Healthy School Environment	Attract, Retain, and Develop High Quality Staff	Provide Life Readiness Skills	Uphold Operational Excellence

OUR MISSION STATEMENT

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

OUR VISION

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

OUR VALUES

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

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

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

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

INTEGRITY – We ground our actions in character, honesty, responsibility, service, and compassion toward others.

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

INNOVATION – We inspire and empower innovative thought and practice.

COMMUNICATIONS – We are accountable and transparent in order to maintain public trust.

PART I – PROVISIONS APPLICABLE TO ALL STAFF

I.1 PREAMBLE AND DEFINITIONS

I.1.1 About This Handbook

A. Employees Covered: This Handbook is provided as a reference document for the River Falls School District's (hereinafter referred to as "District") employees.

B. Disclaimer: The contents of this Handbook are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this Handbook is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this Handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this Handbook or individual contract.

In case of a direct conflict between this Handbook, rules, regulations or policies of the Board and any specific provisions of an individual contract or collective bargaining agreement, the individual contract or collective bargaining agreement shall control.

This Employee Handbook is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, this Handbook should not be considered all-inclusive. Copies of Board Policies and Administrative Regulations are available in each administrative office to all personnel and are on the River Falls School District's website ([Link to District Policies](#)). It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the River Falls School Board.

I.1.2 Definitions

- A. Administrative Employees: persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the District. Administrative employees are considered Certified Staff (40) in the Wisconsin Retirement System.
- B. Casual Employees: persons who are not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status. Casual employees are not expected to meet Wisconsin Retirement System eligibility requirements at the time of hire.
- C. Limited Term Employees: Kids' Club assistant caregivers, *Kids Club lead caregivers, summer Kids' Club staff, and trip drivers are considered limited term employees. Limited term employees are not expected to meet Wisconsin Retirement System eligibility requirements at the time of hire. *Note: if a Kids Club lead caregiver works as a regular employee (i.e. paraprofessional), then the hours worked as a Kids Club lead caregiver will contribute to the employee's FTE.
- D. Discipline: an employment action that results in a disciplinary suspension or disciplinary demotion. "Discipline" for purposes of access to this grievance procedure does not include any

written or verbal notices, warnings, reprimands, or reminders; verbal disciplines will be documented, but are not subject to the grievance procedure. The purpose of written and verbal notices, warnings, reprimands, or reminders is to alert the employee that failure to correct the behavior may result in disciplinary suspension, without pay, disciplinary termination, or disciplinary demotion.

E. Regular Employees: employees whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee. Unless otherwise identified, regular employees are considered Support Staff (42) in the Wisconsin Retirement System.

a. Regular Full-time Employee: defined in accordance with the following Full Time Equivalency Chart:

- i. Calendar Year Employees: Employees who work over the course of the entire fiscal/calendar year.
- ii. School Year Employees: Employees who work while the school year is in session.

Group	Full Time Equivalency
Accounting	1968 hours
Administrative Assistants	1968 hours
Bus Drivers (Route)	1968 hours
Food Service	1968 hours
Paraprofessionals	1968 hours
Program Assistant to Directors	1968 hours
Secretaries	1968 hours
Custodians/ <u>Maintenance</u>	2080 hours
Kids Club Accounts Receivable	2080 hours
Mechanics	2080 hours
Technology (hired after 9/1/2021)	2080 hours
Kids Club Supervisor	230 days
Renaissance Charter Academy Coordinator	215 days
Supervisors	230 days
Technology (hired before 9/1/2021)	230 days
Teachers	188 days

Administrators	261 days
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- b. Regular Part-time Employee: those who work a school year or more, but less than the number of hours/days as defined in the Full Time Equivalency Chart above. Regular part-time employees must be expected to work more than 880 hours to meet Wisconsin Retirement System eligibility requirements at the time of hire.
- c. Exclusions: A regular full-time or regular part-time employee does not include casual, substitute or temporary employees as defined in this Section.

F. Seasonal/Summer School Employees: employees who are hired for a specific period of time usually related to the seasonal needs of the District. A “summer school employee” is defined as an employee who is hired to work for the District during the summer school session. “Summer school session” is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations. Seasonal/Summer School employees are not expected to meet Wisconsin Retirement System eligibility requirements at the time of hire.

- a. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employees. The District is free to use outside providers to perform such work.
- b. The terms and conditions of employment for seasonal/summer school sessions shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.
- c. Seasonal employees performing non-exempt duties shall be paid in accordance with the following hourly wage schedule:

Band Clinician (*summer 2026 Rates)	*\$15.29 *\$15.75 per hour, \$25 per parade
Bus Washer	\$12.73 \$19.03 per hour
Grounds Worker	\$19.03 \$19.70 per hour
Snow Removal	\$19.03 \$19.70 per hour
Swimming Lifeguard	\$18.49 \$19.03 per hour

- G. Substitute Employees: persons hired to replace a regular employee during the regular employee's leave of absence. See Part V, starting on page 99, for all details, specific policies, expectations, and procedures for substitute employees. Substitute employees are not expected to meet Wisconsin Retirement System eligibility requirements at the time of hire.
- H. Supervisor: The District will identify the individual employee's supervisor on the employee's job description.
- I. Teachers: persons hired under a contract under § 118.22, Wis. Stats. Teachers (including the district nurse) are considered Certified Staff (40) in the Wisconsin Retirement System.

- Permanent Substitute Teachers are not hired under a contract under 118.22 Wis. Stats. because these positions are part-time.
- J. Temporary Employees: persons hired for a specific project for a specific length of time. A temporary employee has no expectation of continued employment and are not expected to meet Wisconsin Retirement System eligibility requirements at the time of hire.
- K. Termination: a separation from employment by the employer for disciplinary or quality of performance reasons. “Termination” does not include layoff, reduction in workday, furlough, reduction in workforce, job transfer or reassignment, or the end or completion of temporary employment, which are not subject to the grievance procedure.
- L. Workplace Safety: For purposes of this procedure, “workplace safety” includes any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. “Workplace Safety” does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, assignments and work schedules.

I.1.3 General Personnel Policies

This Handbook is subservient to, and does not supersede the provisions set forth in District policies.

I.2 EMPLOYMENT LAW

I.2.1 Employment of Minors

No one under 18 years of age will be employed without providing proper proof of his or her age. Minors will be employed only in accordance with state and federal laws and District policies.

I.2.2 Equal Opportunity

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during non working hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with [Board Policy 511 Equal Employee Opportunity](#).

The Director of Human Resources and administrators are responsible for recruiting and hiring highly qualified staff who represent diverse backgrounds, points of view, and experiences. ([Policy 533-Rule Recruitment, Selection, and Hiring Policy](#)).

1.2.3 Equal Opportunity Complaint Procedure

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District. See [Board Policy 511-Rule Employee Discrimination Complaint Procedure](#)

1.2.4 Fair Labor Standards Act and Wisconsin Administrative Code DWD 274.08

Certain types of workers of public employers in Wisconsin are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act (FLSA) as authorized by Wisconsin Administrative Code DWD 274.08. See the FLSA workplace poster for issues concerning overtime, compensatory time off, and minimum wage for non-exempt employees, as well as notification of rights under FLSA. See [FLSA workplace poster](#)

1.2.5 Family and Medical Leave Act (FMLA)

The District may be obligated to provide eligible employees with leave from work, and certain associated rights and mandated benefits, as provided under the following laws:

- The federal [Family Medical Leave Act of 1993](#) (FMLA)
- The [Wisconsin Family and Medical Leave Act](#) (WFMLA)
- The [Wisconsin Bone Marrow and Organ Donation Leave Act](#)

Employees who have worked for the district for 12 months and have completed 1,000 hours of service are eligible for Family Medical Leave (FML)

The FMLA and WFMLA offer leave entitlements to eligible employees for several circumstances. The most common use of FML is related to child rearing, such as related to the following circumstances: leave connected to the birth of a child, the adoption of a child, and certain foster placements. Other leave entitlements include:

- leave for an employee's own serious health condition
- leave to care for certain individuals, such as the employee's spouse, child, or parent, who have a serious health condition.

A. Family Medical Leave (FML) to Include Child Rearing.

1. Application Procedures: The employee will make a written application for an ~~unpaid~~ FML to the ~~Superintendent~~ Director of Human Resources and Leadership. FML eligible employees must submit a [Family Medical Leave Application](#) at least 30 days in advance unless the employee is unable to provide such notice due to medical reasons, or in the case of an adoption, the employee is unable to provide such advance notice due to the placement requirements of the adoption process. The application for an ~~unpaid~~ FML will include acceptable medical or legal (for adoption) verification and the anticipated dates for beginning the leave and for returning to work. Such application will be reviewed and processed by the Director of Human Resources and Leadership and shall be granted or denied at his/her sole discretion.

2. Duration of the Unpaid Family Medical Leave (FML) to Include Child Rearing:

- a. The maximum amount of FML is 12 weeks.
- b. The maximum leave that can be taken by one parent for child rearing, as determined by the FMLA, is 12 weeks. The District will increase the length of requested leave for parents who both work for the school district and who are taking leave connected to the birth of a child, the adoption of a child, and certain foster placements beyond the length stipulated by the FMLA to a total of 18 weeks.

The timeframe in which FML for child rearing is allowed, and the maximum length of FML for child rearing, and approved leave beyond FML, will be limited as noted below.

Shorter leave and/or an early return from the leave will only be upon the mutual agreement of the employee and the District. In extreme circumstances, exceptions can be made at the sole discretion of the Director of Human Resources and Leadership.

- a. Child born or adopted during the summer vacation – the following two semesters.
- b. Child born or adopted during the first semester – the balance of that semester plus the second semester.
- c. Child born or adopted during the second semester – the balance of that semester plus the first semester of the following school year.
- d. Should the child be born or adopted during the last three weeks of first semester or the last three weeks of second semester, the leave may be extended for an additional quarter/semester upon mutual agreement of the employee and the district.

3. Benefits during Family Medical Leave (FML) to Include Child Rearing:

- a. Family Medical Leave (FML) is unpaid.
- b. The employee may substitute accrued paid sick leave or vacation days for any leave allowed under the Wisconsin and Federal FMLA. ~~the child rearing leave is unpaid.~~
- c. The District will continue health and dental insurance benefits during any leave covered by the Wisconsin and Federal FMLA. ~~During the unpaid~~ If an employee asks to extend leave beyond FML, or take leave not covered by the FMLA, and if that request is granted, the employee may continue participation in insurance programs at his/her own expense subject to approval of the carrier. If the premium is not received by the first of the month, the employee's insurance coverage will be terminated. (see Extended Unpaid Leaves of Absence - I.10.9)
- d. The employee will retain accumulated paid leave not used during their FML, but will not accrue any additional paid leave during the unpaid child rearing leave.

4. Return from the Unpaid Leave extending beyond FML:

If an employee is approved to extend their leave outside the parameters of FML (see Extended Unpaid Leaves of Absence - I.10.9), the employee will notify the Director of Human Resources and Leadership Superintendent or designee of the employee's intent to return to work 30 days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with

the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal and/or reduction in force, whichever is applicable.

5. Interaction with family and medical leave provisions: Child rearing leave, the term of such leave and participation in insurance programs under this section as provided for above will run concurrent with any family leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

The federal FMLA also provides for periods of leave and various related rights to eligible employees for the following:

- Certain qualifying exigencies that arise when an eligible employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to cover active duty; and
- To care for a covered service-member with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered service-member.

Separate from WFMLA and FMLA, state law also provides for work-related leave and certain rights for eligible employees who serve as a bone marrow or organ donor.

A. Notification of Benefits and Leave Rights:

- a. Information concerning family and medical leave entitlements and employee obligations under the federal FMLA will be posted in a conspicuous place where notices to employees and applicants are customarily placed. See [FMLA Employee Rights and Responsibilities 29 U.S.C. § 2619\(a\); 29 C.F.R. § 825.300\(a\)\(1\)](#)
- b. Information concerning family and medical leave rights under the Wisconsin Family and Medical Leave Act will be posted in a conspicuous place where notices to employees and applicants are customarily placed.
- c. Information concerning leave rights under the Wisconsin Bone Marrow and Organ Donation Leave Law will be posted in a conspicuous place where notices to employees and applicants are customarily placed.

- B. Requested Leave: Employees will adhere to applicable law and District-established procedures for requesting, using, and returning from a period of leave that may be for an eligible purpose under one or more of the laws addressed in this section. No employee may approve or deny his/her own requests for leave that may be taken under the laws addressed in this section. The duration and other terms and conditions of any approved leave will be as specified in the applicable law, and expressly supplemented by District-established guidelines and procedures, and by the notices that the District provides to an employee in a specific situation.

Pursuant to the established procedures described above, employees are expected to provide the District with reasonable notice of the need for leave, and this notice should be provided in advance of the need for leave whenever possible. See [RFSD FMLA Request Form](#).

- C. **Eligibility Notice:** When an employee requests family and medical leave, or when the employer acquires knowledge that an employee's leave may be for a family and medical leave-qualifying reason, the employer must notify the employee of the employee's eligibility to take family and medical leave within five business days, absent extenuating circumstances. See [FMLA Employer Notice Requirements 29 C.F.R. § 825.300\(b\)](#).
- D. **Eligibility Determination:** To the extent required by any applicable state or federal law or regulation, upon the District's receipt of an employee's request for such leave, or once the District becomes aware that an employee's need for leave is for a reason that may qualify under any of the types of leave being addressed in this section of the Handbook, the District will:
- a. Notify the employee if he or she is eligible for leave, and if eligible for leave under the federal FMLA, provide a notice of rights and responsibilities under the federal FMLA including notice of the employee's eligibility to take leave intermittently or on a reduced schedule if eligible.
 - b. Notify the employee of the reason for ineligibility or denial of leave if such a determination is made.
 - c. Notify the employee if leave will be designated as family and medical leave, and if so, how much leave will be designated as FMLA leave.

Employees are encouraged to direct any questions regarding this section of the Handbook, or its applicability to their particular circumstances, to the Director of Human Resources and Leadership Development.

See [FMLA Designation Notice](#)

I.2.6 Immigration Law Compliance

The District is committed to employing only United States citizens and non-citizens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an [Employment Eligibility Verification Form I-9](#) before commencing work and at other times prescribed by applicable law or District policy.

I.2.7 Equal Educational Opportunities for All Students

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

All employees of the School District are required to intervene to stop or prevent and report any suspected blatant acts of discrimination of students. When reporting a discrimination complaint, employees should follow complaint procedures outlined in [Board Policy 411-Rule \(1\) Student Discrimination Complaint Procedures](#).

I.2.8 Harassment and Bullying of Students and Staff is Prohibited

School district [Board Policy 411-1 Harassment](#) and [Board Policy 411-1-Rule Harassment Complaint Procedures](#) prohibit harassment in any form. No students or school employees will be allowed to engage in any form of harassment or intimidation including sexual, racial, religious, or disability towards other students.

All employees of the School District are required to intervene to stop or prevent and report any suspected or blatant acts of harassment of students. When reporting a harassment complaint, employees should follow the complaint procedures outlined in [Board Policy 411.1 Rule Harassment Complaint Procedures](#).

[Board Policy 411.11: Title IX Sexual Harassment](#) addresses the definition, reporting, notifications, and training requirements related to sexual harassment and sexual violence. Students, parents/guardians, and employees are encouraged to review this policy. Individuals who feel they have been sexually harassed may process a complaint pursuant to [Board Policy 411.11-Rule Title IX Sexual Harassment Complaint Procedures](#).

The District is committed to providing fair and equal employment opportunities and to providing a student learning environment free of all forms of harassment and bullying. The District shall not tolerate harassment based on any personal characteristic described above. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing students. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

- A. Unwelcome sexual advances, comments or innuendos;
- B. Physical or verbal abuse;
- C. Jokes, insults or slurs based on any personal characteristic described above; such comments are unacceptable whether or not the individual within the protected class is present to overhear them and whether or not a member of a class professes to tolerate such remarks;
- D. Taunting based on any personal characteristic described above.

Bullying is defined as systematic or repeated infliction (or attempted or threatened infliction) of physical or psychological/emotional distress on one or more students, staff, or other persons. It involves purposeful or intentional written, spoken, verbal, or physical behavior, including but not limited to any threatening, intimidating, insulting, degrading, or dehumanizing conduct, gesture, or communication that has the effect of doing any of the following:

- A. Substantially interfering with any employee's work or a student's education;
- B. Substantially interfering with a person's ability to participate in or benefit from any school activity or program;
- C. Endangering the health, safety, or property of the target(s) of the behavior;
- D. Creating a threatening, intimidating, hostile, or offensive environment within a District school, activity, or program; or
- E. Substantially disrupting the orderly operation of the school.

Cyber-bullying is defined as bullying that involves the use of digital technologies, including but not limited to email, cell phones, text messages, instant messages, chat rooms, and social media (e.g. Twitter or Facebook). Cyber-bullying is prohibited and treated the same as all other types of bullying.

Bullying is deliberate/purposeful conduct, but intent/purpose may properly be inferred from the totality of the circumstances (e.g., where the behavior is persistent/repeated or where the responsible party reasonably should have been able to foresee the consequences of his/her actions and the manner which his/her conduct would be likely to be perceived by the target(s) of the conduct.

Bullying can involve direct interactions between the aggressor-bully and the target(s), or it can be indirect (such as orchestrating others to engage in acts of bullying; facilitating bullying conduct by others; etc).

Not all behaviors that (1) hurt another person's feelings; (2) are a manifestation of an interpersonal conflict; or (3) are in some way unkind amount to acts of bullying. However, such negative behaviors are still a legitimate subject of concern and regulation within the school environment. Further, it shall be a goal of the District's workplace and educational programs to help staff, students and others recognize and acknowledge that even one-time instances of, for example, name calling, negative teasing, put-downs, or excluding others (when inclusion was readily possible) are inappropriate and problematic for a number of reasons.

All employees are responsible for ensuring that harassment and bullying do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures outlined in [Board Policy 411-Rule \(1\) Student Discrimination Complaint Procedures](#).

All regular employees are required to complete the Harassment Policy and Complaint Procedures training **each year by September 30th**, ~~within six months of employment and annually thereafter~~. The opportunity to complete these training sessions will occur during normal working hours.

All employees have a duty to report incidents of alleged harassment or bullying to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of alleged harassment or bullying may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

See [Board Policy 411.2 Bullying](#) and [Board Policy 411-Rule \(3\) Gender Diverse Students](#)

I.3 GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

I.3.1 District Expectations

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, students, and the general public. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board policies, this Handbook, administrative regulations, and with any other policies, regulations and guidelines that

impose duties, requirements or standards attendant to their status as District employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, terms of this Handbook and legal obligations.

1.3.2 Accident/Incident Reports

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

1.3.3 Alternative Vehicle Driver

Alternative vehicle driver checks are required before anyone, staff or volunteer, is permitted **to operate a school vehicle and/or** transport students in either a school vehicle or personal vehicle. Submission every four years of a completed [Alternative Vehicle Driver](#) form to the Human Resources Department prior to transporting students is required. You will be notified if we are unable to allow you to transport students.

1.3.4 Athletic Participation

Your safety is imperative and therefore you should limit your participation when engaged in physical activities with our student population/athletes. Participation should be limited to instruction, supervision, and demonstrations of the physical activities related to tasks.

When instructing or demonstrating specific activities, you should assure the physical effort and force used will not place yourself or others in a situation that may cause injury.

1.3.5 Attendance

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this Handbook. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Unplanned time off should be entered in Employee Access True Time within 24 hours of your return to work. Planned time off should be entered in Employee Access True Time prior to your time off. Details of the absence should be given in Employee Access True Time so your building secretary and principal can determine if your request is correct. Employees are also responsible for submitting substitute requests via Aesop.

Any time spent not working during an employee's scheduled day must be accounted for in the system using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination.

1.3.6 Bloodborne Pathogens

All school district staff members are required to be trained annually about blood-borne pathogens. Staff hired after the start of the school year must view the online [bloodborne pathogens training](#).

All regular employees are required to complete bloodborne pathogen training **each year by September 30th** ~~within six months of employment and annually thereafter~~. The opportunity to complete these trainings will occur during normal working hours.

1.3.7 Breastfeeding

In recognition of the well documented health advantages of breastfeeding for infants and mothers, the River Falls School District provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

Milk Expression Breaks: Breastfeeding employees are allowed to express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisor.

A Place to Express Milk: A private room (not a toilet stall or restroom) shall be available for employees to express milk. The room will be private and have an electrical outlet. Expressed milk can be stored in the general school building refrigerator and should be labeled accordingly.

1.3.8 Cell Phones

~~Personal~~ Cell phone **use for personal reasons** should only **occur during** non-contractual time. Individual prep time should be used to prepare instructional time and materials related to students and classroom objectives.

1.3.9 Chaperone Responsibilities for School-Related Activities

School-sponsored activities will be supervised by staff member **chaperones and volunteer** chaperones. Chaperones must have the emergency phone numbers, ride with students while transported, and abstain from tobacco **and** ~~or~~ controlled substances while responsible for the supervision of students.

The roles and responsibilities of the chaperone, whether paid or volunteer, are further delineated in [Board Policy 455.1 Student Chaperones](#) ~~of the Procedures Manual and are available in all the school offices along with field trip request forms.~~

1.3.10 Child Abuse

- A. Reporting: Wisconsin law requires all employees of Wisconsin public school district to report suspected child abuse and neglect, Wis. Stat.sec. 48.981(2)(a)16m. **All employees** having reasonable cause to suspect that a child seen in the course of their professional duties has or will experience abuse, neglect, been threatened with abuse or neglect, or that abuse and

neglect will occur shall immediately contact the Department of ~~social~~ **Human** Services in which county the child resides in, and inform the agency of the facts and circumstances which led to the filing of the report. The building principal or department supervisor should also be contacted.

Contacting the building principal or department supervisor does not meet your obligation as a mandatory reporter. You must call the appropriate Department of Human Services.

If two or more employees are provided notice of suspected child abuse and neglect, then all employees must individually or jointly report this to the appropriate Department of Human Services.

Firsthand knowledge of suspected abuse or neglect is not required for reporting. If a third party provides information of suspected abuse or neglect, then an employee is obligated to report it. When in doubt, report.

Failure to report suspected cases of child abuse or neglect is punishable by fine and /or jail sentence.

Pierce County Department of Human Services: 715-273-6766
St. Croix County Department of Health and Human Services: 715-246-6991

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

- B. **Training:** All regular employees are required to complete Child Abuse and Neglect training **each year by September 30th** ~~within six months of employment and annually thereafter~~. The opportunity to complete these trainings will occur during normal working hours.

I.3.11 Communication with the Public

On behalf of the school district, administration and designated staff members are responsible for the preparation of informational materials including newsletters, news media articles and press releases, websites, and special pamphlets and informational brochures, as well as the use of all available media and technology, to keep the goals, program, achievements, and needs of the school district before the public.

Ongoing opportunities will be provided for stakeholders to provide input and discussion regarding school district affairs with staff, administrators, and school Board members.

Administrators and staff members are strongly encouraged to actively participate in community organizations, events, and other opportunities to promote positive school-community communications.

In the event of an emergency/crisis situation, the superintendent or his/her designee will be the school district's spokesperson.

I.3.12 Computer and Internet Use Agreement

In alignment to [Policy 363.2-Rule Internet Safety and Acceptable Use](#) the school district requires that all **regular employees, including coaches, are required to acknowledge the Access to District Technology Tools Policy each year by September 30th.** ~~staff including coaches and~~ **Substitutes, upon**

being hired, must read and acknowledge [Policy 363.2- Access to District Technology](#), who may utilize computers in the course of their employment, must read and complete a computer and internet use agreement. The agreement is available on the school district's webpage under Information Technology Department and Human Resources Department.

- A. Examples of acceptable uses/limitations of District technology tools include, but are not limited to:
- a. The District's technology tools are to be used primarily for District purposes. Appropriate staff uses of the District's technology tools include, but are not limited to, research, teaching, internal and external technology/collaboration and uses that support the professional activities of staff. Use of any District technology tool for the financial or pecuniary benefit of any student, employee or third party is expressly prohibited, except as otherwise provided. Students and employees shall be permitted to use District technology tools in a prudent manner for personal use as long as it does not interfere with the use of technology by other members of the District community or the performance of their job responsibilities.
 - b. Users do not own accounts on District computers, but are granted the privilege of use. The District may revoke this privilege if District policies are not followed. Users may not share their accounts with others and must keep account passwords confidential.
 - c. The District cannot guarantee that messages or files created, stored, received or sent through District technology tools (including computers, hard drives, disks, telephones) are private or secure.
 - d. The District may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary actions against the user.
 - e. Users must adhere strictly to software licensing agreements and copyright laws.
 - f. Only software that has been authorized by the District may be loaded or used on any District computer. The Technology Services Department is responsible for loading or removing any software.
- B. Examples of prohibited conduct include, but are not limited to:
- a. Sending, storing or accessing harassing, pornographic, obscene, offensive or otherwise inappropriate information or material.
 - b. Deliberate attempts to access files or information that the user is not authorized to access.
 - c. Downloading music or videos for non-school use is not authorized due to the impact on system performance.
 - d. Unauthorized attempts to view and/or use another person's accounts, computer files, programs or data.
 - e. Student use of District resources for any commercial activity or for-profit services.
 - f. Staff use of District resources for any commercial activity or for-profit services, other than in the course of teaching, scholarship, public service or other District business, unless the use is otherwise approved in this policy or by the building principal or Superintendent.
 - g. Any attempts to disable or compromise the security of information contained on District computers.

- h. Copying software protected by copyright, except as otherwise provided. Staff may copy software protected by copyright as permitted by software licensing agreements.
- i. Initiating or propagating electronic chain letters.
- j. Inappropriate mass mailings to newsgroups, mailing lists or individuals.
- k. Unauthorized “broadcasting” of unsolicited mail or information.
- l. Failure to limit personal use to non-work time or as appropriate. Attempts to disrupt, subvert or circumvent the District’s access to any data, communications, systems, files or passwords.
- m. Posting a message on **social media**, an internet bulletin board, World Wide Web document or any publicly available internet site which contains statements pursuant to an employee’s official duties, or which might be interpreted as stating a District position or policy, without advance written approval of the building principal, or in the case of staff, building principal or Superintendent, unless the message clearly indicates that it reflects only the views of the author and not the District.

I.3.13 Conflict of Interest

Under Wisconsin law, [Wis. Stat. § 118.12\(2\)\(a\)](#) and [Board Policy 522.4 Staff Conflict of Interest](#), school district employees are prohibited from receiving anything of value for their own benefit that results from selling, soliciting, or promoting the sale of any goods or services to any public school pupil while on school property or at school-sponsored events. Prohibited items of value include gifts, benefits, or compensation. School district employees must avoid obtaining any personal gain or benefit from activities involving public school students while on school district property or involved in school-related activities, unless it is provided by the school district itself.

I.3.14 Study of Controversial Topics

The District’s goal is to create an educational environment to support teachers and students when they enter into discussions of controversial topics in a manner that helps them evaluate multiple perspectives and to encourage civil and constructive critical thinking skills.

It is vital to provide students with the skills needed to participate in community and political life, cope with social change, appreciate other cultures, and gain an understanding of individual responsibility and ethics.

IDENTIFYING CONTROVERSIAL TOPICS

On both a planned and unplanned basis, a topic can be considered controversial when it:

- A. Can be reasonably expected to make individuals in a class or other group feel uncomfortable, distressed, or threatened;
- B. Tends to elicit strong emotional reactions;
- C. Challenges a person’s assumptions or personal beliefs;
- D. Creates or reveals real or perceived division based on differing beliefs, values, life experiences, or points of view;
- E. Presents a problem over which there is significant, and often even emotional disagreement regarding the appropriate solution;

- F. Causes some parents/guardians to question the school's role in addressing the topic with their child, and the potential for eliciting such a reaction is reasonably foreseeable and/or
- G. Provides an opportunity for various cultures, beliefs, traditions, and historical matters to be discussed.

GUIDELINES FOR DISCUSSION OF CONTROVERSIAL TOPICS

Teachers and students will engage in civil discourse when handling controversial topics in the classroom. The following guidelines are designed to protect teachers as well as students from unfair or inconsiderate criticism during the study of controversial topics.

- A. Discussion should include the open expression of ideas, as long as those views are not derogatory, malicious, abusive, or discriminatory towards other's views.
- B. Educators are expected to facilitate the exploration of the topic by presenting related issues objectively, impartially, and professionally.
- C. The study of controversial issues should develop students' abilities to evaluate sources of information, undertake critical inquiry, and consider differing experiences and viewpoints.
- D. Schools are to be neutral grounds for rational discourse and objective study. Schools are places for students to prepare for informed and reasoned involvement in community life, including its politics, by calm and cooperative study of social issues.
- E. Discussion of controversial issues is acceptable when it clearly serves an educational purpose, is age appropriate, consistent with curricular objectives, arises during the educational process, and is consistent with the district's mission statement and non-discrimination policy. Such discussion is not intended to advance the interest of any group, political or otherwise.
- F. All students have a right to competent instruction in an atmosphere free from bias, prejudice and harassment.
- G. Educators and presenters should have the appropriate background and preparation to academically address such issues and should do so in accordance with the best practices and accepted norms of the discipline. Generally, controversial topics should have a substantial connection to the curriculum. An exception to these guidelines may apply when, for example, a school administrator or leadership team directs or approves the examination of an issue of immediate concern that students are having to process. A school-to-family communication is normally appropriate when such exceptional situations arise unexpectedly.
- H. Although it will often be appropriate for educators to avoid revealing their personal opinions, positions, or beliefs to students on a controversial topic, if an educator determines that circumstances exist that justify making such a disclosure, the educator is expected to do so in a manner that does not denigrate the legitimacy of other responses/positions. Specifically, educators will not attempt to persuade students into adoption of such personal opinions and/or beliefs.
- I. Educators who are unsure whether, or how, to approach a controversial topic in class or other school activity are expected to communicate such concerns to a supervising administrator or the Director of Academic Services.

- J. It is not practical for educators to provide advance notice on every topic or issue that will be covered or discussed in a class or other school activity. However when the controversial topic is foreseeable, parents/guardians will be provided with advanced notice by the teacher and have the right to judge whether certain materials are acceptable for their child(ren). No parent, guardian, or organization may abridge the rights of other parents or children to have access to materials that are a part of the school's educational program.
- K. Students, parents and/or guardians are encouraged to contact the educator and/or administrator regarding the discussion of controversial topics in the classroom to identify concerns and provide feedback.

See [Board Policy 381, Study of Controversial Issues](#)

1.3.15 Copyright Guidelines

All staff are expected to follow relevant copyright law. Visit this [website](#) if you would like guidance on this topic

1.3.16 Criminal Background Checks/Charges/Convictions

In alignment to [Policy 533.1 Criminal Background Checks](#) and [Policy 533-Rule Certified Staff Recruitment, Selection, and Hiring Practices](#)

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

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

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

1.3.17 Email

All staff members are expected to check and respond to emails on a regular basis each day. There are many important emails that come to staff from various places that require prompt responses. **All staff members are also expected to check their school email over the summer months. District and building level communication will be distributed via email.**

1.3.18 Emergency and Safety Procedures

- A. Crisis Management Plan: All classrooms and/or student learning spaces have a "Crisis Management Plan" flip chart. This includes information about evacuations, bomb threats, lock downs and medical emergencies. The chart will be kept in an easily accessible place.

Employees in charge of supervising students should locate the chart and use it as reference in case of emergency. Teachers should reference the flip chart and its location in the notes provided to a substitute/guest teacher. If a classroom/student learning space is missing a "Crisis Management Plan" flip chart, please ask the Building Principal for a copy.

- B. Crisis Management Teams: Each building will designate employees assigned to emergency response team(s). When alerted, designated staff should promptly report to the area of emergency.
- C. Required Drills: State Statute 118.07 requires 13 safety drills be conducted annually in each building with at least one drill happening each month. The specific safety drill plan will be created by the building administrator. Each teacher has the responsibility to inform all classes of the proper exit routes/procedures from that room. A sign should be posted in each room to indicate the proper exit door from that room.
- D. Injury Procedure: Report injured students to the Health Services office immediately. Never allow an injured student to come to the office alone. In some instances, the injured or ill student should be permitted to remain in the room and medical assistance will be brought there. You are required to fill out an injury report form that must be filed in the office.

I.3.19 Employee Assistance Program (EAP)

The [Employee Assistance Program](#) offers confidential and professional assistance to all employees and their families who are currently having problems that affect their personal lives and/or job performance. Information that explains the many aspects of this program may be found on the school district's [Human Resources Page, Employee Quick Guide](#). ~~Just log in and select Employee Assistance Program found under the Teacher and Staff Resources tab.~~ Information folders are also available and can be requested by contacting your building principal or the Director of Human Resources and Leadership Development. See [Board Policy 523.3, Employee Assistance Program](#).

I.3.20 Exit Interviews

Exit interviews with the human resources department are strongly encouraged for employees who leave the school district. Employees are encouraged to provide candid comments and suggestions which can help to improve future school district/employee relations and ultimately make the school district a better place to work.

I.3.21 Facility Use

It is understood that staff may want to use rooms other than their own for classroom projects, presentations, etc. If these activities are during the course of the day, they should be scheduled with the building secretary/principal. ~~where the room in question is located.~~

If the activity is after school, the following will apply. Gymnasiums, auditoriums, and other outdoor athletic fields, should be scheduled through the activities office at the high school (425-1830 ext. 3710 or 3709). Classrooms at the high school should also be reserved at this number. All other rooms in the school district should be reserved through the building secretary/principal of the room in question.

Staff interested in using a room for personal use need to follow the same procedures as the public as outlined in [Board Policy 830 Use of School District Facilities, Grounds, and Equipment](#)

I.3.22 Fundraising

All fundraising must be pre-approved by the building principal. School groups (athletic, band, etc) that have community booster groups are required to follow the same guidelines listed above. See [Board Policy 374 Student Fund-Raising Activities](#)

I.3.23 Gifts and Gratuities

No school district employee or official shall accept or offer to receive, either directly or indirectly for their own personal use, any rebates, gifts, discounts, or anything of value which he/she is not authorized by the superintendent or his/her designee to receive from any individual or company doing business with the school district. Such officials or employees may accept minor items distributed by a company or salesperson through their regular public relations program. This policy also applies to business transactions for school organizations, student classes, and extracurricular activities.

Inexpensive gifts (\$25 or less), which students or their parents present to staff members to show their gratitude or appreciation, may be accepted. However, students should be encouraged to use some non-monetary form.

Attempts by persons doing business with the school district or representing any person, business, organization or entity attempting to do business with the school district to offer gifts, gratuities, or other advantages as an apparent inducement to do business with the school district or any part of it, including its students or any portion thereof, shall immediately be reported to the superintendent in writing by the person to whom the offer was made.

See [Board Policy 522.4 Staff Conflict of Interest](#) and [Wis. Stat. § 118.12\(2\)\(a\)](#)

I.3.24 Health Screening

State statute [Wis. Stat. § 118.25\(2\)](#) requires that all school employees complete the health screening process which includes a tuberculin skin test (if deemed necessary by a physician upon the employee's completion of a screening questionnaire) and basic physical examination. Information and forms are available ~~on the school district's webpage under~~ **through the** Human Resources Department.

The cost of the health screening including the examination, and tuberculin skin test or chest x-ray if deemed necessary, shall be paid out of school district funds for all permanent and substitute employees.

I.3.25 Inclement Weather and Other Emergency School Closings

Administrators, central office staff members, custodians, maintenance, mechanics, principals' secretaries and the transportation supervisor are expected to report to work if/when school is called off for an inclement weather emergency unless doing so would compromise their safety. If conditions exist which compromise their personal safety they will be allowed to take the day without pay or use other available leave such as personal or vacation time. Upon approval from their supervisor and the superintendent, an employee may be allowed to work from home if their work responsibilities can be completed remotely.

For teachers, When there is an inclement weather emergency day which is **not made up in person or substituted for with a virtual learning day**, teachers will have the option to make up the time at a later date, take the day without pay, or substitute other available leave such as personal time.

Employees who have scheduled sick or personal leave when there is an inclement weather school closing will be allowed to withdraw the use of sick or personal leave and instead make up the time at a later date as approved by their building principal or supervisor. Employees on family and medical leave of absence or who have a scheduled vacation day do not have the option of making up the time missed due to inclement weather at a later date.

If schools are closed by order of a county, state or federal public health official due to health or other safety concerns, the following provisions shall apply:

- A. For purposes of this section, “staff” shall include all employee position groups defined in Section I.1.2 E. Regular Employees,
- B. The Board of Education has the discretion to pay staff their regular rate of pay during a school closure that is mandated by order of a county, state, or federal public health official due to health or other safety concerns
- C. If paid during a closure, staff shall be available for work during normally scheduled workdays and work hours.
 - a. If directed to work, they will report to work for duties as assigned.
 - b. If directed to work, but not available, normal vacation and general leave request, approval, and usage procedures delineated in this handbook and administrative work rules will be followed.
 - c. If an hourly employee is directly impacted by a health concern (either personally or through caregiver status) and is unable to report to work when requested, the District Administrator / Designee will work with the employee on a case-by-case basis in an effort to mitigate or eliminate the impact on that employee’s accumulated paid leave

I.3.26 Mobile Device Staff User Agreement

The School District of River Falls has provided a mobile device to many staff members who work directly with students. The purpose of the mobile device implementation is to enhance personalized learning and achievement for students and staff. The mobile devices will be used in instruction to promote 21st century learning skills. All staff members who are issued mobile devices will be required to review **and abide by** the Mobile Device Staff User Agreement **and sign the agreement with the school district to protect the hardware and software with this technology.** See [Board Exhibit 363-2 Mobile Devices Staff User Agreement](#)

I.3.27 Injury Procedure

The teacher in charge of an injured student will immediately report such injury to the Health Services Office. The Health Services Aide will report the injury to the Principal’s Office. Never allow an injured student to come to the office alone. If you cannot leave, seek student assistance for this purpose. In some instances, the injured student should be permitted to remain in the room and medical assistance will be brought there. If you are in doubt, seek advice. ~~You~~ **With your input, health aides** are required to fill out an injury report form that will be filed in the office. **A copy must be submitted to the Director of Finance and Facilities.**

I.3.28 Key and ID Badge Distribution and Replacement

Key distribution shall be the responsibility of the Director of Buildings and Grounds. ID badge distribution shall be the responsibility of the Human Resources Administrative Assistant. Persons shall be provided keys and ID badges as necessary for the fulfillment of their duties and responsibilities. Keys and ID badges may not be used to gain access to any area the person is not specifically authorized to enter. An inventory of distributed keys and ID badges shall be maintained at all times. Employees are required to display ID badges during the school day while on school grounds. Under no circumstances are keys or ID badges to be duplicated or given to others without the approval of the Superintendent.

In the event an employee's key is lost, the employee shall be liable for a \$50 fee per lost key up to a maximum of \$100. Should lock cylinders need to be replaced due to security concerns because of the lost key, the employee may be charged \$75 per cylinder up to a maximum of \$500. In the event an employee's ID badge is lost, the employee shall be liable for a \$5 replacement fee. Key requests are submitted through the district work order system. For ID badges, please email the Human Resources Administrative Assistant. These non-refundable fees shall be assessed at the discretion of the Superintendent.

When an individual terminates their employment with the district their key must be returned on their last day of employment unless other individual arrangements have been made with the Director of Buildings and Grounds. If the key is not returned a fee will be assessed similar to the lost key and cylinder replacement fee listed above.

I.3.29 Leaving the Building During the School Day

If it is necessary to leave the building during the school day, outside of lunch, employees must notify the office prior to leaving.

I.3.30 Local Education Guide (LEG)

A LEG is someone in the district who gives support and is a liaison to students who are taking virtual courses online through Wisconsin Virtual School.

In an online course, the student must complete assignments and communicate with the teacher on a regular basis in order to complete the course. The LEG monitors student progress to be sure they are moving forward toward course completion. The LEG will receive a weekly progress report that provides a quick snapshot of the student's current progress in the course. The LEG will then communicate that progress to the student, parent/guardian, and school counseling team.

It is also the LEG's responsibility to help the student get started with an online course for the first time as well as submitting final grade summaries.

The LEG will be compensated as follows: \$100 per student managed up to nine students; \$1,500 per semester for 10-15 students; \$2,000 per semester for 16-20 students; \$2,500 per semester for 21 and over students.

I.3.31 Mobile Technology

- A. Breakage: Employees are fully responsible for all mobile technology and any damage to their device(s) after one allowable breakage. The first breakage will be covered fully by the district unless it is determined to be gross negligence on the behalf of the employee, after that, the employee is 100% responsible for the cost of all damage or replacement.

Teachers should strongly consider not allowing students to interact with their District issued devices.

- B. Returning Mobile Technology: Resigning and retiring employees must turn in their mobile device(s) to a member of the technology staff located at Central Office. A member of the technology staff must be present (scheduling an appointment is strongly recommended) to take the device as they might ask the employee to sign out and clear their device(s).

I.3.32 Movies

Movies shown must be germane to the subject matter and should in some way connect to the curriculum at that grade level. Please exercise professional discretion when choosing movies or clips for your class. Commercially rated movies should be rated G or PG at the elementary level. At the middle school level, PG-13 or R-rated movies require principal approval and parent permission; this includes both movies shown in the classroom and as part of a field trip or other activity. At the high school level, movies with an R rating require principal approval and parent permission. Please note that any videos or materials that may contain controversial material should be discussed with the principal before use.

I.3.33 Observance Days

Special days shall be observed in the school district in accordance with state law. The administration, along with teaching staff, shall be responsible for planning special observance day activities. Activities should be appropriate for students at particular grade levels. See [Special Observance Days Wis. Stat. § 118.02](#)

If any observance day falls on a weekend, the observance shall be on a school day immediately preceding or following such day.

The following days shall be appropriately observed in the school district:

January 15	Dr. Martin Luther King, Jr. Day
February 12	Abraham Lincoln's birthday
February 15	Susan B. Anthony's birthday
February 22	George Washington's birthday
March 4	Casimir Pulaski Day
March 17	for "The Great Hunger" in Ireland from 1845 to 1850
April 9	Prisoners of War Remembrance Day
April 13	American Creed Day
April 19	Patriots' Day
April 22	Environmental Awareness Day
The last Friday in April, Arbor Day, except that if the governor by proclamation sets apart one day to be designated as Arbor and Bird Day under s. 14.16(1), that day shall be appropriately observed	
June 14	if school is held, Robert M. La Follette, Sr. Day

September 11	a day to remember the attacks that occurred on September 11, 2001, and to honor law enforcement officers and firefighters
September 16	Mildred Fish Harnack Day
September 17	U.S. Constitution Day
Wednesday of the 3rd week in Sept, as part of Wonderful Wisconsin Week under s.14.16 (8), Wisconsin Day	
Friday of the 3rd week in September, POW-MIA Recognition Day	
Wednesday of the 4th week in September, Bullying Awareness Day	
September 28	Frances Willard Day
October 9	Leif Erikson Day
October 12	Christopher Columbus' birthday
November 11	Veterans Day

I.3.34 Outside Employment

The school district does not prohibit its faculty and staff from employment in non-school activities provided that such activity does not conflict with an employee's obligations to the school district. Specifically, the school district expects that any employment accepted by employees of the school district from outside sources will not compromise their effectiveness as school district employees or contradict the [Code of Ethics for Public Officials and Employees in Chapter 19 \(19.45\) of the statutes](#).

I.3.35 Outside Speakers or Presenters Invited to Classes

Guest speakers that enhance student learning are encouraged. If you plan on having a guest speaker or presenter, please let your principal know in advance. Please advise the speaker that they must sign in and get a visitor pass.

I.3.36 Personal Appearance

Staff members are expected to dress professionally at all times, except when engaged in an activity that would require other attire. Fridays or other special days can be more casual.

Face Covering/Mask Requirements

The Superintendent or designee in consultation with the School Board has the authority to require face coverings/masks if it is deemed necessary for the health and safety of students, staff, and visitors. The Superintendent or designee and School Board may rely on guidelines and expectations from the Center of Disease Control (CDC), the Wisconsin Department of Health Services (DHS), and Pierce County Public Health.

If a face covering/mask requirement is initiated by the Superintendent, the following expectations will be followed by students.

- Face covering is defined as “a piece of cloth or other material that is worn to cover the nose and mouth completely.”
- A ‘face covering’ includes but is not limited to a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering.

- A 'face covering' does not include face shields (alone), mesh masks, masks with holes or openings, or masks with vents.
- Face coverings are to be worn at all times when indoors, with the exceptions of the following situations:
 - When you are eating or drinking.
 - When you are communicating with someone who is deaf or hard of hearing.
 - When you are working if wearing a face covering poses a safety risk, as determined by government safety guidelines or regulations.
 - When you are having trouble breathing.
- Face coverings are strongly recommended in all other settings, including outdoors when it is not possible to maintain physical distance of 6 feet or more.
- If for personal medical reasons an employee cannot wear a mask, alternative options will be collaboratively determined between the employee, the district nurse, and their supervisor.
 - A Physician's note or equivalent is required
- The intent of the mask is to protect other people in case the employee or student is infected, but not showing symptoms. - while also protecting the wearer of the mask.
- Employees may be asked to wear other PPE if work responsibilities put them in close contact with others.

I.3.37 Personnel Records

Personnel records for all school district employees are maintained by the human resources department and shall contain such information as application, credentials, transcripts, references and other pertinent information concerning the employee. Personnel files shall be maintained in the administrative office.

Individual personnel records shall be maintained in accordance with state laws and regulations. Each employee has the right to the extent permitted by law to examine his or her personnel file in the presence of a human resources department representative.

All original school district employee records remain the property of the school district. However, employees are entitled to copies of certain personnel documents as provided by law. See [Wis. Stat. § 103.13 Records Open to Employee](#)

I.3.38 Political Activity

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

- A. No school employee shall, (1) in the presence of any student, and (2) during hours for which pay is received or while the employee is otherwise acting within the scope of their employment, engage in any activity for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. When not engaged in the performance of their duties (e.g., during designated break periods) and when no students are present, employees who are at a work location may engage in private conversations with non-students or in other personal activities that address, for example, political topics.
- B. During established hours of employment or while an employee is engaged in his/her official duties, no employee or other person may solicit or receive from any employee any contribution or service for any political purpose, where a "political purpose" includes an act done for the

purpose of influencing the election or nomination for election of a person to office.

Furthermore, no person may enter any District building, office or facility in order to request, make or receive a contribution for a political purpose.

- C. No school employee shall use in any way the classrooms, buildings, district property or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. This provision does not apply to use of District facilities by employees for events or activities that are not within their scope of employment and that are held pursuant to the District's policies regarding facilities use by third parties.
- D. No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- E. This section does not apply to the provision of information by school employees in connection with any election, referendum or legislation where authorized by the school board or Superintendent and where consistent with legal limitations on the use of public funds and School District resources.

I.3.39 Religious Activities and Expression

The historical and contemporary significance of religious holidays may be included in the program of education provided that such instruction is presented in an unbiased and objective manner.

Holiday-related activities will be educationally sound and sensitive to religious differences, and will be selected carefully to avoid excessive or unproductive use of school time. **Staff members should refrain from any religious activity or expression that would violate the First Amendment rights of students or others, especially any religious activity or expression that is proselytizing or coercive.**

I.3.40 Rooms and Doors

Each staff member is responsible for their own area. Classroom doors should be locked at all times. Do not loan your keys to students or permit students to use your room when you are not present. All staff are required to close and lock classroom windows prior to leaving at the end of the school day.

Heaters, candles, and unattended lights (Christmas lights) are not allowed. **Fans Authorized electronic devices** should have UL rating attached as well as a grounding plug (three-prong). Classroom refrigerators and **coffee makers** are prohibited. However, they are allowed only in very specific situations (science or special education) and must be in an approved location through OSHA or Fire Marshal.

A summary of allowed and prohibited classroom items is available at: [Allowed and Prohibited Items](#). **See your building administrator for specific items that are not listed.**

I.3.41 Seclusion and Restraint

Maintaining a safe and productive environment for student learning is a high priority of the District. Positive behavior interventions and supports shall be considered and utilized to address behavior that interferes with the students' learning or the learning of others. The District recognizes that there may be times when a student will engage in a dangerous or significantly disruptive behavior that requires immediate attention and intervention. In such cases, school personnel shall avoid the use of any excessively restrictive interventions and shall make reasonable efforts to identify the least restrictive

intervention that would be effective and appropriate to the situation. See [Board Policy 447.11 Seclusion and Restraint](#)

I.3.42 Tobacco Use is Prohibited

Any use of tobacco is not permitted in any school district areas or at any school district events.

I.3.43 Staff-Student Relations

The school district is committed to quality educational programs requiring integrity, high ideals and human understanding. The welfare and achievement of students is dependent upon positive relationships within the school environment. Employees should understand that their conduct may be regarded as representative of the District, and that even off-duty conduct may adversely affect the ability of a staff member to effectively perform his/her job duties. To this end, school district employees are expected to develop positive relationships by:

- A. Maintaining empathy with and respect for all students.
- B. Communicating with students in a way that fosters the development of a positive self-image.
- C. Using discretion in handling confidential information about students in public areas both in and out of school.
- D. Adhering to Family Educational Rights and Privacy Act (FERPA) guidelines.
- E. Adhering to Health Insurance Portability and Accountability Act (HIPAA) guidelines.
- F. Using credible, positive feedback with students.
- G. Implementing motivation techniques that enhance self-esteem.
- H. Modeling and reinforcing behaviors that are expected of students.
- I. Utilizing problem-solving techniques in correcting and changing student behavior including collaboration
- J. Helping students recognize their strengths and abilities and become competent learners.
- K. Maintaining appropriate physical boundaries between employees and students.
- L. Refraining from assessing, diagnosing, or treating students' personal problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships. Students should be referred to the appropriate staff member or agency for assistance. This does not prevent students from bringing personal problems to the attention of an employee.
- M. Refraining from disclosing personal, sexual, family, employment concerns, or other private matters to one or more students.
- N. Staff at the high school and middle school levels may communicate directly with students' via media devices after the parents have been generally advised of the employee's intent to do so and have had the opportunity to opt-out. Examples of communication include, but are not limited to: mass text message notifications or use of notifications applications such as Remind or Teamsnap.

Employees are expected to develop and expand their skills in sustaining positive student relationships. The school district explicitly prohibits use of sarcasm, ridicule, insults, profanity, belittling statements or sustained yelling in the school environment.

I.3.44 Staff Use of Social Media

The school district recognizes the importance of effective communication between students, staff, families, and community members. Social media and digital communication are potentially effective methods to keep stakeholders informed and engaged in a timely and accessible fashion. The use of these forms of communication should align to current school district policies, maintain student rights,

and protect the interests of the school district. The guidelines in [Board Policy 522.71 Staff Use of Social Media](#) are designed to clarify the expectations for employee use of social networking and digital communication.

I.3.45 Student Use of Staff Name, Image, and Likeness

Taking or using photos or videos of students or staff without their consent is prohibited for privacy purposes. If a student violates this rule, consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation) will result. Repeated violation of rules will result in further and possibly more serious consequences. If an employee becomes aware of inappropriate use, then these concerns should be reported to the building principal or supervisor. If an employee violates this rule, the employee will be subject to disciplinary action.

I.3.46 Suicide Prevention/Intervention Program

Teachers and other school staff are well-positioned to observe student behavior and to ACT if there is suspicion that a student may consider suicide. Young people lack the perspective of time. Suicide is a permanent solution to a temporary problem, but for kids, their problems can seem endless at this stage. If we get them through the crisis, there is a better chance that they will never attempt suicide (as referenced in the [Wisconsin Department of Public Instruction's Required Notice of Youth Suicide Prevention Resources](#)). ACT stands for Acknowledge (acknowledge feelings rather than minimizing them), Care (show care and concern for the student), and Tell (tell a member of the crisis team). If you believe an individual is in crisis and may be contemplating suicide, never leave that person alone and contact your building counselor, school psychologist, or administrator immediately. The following are warning signs of suicidality:

- A. Talking about or threatening to hurt or kill oneself.
- B. Looking for ways to kill oneself by seeking access to firearms, pills, etc.
- C. Talking or writing about death, dying, or suicide/having a specific plan.
- D. Feeling hopeless.
- E. Feeling rage or uncontrolled anger or seeking revenge.
- F. Acting reckless or engaging in risky activities-seemingly without thinking.
- G. Feeling trapped-like there is no way out.
- H. Increasing alcohol or drug use.
- I. Withdrawing from friends, family, and society.
- J. Feeling anxious, agitated, or unable to sleep or sleeping all the time.
- K. Experiencing dramatic mood changes.
- L. Seeing no reason for living or having no sense of purpose.
- M. Giving away possessions.

I.3.47 Travel

Any time business/work travel is required, an employee must complete an [Employee Travel Checklist](#). This form can be obtained from your building secretary or office/budget paraprofessional. Complete the form before commencing travel and submit it to administration for approval. Once you complete your travel, use the form to request expense reimbursement if applicable. The school district shall reimburse for mileage and expenses as outlined in Section I.8.1 Mileage Reimbursement and I.8.2 Expenses. You must provide detailed, itemized receipts with your reimbursement request. See [Board Policy 671.2 Expense Reimbursement](#)

I.3.48 School Day Visitors

All visitors must use the secure camera entry buzzer system to seek entry into a school district building. Office staff will determine if the visitor is authorized to enter. Visitors allowed entry are required to sign into a visitor's log, and wear an official visitor ID badge on a red RFSD visitor lanyard while on school district grounds. They are to return the ID badge and lanyard at the completion of their visit. Students may not bring a friend or relative to school for an entire day. Visits may be allowed during the lunch hour with approval from the principal. See [Board Policy 860 Visitors to the School](#)

I.3.49 Voicemail and Telephone Contacts

Office personnel will handle incoming calls to the schools. Office staff will use their professional judgment for allowing phone calls to interrupt class. It is an expectation that voicemail will be checked and responded to on a regular basis every day. Personal calls should be minimized during the workday so that they do not interrupt you while performing your duties.

I.3.50 Volunteers

The school district encourages parents and community members to consider becoming a volunteer in the school district. It is a requirement of the school district that a criminal background check be processed before volunteer service begins even if that service is a one-time event. Employees looking for volunteers should contact the Volunteer Coordinator 715.425.1830 x 3809 to ensure volunteers have passed the appropriate background check prior to allowing these individuals to volunteer for a school activity.

I.3.51 Wellness Program

The district's staff and wellness program focuses on education and activities that promote physical and mental well-being. The program encourages staff to make positive lifestyle changes, which include learning how to make wise choices by eating healthy and nutritious food, increasing exercise and activity levels, and decreasing stress to promote emotional well-being. The school district encourages employees to maintain good health throughout their lives with a well-balanced lifestyle.

I.3.52 Work Made for Hire

Occasionally an employee has questions regarding the use of materials to be included in books or other commercial materials. Such materials created by the employee may include lesson plans, staff development presentations or tests/test items. Any work prepared by an employee within the scope of his/her employment is owned by the District. Under federal copyright laws, this is called "work made for hire." An employee with questions regarding the ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her supervisor.

I.3.53 Advanced Learning Grants

The purpose of Advanced Learning Grants is to create a sustainable and equitable program to financially support the professional growth of employees. The Director of Human Resources and Leadership Development will share grant rules, submission requirements, and deadlines with all employees via email and on the District Website no later than September 30.

- The maximum grant awards to an individual employee will be no greater than \$1,000.
- Employees pursuing high need licenses (CTE, Special Education, Alternative Education) and those pursuing Montessori education, will be eligible for an annual award of up to \$1500.
- The total of all grant awards will not exceed \$15,000.

I.3.54 Reporting Threats of School Violence

- A. Reporting: Wisconsin law (ACT 143) requires all employees of Wisconsin public school districts to report threats of school violence. All employees having reasonable cause to suspect threats of school violence in the course of their professional duties shall immediately inform a law enforcement agency. This can be done by phone or personally. A School Resource Officer is considered part of a law enforcement agency.
- B. Training: All school district staff members are required to complete their training **each year by September 30th** ~~within six months of employment and annually thereafter about reporting threats of school violence.~~ The opportunity to complete these trainings will occur during normal working hours.

I.3.55 Required Annual Trainings

All regular employees are responsible for completing the following ~~annual~~ required training **annually**. These trainings are required by state statute and school district policy and are designed to ensure that all employees understand their responsibilities and duties as representatives of the district. In response to new state statutes or school district policies additional training may be added at any time. Annual required trainings will be completed and verified using an online training system (i.e. SafeSchools). **All New** employees will be required to complete **required training by September 30th** ~~within six months of employment.~~ ~~On-going employees will have the opportunity to complete trainings during normal working hours.~~ Employees who fail to complete required training are subject to disciplinary actions. Trainings include, but are not limited to:

- Recognizing Child Abuse and Neglect
- Reporting Threats of School Violence
- Bloodborne Pathogen Exposure Prevention
- Employee Handbook Acknowledgement
- Access to District Technology
- Harassment Policy and Complaint Procedures
- Sexual Harassment and Sexual Violence Policy and Complaint Procedures
- Equal Educational Opportunities Policy and Student Discrimination Complaint Procedures
- Equal Employment Opportunities Policy and Employee Discrimination Complaint Procedures

I.3.56 Use of Video and Audio Recording Systems

In an effort to maintain a safe and healthy environment for employees, students, and visitors on district premises, the use of video and/or audio recording may be installed. Systems will be located in public areas where individuals have no expectations of privacy. Areas include, but are not limited to, hallways, classrooms, parking lots, entrances, athletics areas, and school buses. Systems will not be located in areas where individuals have a reasonable expectation of privacy including restrooms and locker rooms. Any employee who takes action to block, move, or alter the location and/or viewing angle of the video camera will be subject to disciplinary and/or legal action.

I.3.57 Title IX Coordinators

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain

admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District's commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board:

[Policy 411: Equal Education Opportunities](#)

[Policy 411.1: Harassment](#)

[Policy 411.11: Title IX Sexual Harassment](#)

[Policy 511: Equal Employment Opportunities](#)

Any questions regarding Title IX compliance may be directed to the District's Title IX Coordinators.

Title IX Coordinator-Student (i.e. when the complainant is a student)

Mark Inouye, Director of Student Services

852 E. Division Street

River Falls, WI 54022

715-425-1800

mark.inouye@rfsd.k12.wi.us

Title IX Coordinator-Staff (i.e. when the complainant is an employee)

Nate Schurman, Director of Human Resources

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I.4 MANAGEMENT RIGHTS

I.4.1 Delineation of Rights

Management retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this Handbook/individual contracts and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to, the following rights:

- A. To direct all operations of the school system;
- B. To establish and require observance of reasonable work rules and schedules of work;
- C. To hire, promote, transfer, schedule and assign employees in positions within the school system;
- D. To suspend, discharge and take other disciplinary action against employees;
- E. To relieve employees from their duties because of lack of work or any other legitimate reason;
- F. To maintain efficiency of school system operations;
- G. To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders; To introduce new or improved methods or facilities;
- H. To select employees, establish quality standards and evaluate employee performance;

- I. To determine the methods, means and personnel by which school system operations are to be conducted;
- J. To determine means and methods of instruction, selection of textbooks and other teaching materials, the use of teaching aids, class schedules, hours of instruction, class size, teaching load, and length of school year. Teacher recommendations may be considered in determining decisions relevant to areas mentioned in the paragraph;
- K. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- L. To determine the educational policies of the District; and
- M. To contract out for goods and services.

I.5 GRIEVANCE PROCEDURE

I.5.1 Purpose

The purpose of the [Board Policy 527 Employee Grievance](#) is to provide for the exclusive internal method for resolving grievances concerning discipline, termination and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

I.5.2 Grievance Processing Procedure

For specific information regarding the grievance procedure, see [Board Policy 527 Rule-1 Employee Grievance Procedure](#) and [Board Policy 527 Rule-2 Impartial Hearing Officer Selection Procedures](#).

I.6 EMPLOYEE COMPLAINT PROCEDURE FOR ISSUES OTHER THAN DISCIPLINE, TERMINATION, AND WORKPLACE SAFETY

The District recognizes an employee's right to receive fair treatment. Accordingly, the District has established the following complaint procedure for use by all employees. The District regards the use of this problem-solving procedure as an opportunity to correct dissatisfaction in job-related practices. This complaint procedure should be used to address concerns that are not covered by the formal grievance procedure.

In order to make suggestions, or register a complaint or a problem related to his/her job, or District policy that is not subject to the statutory Grievance Procedure, the employee should:

Step 1: Discuss the matter completely with his/her immediate supervisor. Most issues can be satisfactorily resolved in this manner. If the employee and his/her supervisor cannot reach a solution within 10 working days the employee should proceed to Step 2. In the event of a complaint over a work assignment, the employee should perform the assigned task and then discuss the problem with the supervisor.

Step 2: Make a written request for a meeting with the Director of Human Resources and Leadership Development who will discuss the problem with the employee and investigate the basis for concern. The Director of Human Resources and Leadership Development will provide either a verbal or written decision to the employee within ten working days unless he/she determines that additional time is required under the circumstances. If the employee is not satisfied with the Director of Human Resources and Leadership Development's decision, the employee should proceed to Step 3.

Step 3: Make a written request to meet with the District Administrator who will typically schedule a meeting with the employee and appropriate administration to discuss the complaint. The District

Administrator may conduct whatever additional investigation he/she deems necessary. The District Administrator will provide either a verbal or written decision to the employee within 15 working days of this meeting unless it is determined that additional time is required under the circumstances. The decision at this step shall be final and conclusive for all parties.

If the employee does not proceed on to the next step in the grievance procedure within five working days of receiving notification of the decision on any given step, it will be assumed that the complaint is resolved.

It is the District's intention to be fair in order to establish the smoothest working relationship possible. Employees will not be discriminated or retaliated against, or in any way penalized, for using this procedure.

I.7 PAY PERIODS

I.7.1 Annualized Payroll Cycle

1. Teachers and Administrators:
 - a. Annualized Payroll: Employees scheduled to work the school year may voluntarily request to be paid on a 12 month payroll cycle as set forth in subsection 2, below. Such requests shall be made in writing and submitted to the business office by July 1. For employees with an individual contract, such election may be provided at the same time as the issuance of the individual contract or letter of intent. All school year employees covered under this provision shall have their wages annualized based upon the number of hours worked per day, annual number of days worked, current wage/salary rate, and number of payrolls in accordance with the District- approved format.
 - b. School Year Payroll: For employees who do not voluntarily request to be paid on a 12-month payroll cycle, the payroll cycle shall be on a 10-month basis and shall be placed on a 20-payroll cycle.
2. Calendar Year Employees: All employees scheduled to work the calendar year will be placed on the 24-check payroll cycle.

I.7.2 Payroll Dates

The payroll dates shall be the 5th and 20th of each month. If the 5th or 20th of the month falls on a weekend, the payroll date will be the preceding Friday. If a paid holiday falls on the 5th or 20th, payroll deposits shall be issued on the preceding day. The payroll date schedule may be found on the [RFSD Payroll Website](#).

I.7.3 Direct Deposit Payment Method

All employees shall participate in a direct payroll deposit plan. The district will bear any costs and/or services charges. Direct deposit changes may be made after giving 10 calendar days' notice in writing. Each non-exempt employee shall, with each electronic payroll deposit slip, receive information indicating the number of hours for which straight time hourly pay is received and the number of hours for which the overtime rate of pay is received. Each exempt employee shall, with each electronic payroll deposit slip, receive information on the employee's salary received. In addition to the above, each employee shall have access to electronic records indicating the number of accumulated sick leave days, the number of personal days remaining to the employee's credit, and the number of

vacation days taken and the number remaining. In an effort to prevent fraud, the district will not process direct deposit changes received via email.

I.7.4 Definitions for Payroll Purposes Only

1. Day: A day shall run from 12:00 midnight (12:00 a.m.) until 11:59 p.m.
2. Week: A week shall run from 12:00 midnight (12:00 a.m.) Sunday until 11:59 p.m. the following Saturday.
3. Pay Period: The pay periods are determined annually and can be found on the district's website.

I.7.5 Salary Deferrals –Tax Sheltered Annuities (TSA)

1. The District will maintain a TSA program without regard to the employee's current or former employee's contribution amounts. Employees shall have the opportunity to participate in the District's Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an "Investment Vehicle").
2. The purchase of the annuity will be optional for the individual employee. The employee may make 403(b) elective salary reductions in one or both of the following ways:
 - a. Pre-tax dollars (salary reduction, also known as "regular" TSA contributions), or
 - b. After tax dollars (also known as "Roth" TSA contributions).
3. Staff will be permitted to have their contribution remitted via payroll deduction to **a 403b (Tax Sheltered Annuity) through WEA**, ~~an Investment Vehicle offered by a vendor listed as a District-approved vendor~~, as required by the IRS Code and as directed by the District's plan document.
4. ~~An approved TSA Provider list can be obtained from the Business Office.~~
5. The amount to be deducted is selected and the determination made wholly by the person choosing to participate in the Savings Program.
6. The salary deferral will be transmitted on or about the date the money is deducted from the employee's paycheck. In unforeseen circumstances, transmittals will be made no later than 15 business days following the end of the month in which the amount would have been paid to the participant.
7. Employees may choose to defer either a percent of salary or a specific dollar amount up to the amount permitted by law. The salary reduction limit (402(g)(1), the age 50 additional deferral (414(v)(2)(B)(i)).
8. The salary reduction limits will be adjusted from time to time to conform to statutory limits.
9. General
 - a. The employee shall be permitted to change the TSA amount provided he/she provides the District with at least 10 business days' notice prior to the applicable payroll date of the month (5th and 20th of each month).
 - b. In no event shall the employee's contribution exceed 100% of the employee's compensation, less payroll and other required deductions. Employee and employer contributions are 100% vested and non-forfeitable at all times.

- c. Loans shall be permitted to the extent permitted as detailed in the plan document. Contact the district approved vendor to obtain loan information.
- d. Hardship withdrawals are permitted and IRS safe harbor standards with respect to estimating an immediate and heavy financial need [Treasury Section 401(k)-1(d)(3)(iii)(B) will be used]. Contact the vendor or plan administrator for further details if a hardship withdrawal is requested.

10. Salary Reduction Agreement

- a. Employees will be required to sign an agreement to authorize TSA deductions from salary. The current agreement can be obtained from the District Business Office. The District, without the consent of the employee, is authorized to modify the salary reduction agreement to comply with applicable legal requirements. The District will provide the employee with reasonable notice concerning any such modification.
 - b. A change in a beneficiary designation shall take effect when the election is accepted by the Vendor.
 - c. By authorizing TSA deductions from his/her salary, the Employee acknowledges that the District made no representation to the Employee regarding the advisability, appropriateness or tax consequences of any salary reduction agreement, participation in a tax sheltered annuity, or the company which issues the annuity contract or which invests the Employee's salary reduction funds. Furthermore, the Employee agrees the District shall have no liability whatsoever for any loss, solvency, operation or benefits provided by the TSA vendor.
11. Deferred Compensation - Employees may defer salary through the Wisconsin Deferred Compensation Plan (457). The plan limitations and salary deferral rights will be those permitted by the TSA unless the Deferred Compensation plan's rules are in conflict, in which case the Deferred Compensation rules shall apply.
12. Disability - The definition of "disability" for the purpose of the employee's TSA is the same as the definition used within the district's long-term disability insurance.

I.8 COMPENSATION AND EXPENSE REIMBURSEMENT APPLICABLE TO ALL DISTRICT EMPLOYEES

I.8.1 Mileage Reimbursement

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

I.8.2 Expenses

Employees required or approved by the District to attend conferences, seminars, and in-service training sessions shall be reimbursed for travel, meals, lodging, and registration providing prior approval has been received via a Travel Request Form; supporting receipts/documentation are

attached and forwarded to Business Services upon completion of travel. The Travel Request Form is available on the school district's website (go to Departments, Finance and Business Services, Employee Travel).

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

Breakfast: ~~\$13.00~~ \$16

Lunch: ~~\$15.00~~ \$19

Dinner: ~~\$26.00~~ \$28

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

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

I.9 WORKERS' COMPENSATION

I.9.1 Workers' Compensation Coverage and Reporting Responsibilities

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

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

[Workplace Injury Instructions](#)

I.9.2 Benefits While on Workers' Compensation

If any employee is injured while performing duties for the District, the District shall continue to provide workers' compensation insurance and the employee will be compensated in the following manner:

1. The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining workers' compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third of a day of sick leave for each day while on workers' compensation until the employee's sick leave has been exhausted.
2. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

I.9.3 Injuries Not Covered by Workers' Compensation

Some types of injuries suffered while at work may not be covered by workers' compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

1. injuries because of a self-inflicted wound;
2. injuries sustained because of an employee's horseplay;
3. injuries sustained while an employee does an activity of a strictly private nature.

I.10 LEAVES OF ABSENCE

I.10.1 Association Days Leave

Employees who serve the role of Association Leaders (Association Officers, Association Committee Chairs, and Building Representatives) per district recognized unions may be granted Association Days (if they are a member of a state or national committee) to conduct Association business or attend Association meetings that are scheduled during work days. The number of days will be limited to three total days in a given year. The Association agrees to pay for the substitute needed to replace the Association Leader in his or her absence. The Association Days shall not be used to picket, attend demonstrations, or other activities intended to discredit the school district.

I.10.2 Bereavement Leave

Bereavement leave outlined in part A and B below is non-accumulative, however, it will not be deducted from any other paid leave. Upon receiving prior approval from their immediate supervisor, employees may use bereavement leave as follows:

1. Bereavement/Funeral Leave for a Death in the Immediate Family: In the event of death in an employee's immediate family, the employee shall be allowed per occurrence up to **four five** paid days off work. Immediate family includes the spouse, parents, domestic partner, children, brother, sister, grandchildren, grandparent, step-relative of the same relationship as provided herein of the employee and his or her spouse.
2. Bereavement/Funeral Leave for a Death of an Individual Outside of the Immediate Family: Employees shall be granted one paid day per occurrence to attend funerals of aunts, uncles, nieces, nephews, first cousins and other individuals residing in the employee's household.
3. Bereavement/Funeral Leave for a Friend: Employees may use one paid day of bereavement leave to attend the funeral of a friend, but such leave is limited to three occurrences per year and will be deducted from the employee's accumulated sick leave.
4. Additional Bereavement Leave: In extenuating circumstances, additional days may be granted by the Superintendent or designee. Such additional days, at the option of the employee, shall be deducted from the employee's accumulated sick leave if the employee wants paid leave.
5. Part-Time Employee: Part-time employees will receive bereavement leave on a pro-rated basis based upon the number of hours they are scheduled to work.
6. Bereavement Leave Increments: Bereavement leave may be allowed in increments of one hour.

I.10.3 Child Rearing Leave/Medical Leave Outside of FML

Employees who have not worked for the district for 12 months and have not completed 1,000 hours of service are ineligible for Family Medical Leave (FML) but may request child rearing leave or medical leave outside of FML.

1. Application Procedures: Employees who are not eligible for FMLA, or those who wish to extend their leave beyond the parameters of FMLA, must notify the Director of Human Resources with a written request for Child Rearing/Medical Leave. The employee shall make written application for an ~~unpaid~~ must submit a Child Rearing/Medical Leave of Absence Request to the Director Human Resources and Leadership Superintendent at least 30 days in advance unless the employee is unable to provide such notice due to medical reasons, or in the case of an adoption, the employee is unable to provide such advance notice due to the placement requirements of the adoption process. The application for an ~~unpaid~~ child rearing/medical leave shall include acceptable medical or legal (for adoption) verification and the anticipated date of beginning the leave and return to work. Such application will be reviewed and processed by the Director of Human Resources and shall be granted or denied at his/her sole discretion.
2. Duration of the Unpaid Child Rearing/Medical Leave: The maximum length of the leave shall be limited as noted below. Shorter leave and/or an early return from the leave shall only be upon the mutual agreement of the employee and the District.
 - a. Child born or adopted during the summer vacation – the following two semesters.
 - b. Child born or adopted during the first semester – the balance of that semester plus the second semester.
 - c. Child born or adopted during the second semester – the balance of that semester plus the first semester of the following school year.
 - d. Should the child be born or adopted during the last three weeks of first semester or the last three weeks of second semester, the leave may be extended for an additional quarter/semester upon mutual agreement of the employee and the district.
 - e. Medical leave will not exceed one full school year.
3. Benefits during the unpaid child rearing/Medical leave
 - a. The child rearing/Medical leave is an unpaid leave except that the employee may substitute accrued paid sick leave and vacation time for any leave allowed under the Wisconsin and Federal FMLA.
 - b. During the unpaid child rearing/Medical leave, the employee may continue participation in insurance programs at his/her own expense subject to approval of the carrier. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated. The District will continue health and dental insurance benefits during any child rearing leave covered by the Wisconsin and Federal FMLA.
 - c. The employee shall retain accumulated paid leave not used during their child rearing/Medical leave, but shall not accrue any additional paid leave during the unpaid child/Medical rearing leave.
4. Return from the Unpaid Child Rearing/Medical Leave: The employee shall notify the Director Human Resources and Leadership Superintendent or designee of the employee's intent to return to work 30 days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be

returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal and/or reduction in force, whichever is applicable.

If the employee's leave is for medical reasons, the employee shall be eligible to return to duty from an unpaid medical leave of absence when he/she is physically able provided:

- a. The employee has previously indicated his/her intent to return to duty following the expiration of the medical leave.
 - b. The employee provides his/her physician's certification, [Fitness for Duty Form](#), that he/she is able to return to work. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed upon physician will issue a physician's certification. The third physician's certification will be binding on the parties. The District will pay all costs associated with the second and third physician's certification.
 - c. If the employee is unable to return to work at the end of a Wisconsin or Federal FMLA leave due to the employee's disability, the employer will consider an additional unpaid leave of absence as an accommodation of the employee's disability.
5. Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.
6. Interaction with family and medical leave provisions: Child rearing leave, the term of such leave and participation in insurance programs under this section as provided for above shall run concurrent with any family leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

I.10.4 Jury Duty Leave

1. Jury Duty Leave: Subject to the provisions on "Payment for Time Out on Jury Duty," a non-accumulative paid leave for as much time as is required will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or work days.

Third shift employees will be excused from working the evening shift of the day that they serve on jury duty if there was less than eight clock hours between the time their jury duty ended and the start of their shift.

2. Employee Notice: An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

3. Payment for Time Out on Jury Duty: An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send a check for compensation from serving on the jury, minus travel expenses, to the District. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from sick leave or vacation time the employee has earned or will earn in the future.

I.10.5 Personal Leave

1. Personal Days Provided

- a. Teachers and administrators shall be entitled to up to three days of personal leave each employment year. As determined by the Building Principal, teachers can earn one additional personal day for participation on leadership committees and one additional personal day for serving as a new teacher buddy/mentor. **At the completion of ten consecutive years of service in the district, a teacher will be entitled to four days of personal leave each employment year.**
- b. All other employees, with the exception of limited-term employees, shall be entitled to up to two days of personal leave each employment year; **At the completion of ten years of service in the district, all other employees will be entitled to three days of personal leave each employment year.**
- c. A “day” of personal leave is defined the same as a “day” of sick leave.

2. Reasons for Personal Leave: Personal leave may be used for compelling personal obligations which cannot reasonably be conducted outside of the employee's workday.

3. Personal Leave Day Restrictions

- a. The personal leave day will not be granted during the first or last week of a semester, on a parent-teacher conference day, or on an in-service day. Personal leave during these periods may be approved for personal business that cannot be rescheduled for a different time at the discretion of the Superintendent or designee. Personal leave shall not be used to engage in activities for which the employee will receive compensation from any source. Compensation shall not include payment or reimbursement for expenses. In addition, personal leave shall not be used to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District.
- b. Personal leave will be deducted from the employee's available sick leave days.

4. Approval of Personal Leave and the Total Number of Employees on Personal Leave

- a. A request through Employee Access to the Administrator shall be made as far in advance as possible, normally not less than five days. Emergencies may delay the submitting of the written statement until the employee returns to work.
- b. The Administrator has the right to approve or disapprove all requests.

- c. Unless approved by the District Administrator or his/her designee, the number of personal days granted per day will not exceed the following guidelines:
 - i. MMS and RFHS: No more than three support staff employees and three certified staff employees.
 - ii. RB, GW, and WS: No more than two support staff employees and two certified staff employees.
 - iii. RFPME and RCA: No more than one support staff employee and one certified staff employee.
- 5. Part-time Employees: Part-time employees will receive personal leave on a pro-rated basis based upon the number of hours they are scheduled to work (prorated based on FTE).
- 6. Personal Leave Increments: Personal leave may be allowed in increments of a quarter hour.

I.10.6 Sick Leave

1. Sick Leave Earned

- a. Calendar Year Employees: Each employee shall be credited with one day of paid sick leave per month of employment to a maximum of 12 days per contract year.
- b. School Year Employees: Each employee shall be credited with one day of paid sick leave per month of employment to a maximum of 10 days per contract year.
- c. Crediting of Sick Leave: Sick leave though credited at the beginning of each fiscal year is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed. Accumulated sick leave will be forfeited upon resignation or termination.
- d. Part-Time Employees: Part-time employees will receive sick leave on a pro-rated basis based upon the number of hours they are scheduled to work.
- e. Summer School Employees: If employees under contract for the regular school year work summer school they will receive one additional day of sick leave (prorated based on 160 hours of summer school employment). **The additional sick leave will be available for the employee to use during the regular school year. Absences during the summer session are unpaid.**

2. Sick Leave Use

- a. Sick leave shall be paid for any absence from work due to the:
 - i. Personal illness **including mental health**, injury, or serious health condition of the employee;
 - ii. Illness or injury of an employee's child;
 - iii. Serious health condition of an employee's immediate family (spouse, child, sibling, domestic partner, parent or other relative with whom the employee may be living);
 - iv. Medical or dental appointments for the employee and/child that cannot be scheduled outside of the employee's regularly scheduled work hours.
 - v. Employees shall be granted a maximum of two days to care for the employee's child due to closure of daycare due to daycare provider illness.

- b. Definitions: the following apply under this section:
- i. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward.
 - ii. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee or an employee's spouse or domestic partner.
 - iii. Spouse: means an employee's legal husband or wife.
 - iv. Serious Health Condition: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
 1. Inpatient care in a hospital, nursing home or hospice.
 2. Outpatient care that requires continuing treatment or supervision by a health care provider.
- c. Domestic Partner: means a relationship between two individuals that satisfies all of the following:
- i. Each individual is at least 18 years old and otherwise competent to enter into a contract.
 1. Neither individual is married to, or in a domestic partnership with, another individual.
 - ii. The two individuals are not related by blood in any way that would prohibit marriage under §765.03, Wis. Stats.
 - iii. The two individuals consider themselves to be members of each other's immediate family.
 - iv. The two individuals agree to be responsible for each other's basic living expenses.
 - v. The two individuals share a common residence. Two individuals may share a common residence even if any of the following applies:
 1. Only one of the individuals has legal ownership of the residence;
 2. One or both of the individuals have one or more additional residence not shared with the other individual;
 3. One of the individuals leaves the common residence with the intent to return.

3. Sick Leave Increments: Sick leave may be allowed in increments of a quarter hour.
4. Sick Leave Accumulation: Sick leave will accumulate for full-time and part-time employees to a maximum of 144 days (prorated based on FTE). After the maximum accumulation of days, employees will be paid \$150 for each day (i.e. 8 hours) of accumulated, unused sick leave in excess of 144 days. **Payments will occur on the August 20th payroll.**

Employees who are within their first two years of employment and who run out of sick leave will be allowed to borrow a maximum of five days from the next year's sick leave allotment. Employees leaving the system with a sick leave deficit will pay for each deficit day at their current rate of pay. Borrowed sick leave shall never accumulate beyond five days.

5. Overuse of Sick Leave: If an employee were to leave the school system prior to completion of his/her contract term or the school year for an individual teacher and had used all sick leave, a sum equal to the sick leave days, not earned would be deducted from the remaining pay.

Deductions will be based on one day of paid sick leave earned per month of employment to a maximum of 12 days per contract year.

6. Reporting Procedures – Doctor’s Certificate

- a. If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent for one of the reasons stated in “sick leave use” above. Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. Such a certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District’s ability to discipline or discharge employees for excessive absenteeism.
 - b. Unplanned time off should be entered in Employee Access True Time within 24 hours of the employee’s return to work.
7. Holidays During Sick Leave: In the event a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee’s earned sick leave.

I.10.7 Short Term Unpaid Leave Excluding FMLA Qualifying Events

For the purposes of this section of the handbook, Short Term Unpaid Leave is defined as unpaid leave that does not exceed 10 days.

1. Unpaid Leave Day Restrictions

- a. Unpaid leave requests for reasons aligned with personal leave are discouraged and should only be requested for extenuating circumstances, major life milestones, and once-in-a-lifetime opportunities.
- b. Unpaid leave restrictions align with Personal Leave Day Restrictions. In addition, unpaid leave shall not be used to attend Association membership meetings or legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District.
- c. No more than five (5) consecutive days of personal leave and unpaid leave will be allowed.
- d. Unpaid leave for illnesses can be requested only if the employee has exhausted sick and personal leave.
 - i. Unpaid sick leave should not be requested regularly.
 - ii. Excessive use of unpaid sick leave can result in disciplinary action

2. Approval of Unpaid Leave

- a. An email request to the school principal and Director of Human Resources and Leadership shall be made as far in advance as possible, normally not less than five days. Emergencies may delay the submitting of the written statement until the employee returns to work.
- b. The Director of Human Resources has the right to approve or deny all requests.
- c. The combination of personal day and unpaid day approvals will not exceed the following:

- i. MMS and RFHS: No more than three support staff employees and three certified staff employees per day.
- ii. RB, GW, and WS: No more than two support staff employees and two certified staff employees per day.
- iii. RFPME and RCA: No more than one support staff employee and one certified staff employee per day.

I.10.8 Uniformed Services Leave

1. Uniformed Services Leave of Absence: Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law, state law, and this Handbook. The “uniformed services” consist of the following [20 CFR § 1002.5(o)]:
 - a. Army, Navy, Marine Corps, Air Force and Coast Guard;
 - b. Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve and Coast Guard Reserve;
 - c. Army National Guard and Air National Guard;
 - d. Commissioned Corps of the Public Health Service;
 - e. Any other category of persons designated by the President in time of war or emergency.

2. Seniority/Length of Service during Uniformed Services Leave
Employees shall continue to accrue length of service for wage/salary increments, if applicable, and all other purposes where length of service is a factor. The employee's absence shall not be construed as a break in service for any purpose.

Re-employment rights extend to persons who have been absent from a position of employment because of “service in the uniformed services.” “Service in the uniformed services” means the performance of duty on a voluntary or involuntary basis in a uniformed service, including:

- a. Active duty and active duty for training;
 - b. Initial active duty for training;
 - c. Inactive duty training;
 - d. Full-time National Guard duty;
 - e. Absence from work for an examination to determine a person’s fitness for any of the above types of duty;
 - f. Funeral honors duty performed by National Guard or Reserve members;
 - g. Duty performed by intermittent employees of the National Disaster Medical System (NDMS), which is part of the Department of Health and Human Services, when activated for a public health emergency, and approved training to prepare for such service (added by Pub. L. 107-188, June 2002). See 42 U.S.C. § 300hh-11(d).
3. Request for Uniformed Services Leave: When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the District Administrator or his/her designee.

~~I.10.8 Unpaid Leaves of Absence~~

- ~~1. Medical leaves are normally limited to the paid sick leave allowed under this handbook and the leave allowed under the Wisconsin and Federal Family and Medical Leave Acts. Medical leaves to care for a family member with a serious health condition are limited to the leave allowed under the Wisconsin and Federal Family and Medical Leave Acts. Employees with disabilities protected under the Americans with Disabilities Act and the Wisconsin Fair Employment Act may be allowed additional unpaid leave as an accommodation of their disabilities.~~
- ~~2. Application Procedures: Employees shall give notice of leaves covered by the Wisconsin FMLA in a reasonable and practical manner. Employees shall give notice of leave covered by the Federal FMLA as soon as practical. Shorter notice may be given in case of emergency.~~
- ~~3. Benefits during Leave
 - ~~a. Length of service and other benefits shall not accrue during such leave.~~
 - ~~b. The District will continue health and dental insurance as required under the Wisconsin and Federal FMLA.~~
 - ~~c. Where an unpaid leave is allowed beyond that required by the Wisconsin and Federal FMLA the employee may continue health insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health insurance at the employee's expense is contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.~~
 - ~~d. Employees are allowed to use accrued paid sick leave during any leave covered by the Wisconsin and Federal FMLA.~~
 - ~~e. The employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.~~~~
- ~~4. Placement upon Return from Leave~~

~~The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work prior to the expiration of the leave. If the employee does not provide such notice, he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or reduction in force, whichever is applicable.~~

~~The employee shall be eligible to return to duty from an unpaid medical leave of absence when he/she is physically able provided:~~

- ~~a. The employee has previously indicated his/her intent to return to duty following the expiration of the medical leave.~~
- ~~b. The employee provides his/her physician's certification that he/she is able to return to work. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed upon physician will issue a physician's certification. The third~~

physician's certification will be binding on the parties. The District will pay all costs associated with the second and third physician's certification.

e. If the employee is unable to return to work at the end of a Wisconsin or Federal FMLA leave due to the employee's disability, the employer will consider an additional unpaid leave of absence as an accommodation of the employee's disability.

5. Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.

6. Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

I.10.9 Extended Unpaid Leaves of Absence – For Other Than Medical and Child Rearing Reasons

For the purposes of this section of the handbook, Extended unpaid Leave is defined as unpaid leave that exceeds 10 days.

1. Application Procedures: All requests for extended other unpaid leaves of absence, other than emergencies, must submit a [Personal Leave of Absence Request](#) to the District at least 30 days prior to the anticipated beginning of the leave. Such applications will be reviewed and processed by the **Director of Human Resources and Leadership Development** District Administrator and will be granted or denied at his/her sole discretion. The unpaid leave of absence shall not exceed one calendar year.
2. Benefits During Leave:
 - a. Length of service and other benefits will not accrue during such leave.
 - b. Insurance Application: An employee on unpaid leave under this Article is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions, but will pay the entire premium for such programs as the employee wishes to retain commencing with the beginning of the leave. Employees continuing their insurance during an unpaid leave of absence of 10 or more consecutive work days will reimburse the district for the cost of the insurance, unless such leave was taken in accord with the terms of either the state or federal Family Medical Leave Act. Employees taking more than 10 days of unpaid leave during a school year that are not consecutive will begin reimbursing the district for insurance starting with the 11th day of unpaid leave. It is the responsibility of the employee to make arrangements with the district business office to pay to the **School** District the monthly premium amounts in advance and on such date as determined by the **School** District. The right to continue participation in such group insurance programs, however, shall discontinue upon termination of employment.
 - c. During the unpaid leave, the employee will retain accumulated paid leave, but will not accrue any additional paid leave during the unpaid leave.

3. Placement upon Return from Leave: The employee will notify the **Director Human Resources and Leadership Development District Administrator or his/her designee** of the employee's intent to return to work at least 30 days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee will be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or reduction in force, whichever is applicable.

I.11 BENEFITS APPLICABLE TO ALL EMPLOYEES

Additional information available at the [RFSD Employee Benefits Page](#).

I.11.1 Cafeteria Plan/Flexible Spending Account

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) to permit employees to reduce their salary and contribute to an FSA to cover the following expenses: Dependent care costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.

Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administering agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§ 105, § 106, § 125 and § 129).

I.11.2 Dental Insurance

The School Board will provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Eligibility for and payment toward coverage for individual employment groups are set forth in the applicable part of the Handbook covering such employees.

I.11.3 Health Insurance

Compliance Authority: The District may, in its sole discretion, make changes to health insurance, including, but not limited to, health benefits, eligibility standards, coverages, and contribution levels in order to comply with the Patient Protection and Affordable Care Act (ACA) and applicable federal and state agency rules and regulations regarding the implementation of the ACA. Such actions may also be implemented in order for the District to comply with regulatory provisions of the Internal Revenue Service (IRS), e.g. non-discrimination in benefits provisions [IRC 105(h), IRC 125], and to minimize tax liability for the district and/or the benefit recipient underneath such regulatory provisions. Changes to health benefits, eligibility standards, coverages and contribution levels include, but are not limited to, changes in the sections addressing health insurance in the employee handbook.

The School Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Eligibility for and payment toward coverage for individual employment groups are set forth in the applicable part of the Handbook covering such employees.

I.11.4 Liability Insurance

Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy.

I.11.5 Life Insurance

The Board shall provide life insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Eligibility for and payment toward coverage for individual employment groups are set forth in the applicable part of the Handbook covering such employees.

I.11.6 Long-Term Disability

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Eligibility for and payment toward coverage for individual employment groups are set forth in the applicable part of the Handbook covering such employees.

I.11.7 Wisconsin Retirement System (WRS) Contributions

The Board agrees to contribute the employer's share for eligible employees. The employee shall pay the employee's required WRS contribution as required by state statute. Under no circumstances shall the Board pay the employee's required WRS contribution.

I.11.8 COBRA Law Continuation of District Health Plan Participation

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

- A. Qualifying Events: An employee, employee's spouse and an employee's dependent children (if any) covered by and participating in the District's health insurance plan (medical, dental, and vision), may qualify for continuation coverage if District -sponsored coverage is lost due to the occurrence of any of the following qualifying events:
 - a. Voluntary or involuntary termination of employment for any reason other than "gross misconduct;"
 - b. Death of the covered employee;
 - c. Divorce or legal separation from the covered employee;
 - d. Loss of "dependent child" status;
 - e. Eligibility for Medicare entitlement;
 - f. Reduction in work hours such that the employee no longer qualifies for coverage under the plan.

- B. Period of COBRA Continuation: In the event of one of the above qualifying events, COBRA coverage is available for up to 18 months, but may be extended to a total of 29 months in certain cases of disability (see Disability Extension below) or up to 36 months if a qualifying spouse or dependent suffers a second qualifying event. The employee, employee's spouse and each covered dependent has an individual right to request COBRA coverage. Additionally, any child born to or placed for adoption with a covered employee during a period of continuation coverage is automatically considered a qualified beneficiary.

- C. COBRA Extension (Second qualifying events—the second event can be a second qualifying event only if it would have caused the qualified beneficiary to lose coverage under the plan in the absence of the first qualifying event): A spouse or dependent child may be eligible for COBRA extension coverage for a period of up to 36 months if coverage is lost due to one of the following second qualifying events:
- a. The employee's death;
 - b. Divorce or legal separation;
 - c. The covered employee becomes eligible for Medicare;
 - d. A child loses his or her “dependent child” status.
- D. Premium Cost & Payment: The cost for this extended continuation coverage shall not exceed the group rate in effect for an active group member, including the District’s contribution (i.e., the total amount the employee and District have been paying for health insurance coverage). If the cost for COBRA coverage changes during an employee’s participation, the employee will be notified of the new premium in writing prior to its due date.
- E. Termination of Coverage: Employee continuation coverage may be terminated automatically if:
- a. The employee fails to make a monthly premium payment to the District on time;
 - b. The employee obtains similar coverage through a different employer;
 - c. The employee becomes eligible for Medicare and converts to an individual policy;
 - d. The District terminates its health plan;
 - e. The employee’s guaranteed continuation period expires.
 - f. The employee or a qualified beneficiary has the responsibility to inform the District of a divorce, legal separation, or a child losing dependent status under the group health plan within 60 days of the qualifying event. The District will then notify any other covered dependents that are affected by the event of their right to elect COBRA coverage.
 - g. COBRA participants must also notify the District if they experience additional COBRA qualifying events during their COBRA term that might qualify them for additional months of extended coverage.
- F. Disability Extension: If an employee elects COBRA continuation coverage based on termination of employment or reduction of hours, and the employee or a qualified beneficiary from his or her family becomes disabled (as determined by Social Security) anytime within the first 60 days of COBRA continuation coverage, the employee and his or her family’s qualified beneficiaries may elect a special additional 11-month extension, for a total of 29 months of COBRA continuation coverage. To elect the 11-month extension, the employee must notify the Plan Administrator within 60 days of the date Social Security determines that the employee or a qualified beneficiary from his or her family is disabled and within the first 18 months of COBRA continuation coverage.

I.12 WORK STOPPAGE

Employees of the District shall not engage in, condone, assist or support any organized strike, slowdown, or sanction, or withhold in full or in part any services to the District. In the event of a violation of this Section, the District may take whatever disciplinary action it deems appropriate up to and including discharge.

I.13 CONFORMITY TO LAW

If any provision of this Handbook, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this Handbook shall not be affected thereby.

PART II – STAFF WITH INDIVIDUAL CONTRACTS UNDER § 118.22, WIS. STATS.

II.1 DISCIPLINE, TERMINATION AND NONRENEWAL

II.1.1 Standard for Nonrenewal for Teachers

- A. Probationary Employee: A probationary teacher may be non-renewed during their probationary period for any reason, and such nonrenewal will not be subject to the grievance provisions of this Handbook and Board Policy 527 Employee Grievances unless such non-renewal is due to the employee's failure to meet the District's performance expectations. All other non-renewal shall be exclusively subject to the provisions of section [Wis. Stat. 118.22 Renewal of Teacher Contracts](#).
- B. Non-Probationary Employee: After completing the probationary period, the parties agree to the following procedure for nonrenewal:
- a. A non-probationary teacher who has not been placed on a plan of assistance under the District's evaluation procedures ~~for all or part of two consecutive semesters~~ may only be non-renewed for cause **or pursuant to a reduction in force. Cause is defined as the following:**
 - i. **There is a factual basis for the nonrenewal: The factual basis must support a finding of employee conduct or job performance in which the District has a disciplinary or termination interest; and**
 - ii. **Reasonableness of the penalty: Nonrenewal must not be unreasonable.**
 - b. An administrator has the discretion to place a non-probationary teacher on a plan of assistance. This decision will be based on evaluator observations and/or evaluations.
 - i. A non-probationary teacher who **is in the first 90 days of** ~~in the first two semesters (secondary) or first three trimesters (elementary) of placement on a plan of assistance~~ is subject to the same standard for non-renewal applicable to other non-probationary teachers in subsection B, 1, above.
 - ii. A non-probationary teacher who continues to not meet performance expectations **after being on a plan of assistance for 90 days** ~~all or part of two semesters~~

(secondary) or three trimesters (elementary) shall return to probationary teacher status for three years and be subject to non-renewal under the standard applicable to probationary teachers.

- iii. A non-probationary teacher who successfully completes a plan of assistance **within 90 days** ~~either two or fewer semesters or three or fewer trimesters~~ retains non-probationary status. If such a non-probationary teacher who has successfully completed a plan of assistance subsequently receives an unsatisfactory evaluation within five years of completion of the plan of assistance, the teacher will be placed on a last chance plan of assistance **for 90 days.** ~~at least one semester or two trimesters~~. A teacher on a last chance plan of assistance who subsequently does not meet performance expectations **within 90 days** shall be returned to probationary status indefinitely and be subject to non-renewal under the standard applicable to probationary teachers. Such teachers may be returned to non-probationary status at the district administrator's discretion.

A non-renewal shall not be deemed a "termination" under the grievance procedure in this Handbook or in [Board Policy 527 Employee Grievances](#). Such nonrenewal shall be exclusively subject to the provisions of section [Wis. Stat. 118.22 Renewal of Teacher Contracts](#)

II.1.2 Length of Probationary Period for Teachers

All teachers will serve a four year probationary period from the employee's initial date of hire. Initial date of hire is defined as the employee's most recent date of hire with no break in service.

The probationary period may be extended for up to one school year at the discretion of the building principal and Director of Human Resources and Leadership Development.

II.1.3 Standard for Discipline and Termination

A teacher may be disciplined or terminated for "cause". Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook. "Cause" is defined as the following:

- A. There is a factual basis for the discipline or termination: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest; and
- B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

II.1.4 Benefits during Probation

Except as expressed herein, all provisions of this Handbook shall apply to an employee as of the first day of employment. If an employee quits or is terminated during the probationary period, however, sick leave, personal leave, or other benefits shall not be due to him or her. Employees eligible to receive insurance benefits shall receive initial coverage in accordance with the waiting periods, if any, contained in paid coverages without regard for the probationary period.

II.1.5 Benefits for Non-Probationary Employees

Employees who have satisfactorily completed the probationary period and remained employed thereafter shall be entitled to all of the provisions of this Handbook retroactive to the original date of employment.

II.1.6 Representation

In the event any employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances which may lead to discipline or discharge, the employee has the right to request representation. In the event the employee chooses to have representation, the meeting may be delayed, at the discretion of the District, until appropriate representation may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

II.1.7 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

II.1.8 Termination of Employment

The employment relationship between the District and any employee is terminated:

- A. if the employee is discharged pursuant to section II.1.3;
- B. if the employee quits his/her employment;
- C. if the employee fails to return to work on the work day following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis;
- D. if the employee retires.

II.2 INSTRUCTION

II.2.1 Curriculum

- A. Curriculum writing during the school year: To obtain compensation for new curriculum writing that is not part of the curriculum cycle or regular PLC time, complete the appropriate form obtained from the office of the Director of Academic Services. Proposals are due two months before writing is to occur.
- B. Summer school: Summer school class proposal applications will be available in December. Closing date will be the first week of January and will be closely adhered to. Email notification of reminders will come from the Director of Academic Services.

II.2.2 Field Trips

Procedure: The educational benefits of field trips and outdoor activities are recognized and encouraged by the School Board. These trips must be of an educational nature, pertain to a specific element of the curriculum, and be integrated into the curriculum. All requests for student field trips are to be submitted by the teacher(s) to the building principal for prior approval. See [Board Policy 352 Field Trips](#), [Board Policy 352-R\(1\) Guidelines for Extended, Overnight, and Abroad Field Trips](#), and [Board Policy 352-R\(2\) Overnight Accommodations for Student Trips](#).

Guidelines for Extended Trips: Proposals for Extended Trips shall be made to the School Board upon approval of the building principal and recommendation of the Superintendent. Extended trips include any one of the following characteristics: trips of more than a 150 mile one-way radius, trips that tour foreign countries, overnight trips, and those involving student fund-raising. Proposals for Extended Trips shall be presented to the Board's Educational Program Committee prior to full Board action at a regular meeting.

Extended trips should generally be scheduled during vacation times to minimize the loss of teacher/student school time. Extended trips should not exceed 10 days in total length during the school year calendar or 14 days in total length during the summer break.

All proposals for school-sponsored extended trips shall be presented to the building principal and the superintendent prior to any preliminary discussion with students, fund-raising activities, or any public announcements.

Requests for school-sponsored extended trips should be submitted a minimum of 90 days prior to the trip and include the following information as appropriate to the activity:

- A. An explanation of the instructional purposes of the trip and how it complements school district curriculum objectives.
- B. Housing and travel plans, including the length of time for travel including departure and return times and dates.
- C. Approximate number of students.
- D. An explanation of all financial arrangements.
- E. The cost of the trip per participant and what is and is not included in the price.
- F. A count of the number of free transports (tickets/hotel rooms/services/stipends/etc) if any are furnished, and to whom they will be granted.
- G. A list of the names of chaperones who will accompany the students. The trip organizer is to be an employee of the School District of River Falls. Additional supervisors are to be adults approved by the building principal.
- H. Evidence of insurance coverage and transportation by a bonded carrier.
- I. Deadlines for forfeiture of deposit if a student signs up for a trip and then decides not to participate.
- J. A list of fund-raising activities and/or organizations that will be solicited for support.
- K. A list of references of the contract company.
- L. Any requests for modifications of this procedure.

Participation in extended trips should be voluntary, with no sanctions resulting from non-participation. All costs for extended trips, including costs incurred for chaperones, shall be borne by participants on the extended trip. In planning extended trips, staff members need to be aware of the financial and academic impact on students and families. Consideration of such impact should strongly affect the destination, frequency, and planned activities of the extended trip. The timelines listed herein may be modified in exceptional circumstances by the School Board.

Extended trip organizers/leaders will be allocated two paid professional development days for necessary training. Additional training days must be taken as personal days.

II.2.3 Instructional/Library Media Center Materials

The school district shall not discriminate in the selection and evaluation of textbooks, supplementary instructional materials, or library media center materials on the basis of sex, race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures, as outlined in [Policy 361.2](#).

Instructors should select instructional and library media center materials in a manner consistent with RFSD Board Policy [361.1](#) and [361.2](#) and cross check possible instructional/library media center materials with criteria listed in Study and Discussion of Controversial Issues ([Board Policy 381](#)) prior to purchasing and/or using such materials. If criteria listed in [Board Policy 381](#) are met, instructors should collaborate with their building principal to determine next steps.

A parent/guardian may request that his/her child not use certain instructional or library media center materials or participate in certain instructional programs. Alternative assignments or programs shall be made available in such cases.

[Board Policy 871](#) and [871-Rule](#) provide the background information and procedures to follow for staff members who encounter citizens of the community who issue a formal complaint about instructional materials (i.e., textbooks and supplementary instructional materials) or library media center materials.

Maintenance and Control of Instructional Materials: All instructional materials and equipment of the school district shall be classified and catalogued according to an acceptable system. Textbooks shall be made available to all students in sufficient quantity and at appropriate levels so that they are optimally useful to each student.

All textbooks purchased by and in the possession of the school district shall be and remain school district property.

II.2.4 Lesson Plans

Good planning combined with sincerity of purpose, desire of accomplishment, and most importantly, consideration of students, is essential for good teaching. Lesson planning is a method to achieve this goal.

The submission of lesson plans is based on the discretion of the building principal. Lesson planning should include but is not limited to instructional methods and tools necessary for the lesson, learning objective/target, placement of the lesson in the unit of study, guided practice, independent practice, formative assessment, and connection to Wisconsin DPI standards.

The school district expects teachers to prepare and maintain evidence of their planning. This evidence is important as a record of course content and methods, to demonstrate that the approved curriculum is being taught, as an aid to students, and as evidence of your preparation for instruction.

II.2.5 Accommodating Students' Religious Beliefs

In accordance with [Policy 411-Rule \(2\) Procedures for Requesting Exclusion from a Course Due to a Students Religious Beliefs](#), the School Board recognizes that parents/guardians may desire or request that their children be excluded from receiving instruction in specific phases of certain curricular offerings on the basis of their religious beliefs. Accommodation requests shall be handled in accordance with established procedures.

Procedures:

- A. Parents/guardians should contact either their child's teacher or the building administrator/coordinator with questions and concerns dealing with curricular topics or assignments that they find objectionable. The curriculum guide and materials associated with any course will be available upon request for parents to review.
- B. Requests for exclusion of a child from any school-authorized course, or portions of a course, must be made by the parent/guardian in writing to the building principal, and must include an

explanation of the reason for said request. The request must also identify that portion of the specific curriculum to which the request applies.

- C. The written request will be evaluated by the building principal and Director of Academic Services, who will consult with the teacher and rule on the appropriateness of the request. Parents/guardians shall be informed of the ruling in writing.
- D. If the request is approved, the student will be assigned a work station away from the class, under the supervision of authorized school personnel, and will be given an alternate assignment by the teacher. Parents/guardians will be consulted when determining the alternate assignment.
- E. If principal approval for the request is denied, the parent/guardian may appeal the decision in writing to the school district administrator and, if necessary, to the School Board.

The entire process of responding to an accommodation request shall be completed within 90 days, unless the parties involved agree to an extension of time. If after completing the above process a parent/guardian is still dissatisfied with the district's decision, he/she may appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision.

II.3 PROFESSIONAL HOURS/WORKDAY

II.3.1 Normal Hours of Work

Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats. Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are considered to be eight hours per day Monday through Friday including a duty-free 30-minute lunch period. The actual workday for each building shall be established by the School Board. See [Board Policy 535.1 Professional Staff Time Schedules](#)

II.3.2 Administratively-Called Meetings

- A. Staff Meetings: Teachers are required to attend all mandatory administratively-called staff meetings. Administratively-called meetings may begin 30 minutes before the normal workday begins or go 30 minutes later than the end of the normal workday. The number of staff meetings shall be established by the District. The administration shall attempt to provide reasonable notice of all such meetings. Teachers who are required to attend administratively-called meetings will receive no additional remuneration above their regularly paid salaries for attending such meetings.
- B. Other Administratively-Called Meetings: The notification and duration provisions of the previous paragraph do not include nor shall they apply to parent-teacher conferences, department meetings, or activities of similar nature which are normally conducted at other times. Teachers are required to attend such events regardless of the date, time, or duration of said meetings. Teachers who are required to attend other administratively-called meetings will receive no additional remuneration above their regularly paid salaries for attending such meetings.

II.3.3 Consultation with Parents

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to the scheduled parent/teacher conferences.

II.3.4 Prep Time

The District believes that teacher prep time is important and has value. It shall be the responsibility of the Building Principal to annually review teacher schedules to assure teachers are provided with an appropriate amount of prep time.

II.3.5 School Calendar

The school calendar shall be determined by the Board after seeking input. The normal duty year for regularly contracted employees, upon which the employee's annual salary is based, shall be 188 days. The determination of the structure of the days, e.g. instructional, in-service, workdays, etc., shall be at the discretion of the Board.

II.3.6 Schedules

Teaching personnel shall be available a minimum of 15 minutes both prior to the beginning of the actual student day and after dismissal for the purpose of meeting with students for individual help, planning and preparation, assisting with administrative duties, and discipline and order in the halls and individual classrooms or teaching stations.

Building principals are authorized to adjust an individual teacher's work day (setting the before and after time to equal eight hours for a full-time teacher and four hours for a half-time teacher, etc). See [Board Policy 535.1 Professional Staff Time Schedules](#)

II.4 PROFESSIONAL GROWTH

II.4.1 Expectation to Remain Current

All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of pedagogy.

II.4.2 Professional Development/Training Programs/In-service

The school district expects that employees will engage in continuous learning to further develop their professional skills and personal growth. The school district strives to support the development of employees in a variety of ways including school district-provided workshops and classes, reimbursement for participation in regional and state conferences, and recognition of completion of advanced coursework. All professional development opportunities must receive prior approval by your supervisor.

Teachers who are attempting to earn a Master's degree should complete the [Degree Prior Written Approval Request](#) form prior to beginning coursework. Teachers earning their first Masters will move to the MA Salary Ladder. Teachers earning a second Masters or Doctorate degree are eligible for a permanent stipend.

II.4.3 Professional Goals, Yearly

Teachers will annually set a Professional Practice Goal (PPG) as well as Student Learning Objective (SLO) Goal(s) in their Educator Effectiveness Plans (EEP). While it is important that these goals are separate – one focusing on the educator’s practice (PPG), the other focusing on increasing student achievement (SLO), teachers can and should use one to inform the other.

- A. Professional Practice Goals: Establishing practice related goals based on self-evaluation are an important part of professional practice. Goals are set as educators prepare for their Educator Effectiveness Plans and they are monitored by the educator along with their evaluator during the year.
- B. Student Learning Objectives: Rigorous, yet attainable goals for student learning growth aligned to appropriate standards set by individual educators. Educators must develop SLOs based on a thorough review of needs based on data, identification of targeting population, clear rationale for the amount of expected growth, and the identification of specific instructional strategies or supports that will allow the attainment of the growth goals. The ultimate goal of SLOs is to promote student learning and achievement while providing for pedagogical growth, reflection, and innovation.

II.5 STUDENT TEACHER SUPERVISION

Each year we have requests to assist colleges by accepting student teachers, sophomore interns, and observers. Generally, first and second year teachers are not assigned student teachers. The following are guidelines used for full-time student teachers:

- A. Week 1 - Pre-teaching
 - a. Orientation to physical facilities, handbooks, personnel
 - b. Discussion of school and department philosophies
 - c. Observation of the total schedule of the resident teacher’s responsibilities
- B. Weeks 2-3 - Limited Teaching
 - a. Planning with the resident teacher for the teaching of a short lesson or unit in one or two class sections
 - b. Planning with the resident teacher evaluation methods for short lessons taught
 - c. Assuming some remedial or conference work on a one-to-one basis, or a small group of students
 - d. Assuming a share of the resident teacher’s non-teaching duties (excluding coaching of athletics or non-athletic groups)
- C. Weeks 4-6 - Total Responsibility in Some Classes - Resident teacher in attendance most of the time
 - a. Plans, teaches, and evaluates in at least two class sessions
 - b. Assume greater responsibilities in the areas of small group or individual conferences
 - c. Assume a greater share of the resident teacher’s non-teaching duties
- D. Weeks 7-8 (end of term) - Total Responsibility for the Entire Schedule of the Resident Teacher some of the time - Resident teacher in attendance most of the time
 - a. Plans, teaches, and evaluates in all of the resident teacher’s classes
 - b. Assume all of the non-teaching duties of the resident teacher (if practical)
 - c. Report and meet often with the resident teacher during conference preparation times

E. Week 9 – Observe other classrooms, transition back to regular classroom teacher.

All student interns, observers, and others doing educational research will be approved by the principal and the college from which they come. Do not make individual arrangements with student teachers or observers for these kinds of assignments. Student teachers must complete the [Student Teacher Process](#) before beginning student teaching.

II.6 TEACHER SUPERVISION AND EVALUATION

II.6.1 General Provisions

Evaluation requirements will be aligned to the Wisconsin Educator Effectiveness Evaluation Model. The purpose of evaluation is to promote the continuous improvement of teachers, identify actions that positively influence student achievement, and assess the individual performance of staff members.

II.6.2 Evaluators

Every teacher in the District will be supervised and evaluated by an administrator and/or his/her designee. The administrator may be a certified building principal, assistant principal, district administrator, or central office administrator. The administrator may be a District employee or a non-District employee who is a certified administrator.

II.6.3 Evaluation Process – Conditions for All Employees

A. Basic Requirements

- a. All teachers will complete a Summary Year in Year 1 of employment.
 - i. This provision includes one-year limited term teachers and teachers moving to a position in a different building.
- b. Upon successful completion of the Summary Year 1, a teacher will move to a three-year evaluation cycle.
- c. Summary Year: A summary year is a school year that ends in a summative evaluation of performance by the teacher's assigned evaluator(s).
- d. Supporting Year 1: The first year of a three-year evaluation cycle.
- e. Supporting Year 2: The second year of a three-year evaluation cycle.
- f. An evaluator has the discretion to ~~adjust~~ **repeat or advance** the evaluation cycle for a teacher.

B. Evaluation Components

- a. Self-Review: Required in a summary year only, a teacher will analyze their practices using the Charlotte Danielson Teaching Framework (or similar for non-teaching certified staff) as a guide.
- b. Student Learning Objectives (SLO): Required in supporting and summary years. See II.4.3 Professional Goals for more information.
- c. Professional Practice Goals (PPG): Required in supporting and summary years. See II.4.3 Professional Goals for more information.
- d. ~~Announced Extended~~ Observation
 - i. Teachers will receive no less than one **announced extended** observation during their summary year;

1. Extended observations will be unannounced and typically last at least 45 minutes.

- ii. At least one announced extended observation for teachers in Year 1 will be completed by February 15;
- iii. An administrator and teacher may mutually agree to substitute two additional mini-observations in lieu of an announced observation. All mini-observations will follow the protocols outlined in the employee handbook section II.6.3.B.5.

e. Mini Observations

- i. A mini observation is a 15-20 minute unannounced classroom visit, performed by an administrator, with a focus on a reduced number of components from the Charlotte Danielson teaching framework;
 - ii. Three Two mini observations are required for summary year and supporting year 1 teachers. first year teachers and two One mini observations per year will occur for all other summary year 2 teachers. Probationary teachers must have at least one mini observation completed by February 15.
- f. Administrator discretion may be used to place a teacher on a schedule with more frequent announced observations or mini-observations than the minimum requirements outlined in II.6.3.

C. Acknowledgement of Receipt and Response: The teacher will acknowledge receipt of all documents related to supervision and evaluation by signing and dating the summative evaluation document within 10 school days of receiving the evaluation. The teacher shall have the right to attach a report with any remarks concerning the document(s). Acknowledging receipt does not imply agreement with all or part of the documents received. Any employee wishing to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust, may submit those comments or objectives in writing and have them attached to the evaluation instrument to be placed in the personnel file. A teacher may attach a response to any document related to this process after the teacher's receipt of the evaluation document(s) listed above.

D. Copy of Evaluation Procedures: are available on the district website or upon request from the evaluator or the Director of Human Resources and Leadership Development.

II.7 TEACHER ASSIGNMENTS

II.7.1 Teacher Vacancies and Transfers

- A. Determination of Assignment: Teachers will be assigned or transferred by the District Administrator and/or his/her designee.
- B. Job Posting: When a position becomes vacant or a new position is created, notice of such available position shall be posted on the District's website for a minimum of five days. The employer retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the work hours of the position, the rate of pay for the position, the anticipated start date, and the qualifications required for the position.
- C. Process for Filling Vacancies: An employee external or internal applicant who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position

based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). ~~The term “applicant” refers to both internal candidates and external candidates for the position.~~ The District retains the right to determine the job descriptions needed for any vacant position.

Some teacher postings will include the statement: Applications will be screened as they are submitted, and candidates may be contacted for interviews prior to the close date of the job posting. In these instances, interviews may occur before an ~~employee external or internal applicant~~ decides to apply.

~~Internal applicants, those who are currently employed by the district, who work mainly in the same building of the posting, may be transferred into the open position at the discretion of the building principal as long as the opening is consistent with the current teaching assignment of the internal applicant.~~

~~Internal applicants, those who are currently employed by the district, who work mainly in a different building or who currently teach in a position different from what they are applying for, must go through the normal application and interview process.~~

- D. Involuntary Transfers: When the District determines that an involuntary transfer of an employee is necessary, it may, at its discretion, transfer any employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator and/or his/her designee which will include the reasons for the transfer. An employee who is involuntarily transferred shall suffer no loss of wages, hours, or other fringe benefits as a result of such transfer. An employee who is involuntarily transferred and suffers a loss of wages, hours, or other fringe benefits as a result of such transfer may contest the transfer as discipline under Part I, Section 5 of this Handbook.

II.7.2 Teacher Absence and Substitutes

Unplanned time off should be entered in Employee Access True Time within 24 hours of your return to work. Planned time off should be entered into Employee Access and Aesop prior to your time off. Details about the absence should be given in Employee Access so your building secretary and principal can determine if your request is correct. ~~The need for a substitute should be posted in AESOP as soon as the employee is aware of their absence.~~

II.7.3 Summer School

When possible, summer school course assignments should be made known on or before June 1. All current teachers in the District may apply for summer school positions by submitting a Summer School Teacher Application form to the Director of Academic Services. Employees teaching summer classes shall be given a summer school session contract in accordance with [Wis. Stats. § 118.21 Teacher Contracts](#).

II.7.4 Extended Contracts

Additional contract days may be added to the contracted school calendar for each teacher at the discretion of the District. Teachers shall be compensated for said days at their individual per diem rates of pay for each of the extended contract days. Days may be scheduled in full or half-day increments.

II.7.5 Staff In-Service Presentations – In District

The District can benefit from the training and expertise of its staff. Staff members who are interested in sharing their expertise and in receiving compensation for their efforts may provide presentations to staff in accordance with the following guidelines:

- A. Approval Process: Presentations beyond the normal scope of duties will be arranged and pre-approved through the Director of Academic Services to qualify for compensation. Compensation is paid for presentations that occur within or outside of regular school hours.
- B. Presentation Compensation
 - a. Planning Time: Up to two hours at \$50 per hour or \$100 total;
 - b. Presentation Time: \$75 per hour for each hour of presentation.
- C. Repeated Session(s) Compensation
 - a. Planning Time: Up to one hour at \$50 per hour or \$50 total;
 - b. Presentation Time: \$50 per hour for each hour of presentation.
- D. Multiple Presenters: When multiple presenters are used, the above amounts may be divided amongst the presenters as determined by the District.

II.8 RESIGNATION & REDUCTION IN FORCE, POSITIONS & HOURS

II.8.1 Resignation

- A. The teacher's contract shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the following conditions for release shall apply:
 - a. The teacher must give the school district notice that they intend on severing their contract with the school district. The teacher must give such notice at least 30 calendar days prior to the date the employee desires the severance to occur. If the resignation occurs during the school year, or less than 30 calendar days prior to the start of the school year, the teacher must work the school days scheduled during the 30 day calendar notice time period.
 - b. It is agreed that liquidated damages are due to the District with the 60 calendar day notice of resignation as follows:
 - i. \$750 if the employee's resignation is effective on or after July 1, but before August 1.
 - ii. \$1,000 if the employee's resignation is effective on or after August 1, but before the start of the school year.
 - iii. \$1,500 if the employee's resignation is effective on or after the start of the school year.
 - c. Liquidated damages and the 30 calendar day notice requirement would not apply to teachers who do not return their contracts by June 15, or whose resignation is tendered and effective after the end of the school year, but before July 1.
 - d. The employee may choose to have liquidated damages deducted from the employee's last paycheck(s) or the employee shall submit a check for the liquidated damages amount at the time of resignation. If the employee refuses to pay liquidated damages,

the school district will take proactive steps to recoup these damages; methods may include but are not limited to:

- i. Notification letters;
 - ii. Formal refusal to accept resignation;
 - iii. Contacting the Wisconsin Department of Public Instruction and/or Minnesota Department of Education;
 - iv. Using a collection agency.
- e. The District in its discretion may waive the liquidated damages for the following reasons:
- i. Employment transfer of spouse;
 - ii. Illness of employee;
 - iii. Other reasons as determined by the District

In the event the District chooses to waive the liquidated damages, the District shall return any damages submitted with the resignation notice to the employee.

- f. Any employee involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this Article.

The board is not precluded from seeking and recovering the actual amount of damages from a break of individual contract.

II.8.2 Reasons for Reduction in Force

In the event the Board determines to reduce the number of positions or the number of hours in any position, the provisions set forth in following sections shall apply.

II.8.3 Notice of Reduction

The District will provide notice of nonrenewal in accordance with the timelines set forth in [Wis. Stats. 118.22 Renewal of Teacher Contracts](#). The nonrenewal notice shall specify the effective date of the nonrenewal and the right to a private conference under [Wis. Stats. 118.22 Renewal of Teacher Contracts](#).

II.8.4 Selection for Reduction – Steps

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in force in accordance with the following steps:

- A. Step 1 – Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing a reduction in staff.
- B. Step 2 – Selection for Reduction: The District shall select the employee in the affected grade level, department/certification area for nonrenewal.
 - a. Grade Levels/ Departments/certification area for the purpose of this section shall be defined as:
 - i. Elementary (K-5): Teachers from Greenwood, Rocky Branch and Westside will be one grade level. Montessori will be a separate grade level.
 - ii. Middle School (6-8): Teachers will be considered for nonrenewal from the department in which the nonrenewal is deemed necessary. All teachers who

- teach two or more periods within that department will be considered for nonrenewal.
- iii. Senior High (9-12): Teachers will be considered for nonrenewal from the department in which the nonrenewal is deemed necessary. All teachers who teach two or more periods within that department will be considered for nonrenewal. Renaissance will be a separate department.
 - iv. Departments: The term "department" shall mean the subject area in which the teacher taught in the District within the last five school years. Examples of departments are math, English, history, science, etc. By enumeration no restriction is placed on the number or types of departments. The number and type of departments is at the discretion of the Board.
- b. The District shall utilize the following criteria in order of application for determining the employee for nonrenewal:
- i. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
 - ii. Qualifications as Established by the Board: Including, but not limited to specific skills, certification [if applicable], training, District evaluations, etc.
 - iii. Qualifications of the Remaining Employees in the Grade Level, Department or Certification Area: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences may include but not be limited to current and past assignments and practical experience in the area of need.
 - iv. Performance of the Employees Considered for Nonrenewal: Performance of the employees under consideration as previously and currently evaluated.. Greater weight may be given to more recent evaluations.
 - v. Length of Service of the Employee:
 1. Length of Service: Is defined as length of service with the District commencing on the most recent date of hire. No distinction will be made between full-time and part-time employees in calculating length of service.
 2. Tie Breaker on Length of Service: In the event two or more employees start on the same date, the employee who is senior shall be determined by the District.

II.8.5 Reduction in Hours Resulting in Nonrenewal

Employees who are non-renewed and such nonrenewal results in a reduction in hours shall not lose any benefits they have accrued. Benefits are defined as length of service and sick leave earned as an employee. Reduced in time employees shall be treated as part-time employees under this Handbook.

II.8.6 Re-employment Process

The re-employment process is solely available to employees non-renewed underneath this section. It does not apply to employees non-renewed based upon performance as set forth in Part II, Section 1.

- A. Re-employment Period: Employees non-renewed under this section shall retain the re-employment options set forth herein for a period of 12 months after the employee's last day of work with the District.

- B. Employees non-renewed under this section may apply when a vacancy occurs or a new position is created. The District will post vacancies in accordance with Section II.7.1.B of this Handbook. Non-renewed employees can apply for vacancy positions according to the terms set forth in Section II.7.1.C of this Handbook.

II.8.7 Insurance Benefits Following Nonrenewal

See Part I, Section 11 (COBRA) for a full explanation of insurance continuation options.

II.8.8 Accrued Benefits during Re-employment Period

Non-renewed employees shall suffer no loss of sick leave, or other accrued benefits if rehired within 12 months. Sick leave days shall not accrue for an employee during the re-employment period.

II.9 PROFESSIONAL COMPENSATION

II.9.1 Salary Ladder

The *teacher salary ladder (BA and MA) is set forth in Appendix A, Section 1 which is attached to and incorporated in this Handbook.

*Note: For the purpose of this section, teacher includes all certified staff (Counselor, School Psychologist, Library Media Specialist, Occupational Therapist, Physical Therapist, and Speech/Language Pathologist)

- A. Part-time employees will receive the salary set forth in the Handbook in a percentage equal to the amount of their employment.
- B. The salary ladder is based upon the regular school calendar set forth in this Handbook.
- C. The employee's pro-rata daily rate and pro-rata hourly rate shall be determined in the following manner:
 - a. The employee's scheduled annual salary divided by the number of contracted days equals the pro-rata daily rate (extended contract or furlough days shall not be used in this calculation). The number of contracted days is 188.
 - b. The pro-rata daily rate divided by eight hours per day equals the pro-rata hourly rate.

II.9.2 Overview

The River Falls *Teacher compensation model is a dynamic plan that identifies and rewards educator practices, experiences, and performance. The system is designed to be clear, sustainable, and promote an engaging learning environment that empowers teachers to reach their full potential. Teachers will be expected to complete annual Educator Effectiveness (EE) requirements, and earn a satisfactory summary evaluation. While these expectations are not changing, the vision is that this process will be a meaningful, focused, and collaborative exercise. The compensation model was significantly revised in 2022. A summary of these adjustments is available at ([LINK](#)).

II.9.2.1 Salary Ladder Placement

Initial educators will be placed at the BASE of the Salary Ladder. A new employee may be credited for prior professional experience, academic preparation, and labor market factors. This determination of applicable salary ladder placement shall be made by the Director of Human Resources and Leadership Development.

II.9.2.2 Salary Ladder Advancement

Teachers will be credited with an effective year of experience upon successful completion of the Educator Effectiveness (EE) requirements for the year. EE requirements will vary depending on if the teacher is in a supporting or summary year.

Career Tiers

1. BASE: Teachers new to the district, with no recognized prior experience, start at this career level.
2. CAREER TIER A (A1-A3)
3. CAREER TIER B (B1-B3)
4. CAREER TIER C (C1-C3)
5. CAREER TIER D (D1-D3)
6. CAREER TIER E (E1-E3)
7. CAREER TIER F (F1-F3)
8. CAREER TIER G (G1-G3)
9. CAREER TIER H (H1-H3)
10. CAREER TIER V: Veteran Teachers will be eligible for base wage and supplement increases, however, they are no longer eligible for Career Tier Advancement.

Salary Ladder Increases: The salary ladder will be adjusted each year to reflect the following potential salary increases for teachers.

Base Wage Increase: Each year the Board of Education will negotiate the total BASE WAGE increase. Under current law, the BASE WAGE increase cannot exceed the Consumer Price Index (CPI) for the prior year. The distribution of the BASE WAGE increase is at the discretion of the Board of Education.

Auxiliary Wage Increase: At the sole discretion of the Board of Education, and based on available funding, the Board of Education may determine an auxiliary wage increase. The distribution of the AUXILIARY WAGE increases will be determined based on compensation analysis and could be in the form of a per cell increase, percentage per cell increase, or targeted to a specific career tier.

Career Tier Advancement: Career Tier advancement occurs every three years. Career Tiers are defined on the ladder. Career Tiers will be set at the Board's discretion based on available funding and market comparable analysis. Career Tiers will be analyzed on a yearly basis. The purpose of the Career Tiers is to clearly communicate potential salary growth to teachers. Generally, a teacher's raise will be higher in a year when they advance to a new career tier.

An employee shall not be eligible to move more than one level per fiscal year (July 1 through June 30) exceptions to this provision are at the sole discretion of the District, as delineated below.

Labor Market Factors: Labor market factors may arise that allow the District, through the Director of Human Resources and Leadership Development, to make level placement modifications for individual employees. Such labor market factors may include, but are not limited by enumeration to: certifications held by the employee, the number of applicants for the employee's position, the placement of new employees in the incumbent employee's position and additional skills and/or responsibilities not set forth in the preceding sections. The Director of Human Resources and Leadership Development may under such special

circumstances grant levels in excess of the employee's professional ~~points~~, evaluations and length of service. It is within the discretion of the Director of Human Resources and Leadership Development ~~discretion~~ as to whether to bring a level modification recommendation to the Board. The Director of Human Resources and Leadership Development's recommendation for such placement modifications shall be approved by the Board.

II.9.2.3 Reason for Not Advancing on the Salary Ladder

A teacher will not be eligible for salary ladder advancement if:

- A. The teacher is currently on a plan of assistance.
- B. The teacher didn't complete Educator Effectiveness requirements by June 30.
- C. The teacher was hired after January 31.

The superintendent has the discretion to waive these requirements.

II.9.2.4 Supplemental Pay Professional Development

Professional Development Supplemental Pay is delineated at the sole discretion of the District. Professional Development Supplemental pay will be provided in the form of one-time stipends or permanent supplemental pay. The receipt of any one-time salary stipends outlined below may be deleted without adhering to the non-renewal provisions set forth in section 118.22, Wis. Stats. Such modification, amendment, or deletion shall not affect the other terms and conditions of the teacher's individual contract.

Masters'/Doctorate Supplemental Pay

Teachers who pursue a Master's Degree in an area of study that directly applies to their current teaching assignment will be eligible for permanent supplemental pay. Masters' programs must be [pre-approved](#) by the building principal and the Director of Human Resources and Leadership Development in order to be recorded in the school district's records and eligible for Master's supplemental pay. All approved programs must be from a North Central Association Commission on Accreditation and School Improvement, Higher Learning Commission accredited college or university earned after the baccalaureate degree and certification or master's degree and certification. The Director of Human Resources and Leadership Development (in consultation with the Director of Academic Services), at his/her discretion, may award advancement to approved credits, graduate or undergraduate, that were obtained from an international college or university that is not covered by the accreditation process set forth above. Proper credentials shall be considered as statements of degrees attained or status toward a degree. Such statements shall be certified by a college registrar or other proper college official. **Official transcripts must be received prior to August 1 in order to be eligible for MASTERS' SUPPLEMENTAL PAY to take effect the next contract year. Such transcripts shall be certified by a college registrar or other proper college official.**

- | | |
|---|-------------------|
| • 1st Masters' Degree in a District Approved Field of Study | Per Career Ladder |
| • 2nd Masters' Degree in a District Approved Field of Study | \$1000 |
| • Doctorate Degree in a District Approved Field of Study | \$1000 |

Board Certifications Supplemental Pay

National Board Certification demonstrates the rigorous pursuit of excellence in instruction and practice. The following Board Certifications are eligible for permanent supplemental pay. The teacher will be expected to hold the certification and be using the certification for a specific purpose that expands student opportunities.

- | | |
|--|--------|
| • National Board Certification in Teaching | \$1500 |
|--|--------|

- Speech-Language Pathology, Occupational Therapy, Physical Therapy \$500

High Need License Supplemental Pay

In recognition of high need licensure areas, the district will add a permanent high need license supplement for employees who are teaching within these high need licensure areas. Annually the district will determine the license areas that qualify for the supplement and the amount of the supplement. Determination of need is at the sole discretion of the District.

- Special Education \$1200
- Career and Technical Education \$800
- Alternative Education \$1200

Retention Stipend

Upon completion of his/her 10th year (full or part time), an active employee will be eligible for a \$500 retainment stipend on the 10/20 payroll. The receipt of the above additional one-time salary stipend may be deleted without adhering to the non-renewal provisions set forth in section 118.22, Wis. Stats. Such modification, amendment or deletion shall not affect the other terms and conditions of the teacher's individual contract.

II.9.3 Curriculum Planning Projects and Other Projects within the Scope of Employment

Pay for non-instructional work performed as approved by the Director of Academic Services during the summer and during the school term but outside of the teacher work day and year will be paid at \$30 per hour. Non-instructional work includes, but is not limited to curriculum writing, attendance at staff development activities and any other work that does not involve instruction of students and is not otherwise compensated under the guidelines set forth in the handbook.

II.9.4 Secondary 9-12 Addition to Standard Day

If a teacher is designated an administratively assigned teaching block in excess of the norm (presently three blocks and a focus; ~~or two blocks, two skinnies and a focus; or one block, four skinnies and a focus~~), the teacher will be compensated \$1,500 per term. A minimum of 15 students is required. Hybrid/web-based classes and traditional classes taught at the high school will be treated the same.

II.9.5 Summer School

Pay for school summer school classes will be paid at a rate of \$35 per hour. Classes are expected to contain rigorous instruction and align to our curriculum standards. The Director of Academic Services must approve all courses. ~~Current summer school teachers (both academic and enrichment courses) who are earning \$35 per hour or more will be grandfathered at \$35 per hour.~~

Summer school substitutes will be paid at a rate of \$20 per hour.

II.10 INSURANCES

II.10.1 Dental Insurance

The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

- a. Minimum Hours for Any Board Contribution: An employee whose individual contract has an assignment of at least 50% of full-time equivalency is eligible to participate in the

District's dental insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than 50% of a full-time equivalency are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.

- b. Pro-ration of District Contributions: An employee whose individual contract has an assignment of at least 50% of a full-time equivalency, but less than a full-time 100% assignment, shall have the District's contribution prorated, consistent with the employee's percentage of employment.
- c. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for dental insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.

B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment and continue for a full 12-month period. The insurance benefits described in this Handbook and on the individual contract terminate according to the following schedule:

- a. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
- b. If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31.

C. Premium Contributions

- a. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay 87.5% of premium. Employees shall be responsible for the remaining portion of the premium.
- b. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay 87.5% of the premium. Employees shall be responsible for the remaining portion of the premium.

II.10.2 Health Insurance

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

- a. Minimum Hours for Any Board Contribution: A teacher whose individual contract has an assignment of at least 50% of full-time equivalency is eligible to participate in the District's health insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments,

etc. Employees whose assignments are for less than 50% of a full-time equivalency are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.

- b. Pro-ration of District Contributions: An employee whose individual contract has an assignment of at least 50% of a full-time equivalency, but less than a full-time (100%) assignment, shall have the District's contribution prorated, consistent with the employee's percentage of employment.
- c. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.

B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment and continue for a full 12-month period. The insurance benefits described in this Handbook and in the individual contract terminate according to the following schedule:

- a. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
- b. If an employee who has completed the school year resigns or is terminated, his/her insurance benefits shall terminate as of **June 30th**.
- c. Health Savings Account (HSA): As part of your health insurance benefit, the district will contribute an annual amount to your H.S.A. The specific district contribution amount varies depending on the plan you select (Family or Single), the deductible you select (Base vs. Alternative) **and your full time equivalency (FTE)**. The district makes HSA contributions in July and October. Specific information about HSA amounts and distribution schedules will be shared with employees during the open enrollment period (May 1-15), during new employee orientation meetings, and on the Employee Benefits Webpage.

C. Premium Contributions

- a. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay 87.5% of the premium. Employees shall be responsible for the remaining portion of the premium.
- b. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay 87.5% of the premium. Employees shall be responsible for the remaining portion of the premium.

II.10.3 Liability Insurance

The School Board will carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees will be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

II.10.4 Life Insurance

The Board shall provide life insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

- a. Minimum Hours for Any Board Contribution: Employees must enroll in the plan during the 30-day open enrollment period following their initial employment with the district. Employees who enroll outside of the open enrollment period may be required to show proof of insurability. Employees who do not participate in WRS are not eligible to participate in the District's life insurance plan.
- b. Enrollment upon Return from Leave of Absence: An employee is not eligible for life insurance during a leave of absence. Upon return from a leave of absence, the employee may re-enroll without evidence of insurability for the life insurance plans in effect prior to the leave of absence.
- c. Enrollment Due to Family Status Change: An employee may enroll in Basic coverage, or increase coverage without evidence of insurability if application is made within 30 days of gaining a dependent.

B. Commencement and Termination of Benefits: Coverage will commence on the employee's initial eligibility date if the employee has enrolled in the plan on or before that date. Coverage will commence on the first day of the month following enrollment for employees who enroll during the 30-day open enrollment period following initial eligibility. The life insurance benefits described in this Handbook and on the individual contract terminate according to the following schedule:

- a. The last day of the calendar month following the month in which you terminate employment with the district or employer if this occurs before the employee becomes entitled to insurance as provided in the plan or before the employee qualifies for continuation of insurance as a retired employee as provided in the plan.
- b. Thirty days after the date of expiration of an authorized leave of absence for the period permitted in the plan.
- c. The last day of the calendar month following the month in which the employee files a cancellation of insurance with the district.
- d. The date to which the employee's premiums are paid if the employee fails to pay the required premiums within 30 days of such date while the employee is on unpaid leave or while the employee's coverage has continued as provided in the plan.
- e. The date to which premiums are paid for continuing coverage provided in the plan after the employee has again become employed by the district and enrolled for coverage as an eligible employee.
- f. The employee's 70th birthday for Supplemental insurance.
- g. The effective date of termination of the group policy by district.

C. Premium Contributions: The District shall pay the full cost of the Basic Plan. The employee shall pay the cost of any supplemental, additional or spouse and dependent plan.

For more information on the plan, see [ETF-Wisconsin Public Employers Group Life Insurance Program](#)

II.10.5 Long-term Disability

The Board will provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

- a. Minimum Hours for Any Board Contribution: An employee whose individual contract has an assignment of at least 50% of full-time equivalency is eligible to participate in the District's long-term disability insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration to, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are for less than 50% of full-time equivalency are not eligible to participate in the District's long-term disability insurance plan.

B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment and continue for a full 12-month period. The long-term disability insurance benefits described in this Handbook and on the individual contract terminate according to the following schedule:

- a. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
- b. If an employee resigns or is terminated who has completed the school year, his/her long-term disability insurance benefits shall terminate June 30.

C. Premium Contributions: The District shall pay 100% of the premium for long-term disability insurance. The benefits will be equal to 90% of the employee's monthly salary. Coverage shall begin after the 90 consecutive calendar days of disability and continue until the employee is eligible to work or until the termination date provided in the District's long term disability plan.

II.10.6 Wisconsin Retirement System (WRS) Contributions

The Board agrees to contribute the employer's share. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution. Teachers (including the district nurse) are considered Certified Staff (40) in the Wisconsin Retirement System.

II.11 POST-EMPLOYMENT BENEFITS

II.11.1 Retirement

A. Eligibility

- a. Eligibility for teachers who were age 50 or older as of June 30, 2012: Teachers who are at least age 55 **by 8/31 of the year they plan to retire** and have completed at least 15 years of service in the District.
- b. Eligibility for teachers who were younger than age 50 as of June 30, 2012: Teachers who are at least age 57 **by 8/31 of the year they plan to retire** and have completed at least 15 years of service in the District.

- c. The Board may approve retirements prior to age requirement in cases of medical hardship. This decision is at the sole discretion of the Board.
- B. Notice: Declaration of retirement under this Article shall be filed in the District Office on or before March 1 of the final teaching year. The Board may allow a later notice date at its discretion on a case-by-case basis. The retirement plan shall not begin during the school year except to accommodate any basic implementation requirements of the benefits described below and other special circumstances that have been pre-approved by the Board.
- C. The retirement benefits shall be as follows:
- a. Sick leave payment to a Health Care Savings Plan
 - i. Teachers who were hired before July 1, 2012: All retiring teachers will receive a payment equal to the number of sick leave days accumulated, not to exceed 105, multiplied by the percent of the employee's 2011-12 daily rate of pay or by the same percent multiplied by a daily rate of \$188, whichever is higher. The maximum number of sick leave days is 105 for full time employees and is prorated for part-time employees based on the employee's FTE at the time of retirement. The percent of the daily rate of pay shall be 50% for employees with 30 or more years of service to the district reduced by 1% for each year of service less than 30 for employees with fewer than 30 years of service. The District shall deposit this payment into a Health Reimbursement Arrangement (HRA) on behalf of the retiree in accord with plan requirements.
 - ii. Teachers who resign and are rehired forfeit all sick leave earned before the resignation and have a new hire date and forfeit years of service prior to the resignation for purposes of the C.1. retirement benefit.
 - iii. Teachers who were hired after June 30, 2012: All retiring teachers will receive a payment equal to the number of sick leave days accumulated, not to exceed 105, multiplied by the percent of the daily rate of \$188 specified in this paragraph. The maximum number of sick leave days is 105 for full time employees and is prorated for part-time employees based on the employee's FTE at the time of retirement. The percentage of the daily rate shall be 50% for employees with 30 or more years of service to the district reduced by 1% for each year of service less than 30 for employees with fewer than 30 years of service. The District shall deposit this payment into a Health Reimbursement Arrangement (HRA) on behalf of the retiree in accord with plan requirements.
 - b. For all employees that no longer were on probation as of April 15, 2004 and who did not opt out of this benefit and into the benefit described in paragraph C, (3) below pursuant to the MOU between the Board and the West Central Education Association – River Falls Teachers in the 2005-07 collective bargaining agreement, the District shall make five annual payments into a Health Reimbursement Arrangement (HRA) on behalf of the retiree. The payments shall be made in accord with plan requirements. For employees with 30 or more years of service in the District each of the five payments shall be an amount equal to 45% of \$30,000. For those employees retiring with less than 30 years of service to the District the stipend shall be equal to 45% minus 1% for each year of service less than 30 that the employee has worked in the District.

YEARS OF SERVICE	BASE	MULTIPLIER	YEARLY STIPEND
30	\$30,000	45%	\$13,500
29	\$30,000	44%	\$13,200
28	\$30,000	43%	\$12,900
27	\$30,000	42%	\$12,600
26	\$30,000	41%	\$12,300
25	\$30,000	40%	\$12,000
24	\$30,000	39%	\$11,700
23	\$30,000	38%	\$11,400
22	\$30,000	37%	\$11,100
21	\$30,000	36%	\$10,800
20	\$30,000	35%	\$10,500
19	\$30,000	34%	\$10,200
18	\$30,000	33%	\$9,900
17	\$30,000	32%	\$9,600
16	\$30,000	31%	\$9,300
15	\$30,000	30%	\$9,000

- c. For employees that are still on probation as of April 15, 2004, employees hired thereafter, and employees who opted out of the C, (2) benefit above and into this benefit pursuant to the MOU between the Board and the West Central Education Association – River Falls Teachers in the 2005-07 collective bargaining agreement, these employees shall not be eligible for the benefit described in paragraph C, (2) above but will still be entitled to the benefit defined in paragraph C, (1) above. In addition, for those employees hired after or on probation as of April 15, 2004, the District shall contribute \$1,000 each year worked into Health Reimbursement Arrangement (HRA) on behalf of the retiree in accord with plan requirements. This yearly contribution shall apply only to those employees ineligible for the benefits defined in paragraph two and either still on probation or hired after April 15, 2004 or who opted into this benefit and out of the C, (2) benefit as described above. Employees covered by this paragraph must meet the eligibility requirements Section A above (15 years of service, age 57 or older) to receive the benefit described in this paragraph. Contributions made on behalf of employees who terminate employment with the District prior to eligibility for any reason will revert back to the District.

**PART III – NON-EXEMPT STAFF WITHOUT INDIVIDUAL CONTRACTS
UNDER § 118.22, WIS. STATS.**

III.1 DISCIPLINE AND TERMINATION

III.1.1 Standard for Discipline and Termination

An Employee may be disciplined or terminated for reasons that are not arbitrary or capricious. Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook. See [Board Policy 527 Employee Grievances](#)

III.1.2 Representation

In the event any employee is called to a meeting with representatives of the Employer for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances that may lead to discipline or discharge, the employee has the right to request representation. In the event the employee chooses to have representation, the meeting shall be delayed until appropriate representation may be obtained. Nothing in this provision shall prevent an Employer from removing an employee from the work place if immediate action is required.

III.1.3 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file.

III.2 HOURS OF WORK AND WORK SCHEDULE

III.2.1 Letter of Appointment

Should the district anticipate a continuing need for Route Bus Driver, Kids' Club Lead Caregiver, Kids' Club Site Manager, Food Service, and Paraprofessional services during the next school year, it will issue a letter of appointment that shall be consistent with, but subservient to, this Handbook and board policy, before the last student contact day of the school year. The letter of appointment shall identify the employee, the position(s) that the employee is employed for and that there is reasonable assurance that they will work in a similar capacity. Specific assignments and hours cannot be guaranteed but an effort will be made to place the employee in a similar position (i.e., assignment, wages and hours) as the one currently held.

A new Employment Recommendation shall be issued in cases of transfers, additional positions, promotions, and demotions. In the case of a change of assignment the employee shall be provided with at least five calendar days' notice of the change of assignment, if practicable, as determined by the administration.

III.2.2 Regular Workday and Starting and Ending Times

A regular full-time workday is eight hours, excluding lunch time, except during the summer when the full-time workday for Secretaries, Accounting, and Administrative Assistants, is seven hours. Because of different schedule requirements, employees' starting, lunch, and finishing times may vary in different assignments and locations. Each employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

III.2.3 Regular Workweek

A regular work week is 40 hours or fewer. The regular work week is five consecutive days unless the immediate supervisor assigns the employee to a different work schedule. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a work week which may be scheduled or required by the District.

III.2.4 Part-time Employees

A schedule of hours shall be prepared for part-time employees. Such a schedule shall be made known to the affected employees.

The normal duty year for bus drivers and paraprofessionals upon which salary and benefits are based shall be as follows:

- A. Bus Driver (Route): All student days plus two additional days (one dry run day and one inservice day). All drivers are expected to be available on late start or early release days which are caused by inclement weather or inservice days. Route bus drivers will be paid, but not required to make up the hours lost for full-day inclement weather closures.
 - a. Bus drivers will be compensated at their hourly rate for all non-union meetings scheduled by the district or Director of Transportation
 - b. Bus drivers will be paid hourly rate for up to one hour for mandatory drug testing and for one biennial required physical.
- B. Paraprofessional: All student days plus six additional in-service days (two before school, three during the year, and one after the students' last day). Paraprofessionals will be paid, but not required to make up the hours lost for inclement weather closures, late starts, and early releases. In instances in which students are at-home learning, paraprofessionals must be available as needed to support virtual learning objectives.

III.2.5 Additional Hours and Overtime – Approval and Assignment

- A. Approval: In order for an employee to work beyond his or her contract hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/immediate supervisors are unavailable and such pre-approval may cause harm to students, staff, and the community or District property.
- B. Assignment: Non-emergency scheduled overtime assignments will be filled using volunteers first, with as much notice as possible, and if insufficient volunteers are found, the work will be assigned to a qualified employee(s) as determined by the District. If no one volunteers to perform the overtime, the District may assign the work on a rotating basis within the applicable job classification. Emergency overtime assignments shall be assigned at the discretion of the District.
- C. Pay Rate for Overtime: Time worked over 40 hours per week is paid at one and one-half (1.5) rate. Time over 40 hours per week includes sick, vacation, holiday, or personal leave time. The reason for overtime must be indicated on the employee's time card. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.
- D. In the event a bus driver is not notified of a cancelled trip until he/she arrives at the pick-up point, the driver shall be paid \$25.

III.2.6 Lunch Period

All employees who work six hours or more per day will be entitled to an unpaid half-hour lunch period, which shall be duty free. In the event that an employee's lunch break is interrupted by required work, the employee will be allowed to reschedule their lunch period. If the employee is unable to find a time

to reschedule their lunch break during their normal shift, then the employee will be compensated for their missed lunch period. An employee is required to contact their supervisor if their unpaid lunch is interrupted by required work.

III.2.7 Breaks

Employees scheduled to work at least four hours per work day shall receive one 15 minute paid break. Employees scheduled to work at least eight hours per work day shall receive two 15 minute paid breaks. Breaks shall be scheduled by the immediate supervisor. There is no expectation that breaks will occur at the same time each day.

<u>Hours Worked</u>	<u>Break(s) and Lunch Period Scheduling</u>
0 to 3.99 hours	0 minutes
At least 4.0 to 5.99 hours	15 minutes
At least 6.0 to 7.49 hours	15 minutes and 30 minute unpaid duty-free lunch
At least 7.5 or more hours	(2) 15 minute and (1) 30 minute unpaid duty-free lunch

III.2.8 Timesheets Cards or other Form of Electronic Tracking of Hours Worked

Electronic or paper time card system shall be used by the following work groups:

- A. Paraprofessionals
- B. Bus Drivers
- C. Temporary Seasonal Maintenance (Grounds Lead, Grounds Worker, Utility Worker, Snow)
- D. Kids Club
- E. Food Service
- F. Teachers (Tutoring, Curriculum)
- G. Weight Room Supervisor
- H. Band Clinicians
- I. Parking Lot Supervisors

Employees who are required to use timesheets must fill one out for each week of work (Sun-Sat) and submit at the end of each week. Timesheets must be approved by the appropriate supervisor before payment is made.

Employees will punch clock in only when fully prepared to begin work. Employees are responsible for their own time cards and shall not punch clock in or out for any other employee. Employees caught punching clocking in or out for another employee or for time not worked will be subject to discipline up to and including discharge. If the employee leaves the premises for any personal reason, the employee must clock out and clock in upon return.

Rounding rule: True time rounds to the nearest quarter hour.

III.2.9 Call-In Pay

Employees called in to work hours outside of their regular work schedule, as approved by an administrative supervisor, that are not contiguous with their regular work schedule, except as noted below, shall be paid no less than two hours pay. The District may, at its discretion, require such employees to work the full two hour period. Employees called in to open the building for a special event (e.g., use of school District facilities by an outside agency or for co-curricular events) will be paid for the time that the employee is required to be at the District.

III.2.10 Shift Pay Differential

- A. Second Shift: Employees who work and are assigned to a regular second shift shall receive 20 cents per hour added to their regular rate of pay. Second shift is defined as a shift that starts between (1:00 – 2:30 p.m.) and ends between (10:00 – 11:30 p.m.).
- B. Third Shift: Employees who work and are assigned to a regular third shift shall receive 40 cents per hour added to their regular rate of pay. Third shift is defined as a shift that starts between (10:00 – 11:30 p.m.) and ends between (6:30 – 8:00 a.m.).
- C. Employees who are temporarily shifted from their regular night shift to days during summer, winter, and spring recess shall not receive their normal shift premium as provided herein during such period of time.
- D. This provision does not apply to the working supervisor position(s).

III.2.11 Attendance at Meetings

Employees required to attend meetings called or scheduled by the Employer shall be paid for all hours spent in attendance at such meetings. Failure to attend mandatory meetings may result in disciplinary action.

III.2.12 Verification of Hours Worked

Regular full-time or part-time accounting, administrative assistant, maintenance, and secretary staff must annually submit a calendar that confirms total paid hours per month.

III.3 EMPLOYEE FURLOUGH

The District may furlough employees for budgetary or organizational reasons. A furlough is an involuntary, unpaid leave of absence from work for a specific period of time. The decision to implement a furlough will be made by the Superintendent or designee after consultation with the School Board. Employees will be given as much advance notice as possible, but not less than fourteen (14) calendar days prior to implementation of the furlough. Employees will receive written notification of the furlough. The notice will include the expected dates of furlough. The length of the furlough can be changed at the sole discretion of the Superintendent or designee after consultation with the Board of Education. Failure to return to work if called back will result in a voluntary resignation on the part of the employee. The following guidelines apply during furlough periods:

1. Employees shall not receive any wages from the District and are not permitted to use District-provided accrued time off, such as vacation, sick or personal leave.
2. Employees will retain their accrued time off subject to the Handbook provisions during the furlough and will be eligible to use it upon their return.
3. Employees who are otherwise eligible for District-provided benefits, such as health insurance and dental insurance, may continue participation in the benefits during the furlough period, provided such employees remit their required contributions towards the premium as directed.
4. Employees are prohibited from working for the District during a furlough, but may work for another employer.
5. Employees to be furloughed will be selected first by classification and building or department (as appropriate) and then taking into consideration the following criteria in order of importance:
 - a. Educational Needs of the District: Will be those needs as identified by the Board through normal channels in accord with its constituted authority.

- b. Qualifications as established by the Board: Including, but not limited to, to specific job skills, certification (if applicable), training, and district evaluations.
- c. Length of Service of the Employee
 - i. Length of service is defined as length of service with District commencing on the most recent date of hire. No distinction will be made between full-time and part-time employees in calculating the length of service.

A furlough is not a reduction in force. The procedures for a reduction in force are outlined in III.4 Reduction in Force.

III.4 REDUCTION IN FORCE, POSITIONS & HOURS

III.4.1 Reasons for Reduction in Force

In the event the Board determines to reduce the number of positions or the number of hours in any position, the provisions set forth in this Article shall apply.

III.4.2 Notice of Reduction

The District will give at least 30 calendar days' notice of any reduction in force. The notice of reduction in force shall specify the effective date and that it is the responsibility of the employee to keep the District informed in writing of any changes in the employee's address.

III.4.3 Selection for Reduction – Steps

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in force in accordance with the following steps:

- A. Step 1 – Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing reductions.
- B. Step 2 – Selection For Reduction: The District shall follow the guidelines below to select the employee in the affected job category for full or partial reduction in hours.
 - a. Job categories for the purpose of this section shall be defined as:
 - i. Accounting Department
 - ii. Administrative Assistants
 - iii. Bus Drivers (Route)
 - iv. Custodians
 - v. Food Service Department
 - vi. General Education Paraprofessionals
 - vii. Health Services Paraprofessionals
 - viii. Kids' Club Department
 - ix. Maintenance
 - x. Mechanics
 - xi. Program Assistants
 - xii. Secretaries
 - xiii. Special Education Paraprofessionals
 - xiv. Supervisors
 - xv. Technology
 - xvi. Volunteer Coordinators

- b. The District shall utilize the following criteria in order of application for determining the employee for full or partial reduction in hours:
- i. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
 - ii. Qualifications as established by the Board: Including, but not limited to specific job skills, certification (if applicable), training, district evaluations, etc.
 - iii. Qualifications of the Remaining Employees in the affected job category: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences shall include but not be limited to: current and past assignment and practical experience in the area of need; and
 - iv. Length of Service of the Employee
 1. Length of Service: Is defined as length of service with the District commencing on the most recent date of hire. No distinction will be made between full-time and part-time employees in calculating length of service.
 2. Tie Breaker on Length of Service: In the event two or more employees start on the same date, the employee who is senior shall be determined by the District.

III.4.4 Leave Benefits for Full or Partial Reduction in Hours

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, sick leave, and vacation earned as an employee. Reduced-in-time employees shall be treated as part-time employees under this Handbook.

III.4.5 Reemployment Procedure

All reduced-in-time employees may apply when a vacancy occurs or a new position is created. The District will post vacancies in accordance with Section III.5.2 of this Handbook. Reduced-in-time employees can apply for vacant positions according to the terms set forth in Section III.5.3-4 of this Handbook.

III.4.6 Insurance Benefits

See Part I, Section 11 (COBRA) for an explanation of insurance continuation options.

III.4.7 Accrued Benefits

Reduced-in-time employees shall suffer no loss of sick leave, vacation or other accrued benefits if rehired. Sick leave days, vacation, and length of service time shall not accrue while an employee is not working for the District.

III.5 ASSIGNMENTS, VACANCIES, AND TRANSFERS

III.5.1 Determination of Assignment

Employees will be assigned or transferred by the Superintendent of the District and/or designee.

III.5.2 Job Posting

When a position becomes vacant or a new position is created, notice of such available position shall be posted either internally only or internally and externally simultaneously for a minimum of five working days. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. Vacancies will be posted on WECAN and accessible via the District's website. The notice shall include the date of posting, a description of the position available, the work hours of the position, the rate of pay for the position, and the qualifications required for the position.

Process for Filling Vacancies

An external or internal applicant who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The District retains the right to determine the job descriptions needed for any vacant position.

Some postings will include the statement: Applications will be screened as they are submitted, and candidates may be contacted for interviews prior to the close date of the job posting. In these instances, interviews may occur before an employee external or internal applicant decides to apply.

Internal applicants, those who are currently employed by the district, may be transferred into the open position at the discretion of the building principal or supervisor as long as the opening is consistent with the current assignment of the internal applicant.

Internal applicants, those who are currently employed by the district, whose assignment is in a position different from what they are applying for, must go through the normal application and interview process.

III.5.3 Interviews

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position, and, if qualified, may be awarded the position.

III.5.4 District Ability to Select the Most Qualified Applicant

The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term applicant refers to both internal candidates and external candidates for the position.

III.5.5 District Ability to Determine Job Description

The District retains the right to determine the job descriptions needed for any vacant position.

III.5.6 Involuntary Transfers

When the District determines that an involuntary transfer of an employee is necessary, due to the District's inability to fill a vacancy or a new position according to the procedures set forth above in

III.4.2 through III.4.6, the District reserves the right to transfer an employee in the District qualified for the position.

III.6 PAID VACATION

III.6.1 Notice

Each employee shall be notified of their total number of vacation days by September 15 of each year.

III.6.2 Calendar Year Employee Groups

Vacation Days for the following calendar year employee groups (prorated based on FTE).

Calendar Year Groups:	Vacation Days:		
	after 1 year	after 5 years	after 10 years
Accounting	10 days	15 days	20 days
Administrative Assistants	10 days	15 days	20 days
Custodians	10 days	15 days	20 days
Kids Club Accounts Receivable Clerk	10 days	15 days	20 days
Maintenance	10 days	15 days	20 days
Mechanics	10 days	15 days	20 days
Program Assistants	10 days	15 days	20 days
Secretaries	10 days	15 days	20 days
Supervisors/Coordinators	10 days	15 days	20 days
Technology	10 days	15 days	20 days

Current calendar year employees who exceed the four week (20 day) maximum will be grandfathered at their current number of vacation days. At the sole discretion of the Superintendent, or his/her designee, new employees may be granted a maximum of 10 days of vacation at the time of hire.

III.6.3 Scheduling of Vacation

Vacation time may be taken in full blocks, or in shorter blocks not less than one hour as arranged with the immediate supervisor. Requests for vacation time shall normally be made and approved at least five working days prior to taking such leave, however, vacation time requested with less than five working days' notice may be approved by the District Administrator and/or his/her designee. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period, but the District Administrator and/or his/her designee shall have the right to schedule vacations on a first-come, first-served basis, as necessary to accomplish work objectives. All vacations shall be taken during the school vacation months except by special arrangement with the immediate supervisor or his/her designee.

III.6.4 Vacation Accumulation

Vacation Time will not be accumulated from year to year for the following calendar year employees except that an employee has the option to accumulate vacation if taken before December 31. The employee will be compensated at a rate of \$150 per day (\$18.75 per hour) for up to five (5) days of unused carryover vacation from the previous year at the end of the calendar year in which an employment year ends.

Calendar Year Groups:
Accounting
Administrative Assistants
Custodians
Kids Club Accounts Receivable Clerk
Maintenance
Mechanics
Program Assistants
Secretaries
Supervisors/Coordinators
Technology

III.6.5 Payment upon Termination/Transfer to a Position Not Eligible for Vacation

Any employee who terminates his/her employment for any reason, other than discharge, or any employee who transfers to a position that is not eligible for vacation, shall be entitled to the vacation pay remaining in his/her accumulation, as well as a prorated amount of the vacation that the employee would have received upon his or her next anniversary. Compensation for any unused vacation days will be equal to the daily wages per accumulated day at the time of the employee's termination and will be remitted on the final paycheck.

III.6.6 Holidays during Vacation

Should a paid holiday fall during an employee's vacation period the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

III.7 HOLIDAYS

III.7.1 Holidays Defined

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided to full-time and part-time employees according to the following schedule:

- A. Calendar Year Employees will receive 10 paid holidays (prorated based on FTE):

Calendar Year Groups:	10 Paid Holidays:
Accounting	July 4
Administrative Assistants	Labor Day
Custodians	Thanksgiving Day
Kids Club Coordinator	Day after Thanksgiving Day
Kids Club Accounts Receivable Clerk	December 24
Maintenance	December 25
Mechanics	December 31
Program Assistants	January 1
Secretaries	Good Friday
Supervisors	Memorial Day
Technology	

B. School Year Employees will receive five paid holidays (prorated based on FTE):

School Year Groups:	5 Paid Holidays:
Bus Drivers (Route)	Labor Day
Food Service	Thanksgiving Day
Paraprofessionals	December 24
School-Year Custodian	December 25
Kids Club Site Managers	Memorial Day

C. Limited Term Employees will not receive paid holidays

Limited Term Employee Groups:
Bus Drivers (Trip)
Kids Club Assistant Care Givers
Volunteer Coordinators
Summer Kids Club Staff
Kids Club Lead Caregivers

*Note: If a Kids' Club Lead Caregiver works as a regular employee (i.e. paraprofessional), then hours worked as a Kids Club Lead Caregiver will be eligible for holiday pay.

If any holiday falls on the weekend, the corresponding Friday or Monday will be considered the paid holiday as approved by the Superintendent/designee.

III.7.2 Holidays Falling on Student Contact Days

If any of the holidays listed in section above fall on a student contact day, the employees shall work their regular hours that day, and shall instead receive a paid holiday on a date determined by the Administration.

III.7.3 Work on a Holiday

Except as provided above, employees who are required to work by their supervisor on any of the above-mentioned holidays shall be paid time and one-half for all hours worked in addition to the holiday pay. In other words, if the employees receive a different holiday date above, this provision shall not apply.

III.7.4 Holidays during Vacation

If any of the above holidays fall within an employee's vacation period, the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

III.7.5 Eligibility for Holiday

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay which has been approved by the District Administrator and/or his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

III.8 WAGE COMPENSATION AND EXPENSES

III.8.1 Wage Schedule

Appendix A, Section 2, Wage Schedule, shall be attached hereto.

III.8.2 New Employee Wage Schedule Placement

- A. New employee placement: New employees shall be placed on the wage schedule at the discretion of the District.
- B. Step Movement after First Year of Employment: Employees beginning employment prior to January 31 who have provided satisfactory service, as determined by the District, will advance to the next step the ensuing fiscal year on July 1 provided funds are available as determined by the District. Employees who begin employment after January 31 will remain on the same step for the ensuing fiscal year. An employee may be held to the previous year's step for less than satisfactory performance. An employee may be frozen at his/her previous year's wage rate for more serious nonperformance. **Adjustments to the parameters listed within this section are at the discretion of the Superintendent or designee.**

III.8.3 Rate of Pay upon Promotion

Whenever an employee is promoted to a new higher paid classification, he or she will be placed at the step that gives the employee the smallest wage increase. At the sole discretion of the Superintendent, or his/her designee, an employee may be placed at a higher step at the time of transfer. An employee who is voluntarily or involuntarily transferred to a lower paid classification shall retain her/his step placement. Upon voluntary transfer to a position in the same job classification, the employee shall retain her/his pay rate and step placement.

III.8.4 Retainment Stipend

Employees with 10 years of continuous district experience (full or part time), will qualify for a one-time \$500 retainment stipend. ~~Employees who have worked continuously for the district since 9/15/2014 will be eligible for the stipend.~~ The one-time stipend will be paid on the 10/20 payroll.

III.8.5 Uniforms, Protective Clothing and Tools

A. Uniforms

- a. All custodial staff, maintenance staff, mechanics, transportation supervisor, and buildings and grounds supervisor of the district will be required to wear a district-approved uniform while on the job. The required uniform and replacement schedule is as follows:
 - i. First year of employment: Six shirts and five work pants provided at district expense.
 - ii. Second year and each additional year of employment: Three shirts and two work pants provided at district expense.
- b. Employees may be required to clean and maintain their work shirts and work pants/shorts.
- c. The school district shall determine a supplier of uniforms and all employees shall place their respective orders through this supplier.
- d. The style, color, and type of fabric of said uniforms shall be determined by the school district.
- e. During tasks where chemical spills/burns (ex. pool chemical handling), risk of laceration (ex. use of powered tools/machinery such as weed whips, chainsaws, etc.), risk of crush (ex. moving heavy loads) are likely, appropriate footwear should be utilized. The Director of Buildings and Grounds can provide further direction based on work activity.

B. Personal Protective Equipment: The school district shall provide the protective clothing and equipment necessary for maintenance employees and mechanics to perform their jobs. Such clothing and equipment shall be limited to the following items: non prescription safety glasses. The school district reserves the right to determine the style and the type of protective gear to be used. Any employee who receives protective gear shall be responsible for such items. All items of protective clothing shall remain the property of the school district and shall be worn while working on an assigned school job. All issued items of protective clothing shall be inspected by the employee prior to each use. All damaged protective items and clothing must not be used and reported to the immediate supervisor and/or his/her designee.

C. Tools: The District will furnish, without cost to the employees, tools considered necessary by the District for the employee to perform his/her normal duties. Any replacement of hand tools deemed necessary by the District will be furnished by the District without cost to the employee, except where loss due to negligence or willful destruction is apparent in which case the employee will be billed for the School District's replacement cost.

III.8.6 Substitutes for Teachers

General Education Paraprofessionals or Special Education Paraprofessionals with teacher licensure, assigned to substitute for an absent teacher for one class period or more will be paid at either the district substitute teacher rate of pay or their current rate, whichever is higher. By definition, teaching assistants who do not hold teaching or substitute certificates are not qualified teachers and shall not be required, permitted, nor authorized to take the place of a teacher for the purpose of instructing students during times that a qualified substitute for that teacher could reasonably be expected to be

hired. This provision does not preclude teaching assistants from being assigned to student(s) supervision responsibilities, for example, monitoring a study hall. A general education paraprofessional/special education paraprofessional receiving compensation under this section is ineligible for the per diem substitute teacher pay.

III.9 JOB-RELATED TRAINING

III.9.1 In-service Training

The district within its discretion may provide appropriate paid in-service training to each employee.

III.10 EMPLOYEE EVALUATIONS

III.10.1 Evaluation

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District. See [Board Policy 538 Evaluation of Staff](#).

III.10.2 Procedures and Instruments

The District will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented.

III.10.3 Frequency

The frequency of evaluations shall be established at the discretion of the District.

III.10.4 Receipt of Evaluation

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation but only to acknowledge receipt of the same.

III.10.5 Comments, Disputes

The employee may respond in writing with his or her comments attached to the completed evaluation.

III.10.6 Evaluators

The Employer shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel. When a teacher works with an instructional assistant, the teacher may be requested to provide input for consideration.

III.11 RESIGNATION FROM EMPLOYMENT

III.11.1 Notice of Termination of Employment

Employees will give written notice of termination of employment, as soon as possible, but at least 10 working days prior to the effective date of resignation. If an employee has overused the holiday, sick, or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from his/her last paycheck. The District's obligation to pay its share of the employee's insurance benefits will terminate at the end of the month in which the employee works his/her last day. Any employee who breaches this Article shall, at the District's discretion, forfeit any accrued benefits. See [Board Policy 546.1 Resignation of Support Staff Members](#)

III.12 INSURANCES

III.12.1 Dental Insurance

The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

- a. Job classification areas eligible for insurance: Employees in the following job classification areas are eligible for insurance if they meet the other eligibility requirements:
 - i. Accounting
 - ii. Administrative Assistants
 - iii. Bus Drivers (Route)
 - iv. Custodians
 - v. Kids Club Accounts Receivable Clerk
 - vi. Kids Club Coordinator
 - vii. Kids Club Site Manager
 - viii. Maintenance
 - ix. Mechanics
 - x. Paraprofessionals
 - xi. Program Assistants
 - xii. Secretaries
 - xiii. Supervisors
 - xiv. Technology

*Note: If a Kids Club Lead Caregiver works as a regular employee (i.e. paraprofessional), then hours worked as a Kids Club Lead Caregiver will contribute towards the employees FTE.

- b. Minimum Hours for Any Board Contribution: An employee whose individual letter of assignment has an assignment of at least 50% of full-time equivalency is eligible to participate in the District's dental insurance. Hours worked beyond those set forth in the letter of assignment shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: overtime, extended contracts, summer classes, summer work, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than 50% of a full-time equivalency are not eligible to participate in the District's insurance and are not eligible for any District premium contribution. Employees whose hours are reduced during the term of the letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.
- c. Pro-ration of District Contributions: An employee whose individual letter of assignment has an assignment of at least 50% of a full-time equivalency, but less than a full-time 100% assignment, shall have the District's contribution prorated, consistent with the employee's percentage of employment.
- d. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one

family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.

B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment. The insurance benefits described in this *Handbook* and on the individual letter of assignment shall cease at the end of the month the employee's resignation or termination becomes effective.

C. Premium Contributions

- a. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay 87.5% of premium. Employees shall be responsible for the remaining portion of the premium.
- b. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay 87.5% of the premium. Employees shall be responsible for the remaining portion of the premium.

III.12.2 Health Insurance

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

- a. Job Classification areas eligible for insurance: Employees in the following job classification areas are eligible for insurance if they meet the other eligibility requirements:
 - i. Accounting
 - ii. Administrative Assistant
 - iii. Bus Drivers (Route)
 - iv. Custodians
 - v. Kids Club Accounts Receivable Clerk
 - vi. Kids Club Coordinator
 - vii. Kids Club Site Manager
 - viii. Maintenance
 - ix. Mechanics
 - x. Paraprofessionals
 - xi. Program Assistants
 - xii. Secretaries
 - xiii. Supervisors
 - xiv. Technology

*Note: If a Kids Club Lead Caregiver works as a regular employee (i.e. paraprofessional), then hours worked as a Kids Club Lead Caregiver will contribute towards the employees FTE.

- b. Minimum Hours for Any Board Contribution: An employee whose letter of appointment for one or any combination of the above positions has an assignment of at least 50% of full-time equivalency is eligible to participate in the District's health insurance. Hours worked beyond those set forth in the letter of assignment shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but

not be limited by enumeration, the following: overtime, extended contracts, summer classes, summer work, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than 50% of a full-time equivalency are not eligible to participate in the District's insurance and are not eligible for any District premium contribution. Employees whose hours are reduced during the term of the letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.

- c. Pro-ration of District Contributions: An employee whose individual contract has an assignment of at least 50% of full-time equivalency, but less than a full-time 100% assignment, shall have the District's contribution prorated, consistent with the employee's percentage of employment.
 - d. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.
- B. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment. The insurance benefits described in this *Handbook* and on the individual letter of assignment shall cease at the end of the month the employee's resignation or termination becomes effective.
- C. Health Savings Account (HSA): As part of your health insurance benefit, the district will contribute an annual amount to your H.S.A. The specific district contribution amount varies depending on the plan you select (Family or Single), the deductible you select (Base vs. Alternative) and your full time equivalency (FTE). The district makes HSA contributions in July and October. Specific information about HSA amounts and distribution schedules will be shared with employees during the open enrollment period (May 1-15), during new employee orientation meetings, and on the [Employee Benefits Webpage](#).
- D. Premium Contributions:
- a. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay 87.5% of the premium. Employees shall be responsible for the remaining portion of the premium.
 - b. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay 87.5% of the premium. Employees shall be responsible for the remaining portion of the premium.

III.12.3 Liability Insurance

The Board shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

III.12.4 Life Insurance

The Board shall provide life insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

- a. Minimum Hours for Any Board Contribution: Employees must enroll in the plan during the 30-day open enrollment period following their initial employment with the district. Employees who enroll outside of the open enrollment period may be required to show proof of insurability. Employees who do not participate in WRS are not eligible to participate in the District's life insurance plan.
- b. Enrollment upon Return from Leave of Absence: An employee is not eligible for life insurance during a leave of absence. Upon return from a leave of absence, the employee may re-enroll without evidence of insurability for the life insurance plans in effect prior to the leave.
- c. Enrollment Due to Family Status Change: An employee may enroll in Basic coverage, or increase coverage without evidence of insurability if application is made within 30 days of gaining a dependent.

B. Commencement and Termination of Benefits: Coverage will commence on the employee's initial eligibility date if the employee has enrolled in the plan on or before that date. Coverage will commence on the first day of the month following enrollment for employees who enroll during the 30-day open enrollment period following initial eligibility. The life insurance benefits described in this *Handbook* and on the individual contract terminate on the earliest of the following dates:

- a. The last day of the calendar month following the month in which you terminate employment with the district if this occurs before the employee becomes entitled to a disability waiver of premium benefit or before the employee qualifies for continuation of insurance as a retired employee as provided in the plan.
- b. Thirty days after the date of expiration of an authorized leave of absence for the period permitted in the plan.
- c. The last day of the calendar month following the month in which the employee files a cancellation of insurance with the district.
- d. The date to which the employee's premiums are paid if the employee fails to pay the required premiums within 30 days of such date while the employee is on unpaid leave or while the employee's coverage has continued as provided in the plan.
- e. The date to which premiums are paid for continuing coverage provided in the plan after the employee has become employed by the district, or a participating employer, and enrolled for coverage as an eligible employee.
- f. The employee's 70th birthday for supplemental insurance.
- g. The effective date of termination of the group policy by district.

C. Premium Contributions: The District shall pay the full cost of the Basic Plan. The employee shall pay the cost of any supplemental, additional or spouse and dependent plan.

For more information see [ETF -- Wisconsin Public Employers Group Life Insurance Program](#)

III.12.5 Long-Term Disability

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility

- a. Minimum Hours for Any Board Contribution: An employee whose individual letter of assignment has an assignment of at least 50% of full-time equivalency is eligible to participate in the District's long-term disability insurance. Hours worked beyond those set forth in the letter of assignment shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration to, the following: overtime, extended contracts, summer classes, summer work, co-curricular assignments, substitute assignments, etc. Employees whose assignments are for less than 50% of full-time equivalency are not eligible to participate in the District's long-term disability insurance plan. Employees whose hours are reduced during the term of the letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.
- b. Commencement and Termination of Benefits. Coverage will commence on the employee's first day of employment. The insurance benefits described in this *Handbook* and on the individual letter of assignment shall cease at the end of the month the resignation or termination becomes effective.
- c. Premium Contributions: The District shall pay 100% of the premium for long-term disability insurance. The benefits will be equal to 90% of the employee's monthly salary. Coverage shall begin after 90 consecutive calendar days of disability and continue until the employee is eligible to work, or until the termination date provided in the District's long-term disability plan.

III.12.6 Wisconsin Retirement System (WRS) Contributions

The Board agrees to contribute the employer's share. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution. Unless otherwise identified, regular employees are considered Support Staff (42) in the Wisconsin Retirement System.

III.13 POST-EMPLOYMENT BENEFITS

III.13.1 Retirement

- A. The following classifications of employees are not eligible for retirement benefits under this section:
 - a. Limited Term Employees
 - b. Casual Employees
 - c. Seasonal Summer School Employees who are not also employed during the school year in a position that qualifies for retirement benefits under this section
 - d. Substitute Employees
 - e. Temporary Employees
 - f. Administrative Employees

g. Teachers

- B. Regular employees hired on or after January 1, 2012, who are not employed in classifications excluded from retirement benefits under subsection A above, and who meet the eligibility requirements for this subsection, are eligible for the following retirement benefit:
- a. Employees must retire from employment, be age 57 or older at the time of retirement, and have at least 15 years of service with the District to be eligible for the retirement benefit in this subsection.
 - b. The District will deposit \$500 annually for accounting staff, administrative assistants, bus drivers, Kids' Club site managers, **custodians**, maintenance staff, mechanics, paraprofessionals, secretaries, and supervisors, prorated based on FTE, into a Health Reimbursement Arrangement (HRA) to be used upon retirement. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements. Contributions made on behalf of employees who terminate employment with the District prior to eligibility for any reason will revert back to the District.

*Note: If a Kids' Club Lead Caregiver works as a regular employee (i.e. paraprofessional), then hours worked as a Kids Club Lead Caregiver will contribute towards the employees FTE.

- C. Regular employees in the job classifications described below hired before January 1, 2012, who are not employed in classifications excluded from retirement benefits under subsection A above, and who meet the eligibility requirements for this subsection, are eligible for the following retirement benefit:
- a. Employees must retire from employment, be age 57 or older at the time of retirement, and have at least 15 years of service with the District to be eligible for the retirement benefit in this subsection. Employees who are at least age 50 or older as of June 30, 2012 may receive the benefits described below if they retire at age 55 or older with at least 10 years of service with the District.
 - b. Maintenance Staff: The District will deposit an amount equal to the employee's number of accumulated sick leave days up to 144 days times the employee's daily rate of pay during the 2011-12 school year into a HRA to be used upon retirement. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements.
 - c. Paraprofessionals: The District will deposit an amount equal to the employee's number of accumulated sick leave days multiplied by \$25 per day into a HRA to be used upon retirement. The employee's number of accumulated sick leave days will be computed by dividing the number of accumulated sick leave hours (up to the maximum) by 7.5 hours to convert hours to days. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements.
 - d. Bus Drivers: The District will deposit an amount equal to the employee's number of accumulated sick leave days, up to a maximum of 100 multiplied by \$60 per day into a HRA to be used upon retirement. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements.
 - e. Secretaries and Program Assistants: The District will deposit an amount equal to the employee's number of accumulated sick leave days, up to a maximum of 144 multiplied by \$85 per day into a HRA to be used upon retirement. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements.

- f. Accounting, Administrative Assistants, Kids Club Coordinator, Kids Club Site Managers, Mechanics, Assistant Transportation Supervisor, and Technology:
- i. Employees hired before January 1, 2006: The District will deposit an amount equal to the employee's number of accumulated sick leave days, up to a maximum of 144 multiplied by \$167 per day into a HRA to be used upon retirement. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements.
 - ii. Employees hired on or after January 1, 2006 will receive the benefit described in subsection B above.
- g. Food Service: The District will deposit an amount equal to the employee's number of accumulated sick leave days multiplied by \$30 per day into a HRA to be used upon retirement.
- The employee's number of accumulated sick leave days will be computed by dividing the number of accumulated sick leave hours (up to the maximum) by seven hours to convert hours to days. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements.
- h. Transportation Supervisor and Information Technology Supervisor:
- i. Employees hired before January 1, 2006: The District will deposit an amount equal to the employee's number of accumulated sick leave days, up to a maximum of 144 multiplied by \$227 per day into a HRA) to be used upon retirement. The District shall deposit this payment into a HRA on behalf of the retiree in accord with plan requirements.
 - ii. Employees hired on or after January 1, 2006 will receive the benefit described in subsection B above.

PART IV – EXTRACURRICULAR SCHEDULE

IV.1 EXPERIENCE/LONGEVITY – RIVER FALLS EXPERIENCE ONLY

- A. After 5 years in the activity – 10% of the contracted compensation will be added.
- B. After 10 years in the activity – 15% of the contracted compensation will be added.
- C. After 15 years in the activity – 20% of the contracted compensation will be added.

Only supervising in the District counts toward experience factor. Supervising within one activity transfers to another position within the same activity.

IV.2 COMPENSATION

IV.2.1 Athletics

- A. Safety and Liability: If numbers are such that an additional coach is needed for safety and liability reasons, the Activities Director may add such a position at the rate of \$880.

B. High School Athletics

- a. Each sport must have at least the number of assistant coaches listed.
- b. No assistant coach may earn more than the listed amount. Exception would be a shared position with the head coach where money is shared from the head coach's salary.
- c. Head coach may not receive more than the listed amount.
- d. Head coach and athletic director will assign salary to each assistant coach prior to the start of the season. Consideration may include, but is not limited to, responsibility, level of team, scouting, weight room, etc.

Sport	Head Coaches Salary	Total Assistants Pool	Minimum # of Assistants
Baseball	\$4,805	\$8,555.00	3
Basketball - Boys	\$6,392	\$17,978.00	5 (if 5 teams)
Basketball - Girls	\$6,392	\$17,978.00	5 (if 5 teams)
Cheer - Fall	\$1,915	\$1,200.00	1
Cheer - Winter	\$2,446	\$1,400.00	1
Cross Country	\$4,214	\$5,256.00	2
Dance - Winter	\$2,446	\$1,000.00	1
Football	\$6,392	\$26,758.00	7
Golf - Boys	\$3,510	\$2,171.00	1
Golf - Girls	\$3,510	\$2,171.00	1
Gymnastics	\$4,908	\$6,299.00	2
Hockey - Boys	\$5,725	\$7,469.00	2
Hockey - Girls	\$5,725	\$7,469.00	2
Soccer - Boys	\$5,074	\$6,050.00	2
Soccer - Girls	\$5,074	\$6,050.00	2
Softball	\$4,805	\$8,555.00	3
Swimming - Boys	\$4,675	\$5,456.00	2
Swimming - Girls	\$4,675	\$5,456.00	2
Tennis - Boys	\$3,738	\$2,492.00	1
Tennis - Girls	\$3,738	\$2,492.00	1
Track - Boys	\$4,743	\$11,357.00	4
Track - Girls	\$4,743		

**High
Speed**

Volleyball	\$5,286	\$12,187.00	5 (if 5 teams)
Wrestling	\$5,780	\$7,847.00	2
Girls Wrestling	\$5,780		

**School
and
Strength**

Coordinator ————— **\$4,240**

C. Middle School Athletics

a. Basketball, Boys

- i. 8th Grade Head \$2,211
- ii. 8th Grade Assistant \$1,769
- iii. 7th Grade Head \$2,211
- iv. 7th Grade Assistant \$1,769

b. Basketball, Girls

- i. 8th Grade Head \$2,211
- ii. 8th Grade Assistant \$1,769
- iii. 7th Grade Head \$2,211
- iv. 7th Grade Assistant \$1,769

c. Cross Country, Boys & Girls

- i. Head \$2,211
- ii. Assistant \$1,769

d. Football

- i. 8th Grade Head \$2,432
- ii. 8th Grade Assistant \$2,189
- iii. 8th Grade Assistant \$2,189
- iv. 7th Grade Head \$2,432
- v. 7th Grade Assistant \$2,189
- vi. 7th Grade Assistant \$2,189

e. Track, Boys & Girls

- i. Head \$1,990
- ii. Assistant \$1,548
- iii. Assistant \$1,548
- iv. Assistant \$1,548
- v. Assistant \$1,548

f. Volleyball

- i. 8th Grade Head \$2,211
- ii. 8th Grade Assistant \$1,769
- iii. 7th Grade Head \$2,211
- iv. 7th Grade Assistant \$1,769

g. Wrestling

- i. Head \$2,432
- ii. Assistant \$1,769

IV.2.2 Activities

A. Guidance and Supervision: If numbers are such that additional guidance and supervision are needed, the Activities Director may add such a position at the rate of up to \$880.

B. High School Activities

a. Accompanist (solo and ensemble)	\$21 per event	
b. Art Club	\$1,459	
c. Band, Marching & Pep	\$3,648	
d. Band, Marching & Pep	\$3,648	
e. Band, Jazz	\$2,432	
f. Band, Jazz	\$2,432	
g. Band, Major Trip	\$1,946	
h. Biology Club	\$553	
i. Book Club	\$521	
j. C.A.T.S. (Connecting All Together Socially)	\$1,769	
k. C.A.T.S. Assistant	\$533	
l. Chess Club	\$521	
m. Creative Writing Club	\$521	
n. FFA	\$3,128	
o. FBLA	\$2,529	
p. Foreign Exchange Student Advisor	\$243	
q. Foreign Language Trip Advisor	\$1,702	(min # students = 15) (1 per year max)
r. Forensics, Head Coach	\$3,316	
s. Forensics, Assistant Coach	\$1,769	
t. Forensics, Assistant Coach	\$1,769	
u. Games Club	\$521	
v. G.S.A. (Gender and Sexuality Alliance)	\$521	
w. G.S.A. – Renaissance Academy	\$521	
x. HOSA	\$521	
y. Intramurals, Coordinator	\$2,086	
z. Mock Trial Advisor	\$1,769	
aa. Mock Trial, Assistant	\$774	
bb. Music, Vocal	\$3,162	
		*Note: Includes Costume Carolers and Acapella
cc. Music, Vocal	\$3,162	
		*Note: Includes Costume Carolers and Acapella
dd. Musical Director	\$3,758	
ee. Musical, Assistants x 3	\$4,378/3	
ff. National Honor Society	\$995	
gg. Pathfinders	\$521	
hh. Plays, #1 Director	\$1,835	
ii. Plays, #1 Assistant	\$1,376	
jj. Prom Advisor	\$608	
kk. Prom Advisor	\$608	
ll. Robotics Advisor	\$1,877	
mm. Science Trip Advisor (every other year)	\$1,606	
nn. Senior Leadership Advisor	\$608	
oo. Senior Leadership Advisor	\$608	

pp.	Social Studies Trip Advisor (every other year)	\$1,606
qq.	SOS Advisor	\$1,216
rr.	SOS Assistant Advisor	\$730
ss.	Student Council , Advisor	\$3,128
tt.	Student Council, Asst. Advisor	\$1,981
uu.	Student Council - Renaissance Academy	\$1,702
vv.	Wiley's Closet Advisor	\$608
ww.	Yearbook, Advisor	\$4,864
xx.	Yearbook, Assistant	\$2,432
yy.	Additional Activity, AD Discretion	\$1,000

C. Middle School Activities

a.	Art Club, Advisor	\$730
b.	Drama, Head	\$1,702
c.	Drama, Assistant	\$1,216
d.	Drama, 2nd Play Head *	\$1,702
e.	Drama, 2nd Play Assistant *	\$1,216
f.	Forensics, Advisor	\$730
g.	FFA	\$1,251
h.	G.S.A. (Gender and Sexuality Alliance)	\$486
i.	Girls Who Give Back, Advisor	\$730
j.	Girls Who Give Back, Assistant	\$486
k.	Math Counts Advisor	\$730
l.	Music, Instrumental	\$1,946
m.	Music, Instrumental	\$1,946
n.	Music, Vocal	\$2,918
o.	Music, Vocal Assistant	\$1,946
p.	Musical, Director	\$3,546
q.	Musical Assistant, Music	\$1,459
r.	Musical Assistant, Technology	\$1,459
s.	Student Council	\$1,911
t.	Wildcat Crew, Advisor	\$730
u.	Wildcat Crew, Assistant	\$486
v.	Yearbook, Head	\$3,405
w.	Yearbook, Assistant	\$1,216
x.	Additional Activity, Discretion of the Principal	\$1,500

D. Elementary

a.	Greenwood	
i.	Safety Patrol	\$1,216
ii.	Student Council	\$973
iii.	Additional Activity at the Discretion of the Principal	\$1,500
b.	Montessori	
i.	Safety Patrol	\$1,216
ii.	Student Council	\$973

iii.	Additional Activity at the Discretion of the Principal	\$1,500
c. Rocky Branch		
i.	Safety Patrol	\$1,216
ii.	Student Council	\$973
iii.	Additional Activity at the Discretion of the Principal	\$1,500
d. Westside		
i.	Safety Patrol	\$1,216
ii.	Student Council	\$973
iii.	Additional Activity at the Discretion of the Principal	\$1,500

PART V – ALL SUBSTITUTE EMPLOYEES

See [Substitute Employee Handbook](#)

APPENDIX A – 2024-25 SALARIES

A.1 2025-26 TEACHER SALARY LADDER

2025-26 Certified Staff Salary Ladder		
	Bachelor's	Master's
V*		\$84,687
H3	\$77,265	\$81,895
H2	\$76,641	\$80,507
H1	\$75,341	\$79,137
G3	\$73,854	\$77,743
G2	\$72,600	\$76,396
G1	\$71,389	\$75,351
F3	\$70,426	\$74,068
F2	\$69,227	\$73,320
F1	\$67,857	\$71,181
E3	\$66,456	\$69,898
E2	\$65,327	\$69,256
E1	\$63,745	\$67,545
D3	\$62,091	\$65,513
D2	\$61,004	\$64,765
D1	\$59,634	\$62,359
C3	\$58,728	\$61,344
C2	\$57,763	\$60,477
C1	\$56,157	\$59,202
B3	\$53,770	\$56,391
B2	\$52,880	\$55,717
B1	\$51,778	\$54,694
A3	\$50,461	\$53,600
A2	\$50,034	\$53,266
A1	\$49,391	\$52,765
BASE	\$48,648	\$51,808

* Teachers at V ladder or above earned 3.0% increase in 2025-26

Salary and Stipend Guide		Reference
Addition to Standard Day, Secondary (9-12)	\$1,500 per term	II.9.7
Curriculum Work, Non-Instructional	\$30 per hour	II.9.6
Extended Contracts		II.7.4
In-Service Presentations		II.7.5

Local Education Guide (LEG)	\$100 per student up to nine \$1,500 per semester for 10-15 \$2,000 per semester for 16-20 \$2,500 per semester for 21+	I.3.33
Medical/Emergency Response Team (MERT) Training Stipend (outside of normal working hours)	\$100 Stipend	---
Summer School		II.9.5
Tutor, Homebound	\$30.22 per hour	---
2nd Master's Degree in a District Approved Field of Study	\$1,000	II.9.2.4
Doctorate Degree in a District Approved Field of Study	\$1,000	II.9.2.4
National Board Certification in Teaching	\$1,500	II.9.2.4
Speech-Language Pathology, Occupational Therapy, Physical Therapy	\$500	II.9.2.4
High Need License Supplemental Pay <ul style="list-style-type: none"> ● Special Education ● Career and Technical Education ● Alternative Education 	\$1,200 \$800 \$1,200	II.9.2.4
Retainment Stipend	\$500	II.9.2.4
Virtual School Teacher	\$300 per student, per 0.5 credit	---
Teacher Mentor	\$500 per year, \$1000 (1 mentee), \$1500 (2 mentees)	---
District Safety Coordinator	\$3500	
District Character Education Coordinator	\$1000	

A.2 2025-26 SUPPORT STAFF SALARIES

A.2.1 Hourly Staff Scale

A.2.1 Hourly Staff	Base	Top
Accounting, Accountant	\$34.27	\$36.99
Accounting, Payroll and Benefits	\$27.66	\$29.61
Accounting, Accounts Payable	\$26.64	\$28.98
Administrative Assistant	\$31.49	\$33.89
Building & Grounds, Custodian	\$20.33	\$23.56
Building & Grounds, District Courier	\$22.76	\$26.50
Building & Grounds, District Building/Grounds Lead	\$24.59	\$27.38
Building & Grounds, Lead Custodian	\$22.89	\$26.50
Building & Grounds, Maintenance Tech I	\$23.53	\$27.15
Building & Grounds, Maintenance Tech II	\$30.13	\$31.62
Building & Grounds, Seas, Grounds Worker/Trainer	\$20.71	
Building & Grounds, Seasonal, Grounds Worker	\$19.70	
Building & Grounds, Seasonal, Snow Removal	\$19.70	
Kids Club, Accounts Receivable	\$23.85	\$25.76
Kids Club, Assistant Caregiver	\$14.54	
Kids Club, Lead Caregiver	\$16.51	\$19.26
Kids Club, Site Manager	\$18.28	
Kids Club, High School Helper	\$13.65	
Paraprofessional, General Education	\$19.03	\$23.05
Para, Bilingual/Health/Special Ed/At-Risk	\$20.06	\$24.06
Program Assistant	\$25.33	\$27.95
Secretary & Volunteer Coordinator, District	\$21.03	\$24.65
Technology, Computer Workstation Technician/ Software Facilitator	\$30.08	\$33.60
Transportation, Mechanic	\$31.48	\$34.44
Transportation, Bus Driver, Route	\$25.07	\$30.30
Transportation, Bus Driver, Trip	\$20.29	
Transportation, Bus Driver, Trainer	\$30.30	
Transportation, Suburban Driver	\$23.05	

OTHER:									
Transportation, Seasonal, Bus Washer	\$19.03								
Auditorium Supervisor Stipend	\$2,690.36								
Auditorium Supervisor, MMS	\$28.81								
Food Service	\$20.13								
Lifeguard, Swimming	\$19.03								
Local Education Guide (LEG)	\$100/course, \$1,500 max per semester								
Medical/Emerg. Response Team Training Stipend	\$100 stipend, MERT training outside normal working hours								
Retention Stipend	\$500 Upon completion of an employee's 10th year (full or part-time), for an active								

	employee. The stipend will be paid on the 10/20/24 payroll.								
Summer Band Clinician (\$25.00 per parade)	15.75*								
Summer Speed/Strength (Gen Ed Para Step 1)	\$19.03*								
Translator/Interpreter	\$25.75								
Tutor, Homebound (non-teacher)	\$18.78								
Tutor Supervisor, Middle School	\$17.10								
*Rate for Summer 2026									

A.2.2 Salaried

Coordinator, Kids Club	\$71,534
Coordinator, Renaissance Charter Academy	\$94,760
Supervisor, Director of Community Education and Communications	\$90,795
Supervisor, Director of Buildings and Grounds	\$107,627
Supervisor, Information Technology	\$97,201
Supervisor, Transportation	\$94,557
Supervisor, Transportation Assistant	\$61,790

A.3 2024-25 EVENT WORKER PAY SCHEDULE

Advanced Performance Solo and Ensemble Accompanist		\$40/event
Base Performance Solo and Ensemble Accompanist		\$20/event
Event Coordinator	Based on 4.5 hours worked	\$20/hour
Announcer	Based on 2 hours worked	\$18/hour
Ticket Seller	Based on 3 hours worked	\$18/hour
All Scorer Roles	Based on 3.25 hours worked	\$18/hour
All Supervisor Roles	Based on 3.25 hours worked	\$18/hour
Chaperone	Based on 3.25 hours worked	\$18/hour
Ticket Taker	Based on 3 hours worked	\$15/hour
Concession Student Manager	Based on 3 hours worked	\$15/hour

A.4 2024-25 ADMINISTRATOR SALARIES

Administrator, District Activities Director	\$110,000
Administrator, Assistant Principal & Activities Director, Middle School	\$120,455
Administrator, Assistant Principal, High School	\$115,838
Administrator, Assistant Principal, High School	\$119,163
Administrator, Co-Director of Academic Services	\$74,494
Administrator, Co-Director of Academic Services	\$74,494
Administrator, Director of Finance & Facilities Management	\$157,983
Administrator, Director of Human Resources & Leadership Development	\$159,110
Administrator, Director of Student Services	\$140,010
Administrator, Principal, Elementary, Montessori	\$99,787
Administrator, Principal, Elementary, Rocky Branch	\$128,653
Administrator, Principal, Elementary, Westside	\$128,653
Administrator, Principal, Elementary, Greenwood	\$128,653
Administrator, Principal, High School	\$152,889
Administrator, Principal, Middle School	\$145,206
Administrator, Summer School	\$2,500 stipend
Superintendent	\$200,363

Retired RFSD Teacher Rate and SPED Bonus

	Daily Rate	Daily Rate for Retired RFSD Teachers	5 Days worked = \$100 bonus (SPED Teaching Positions Only)
General Ed.	\$200	\$225	NA
Special Ed.	\$200	\$225	\$220

*Certified teacher subs who substitute for paras will receive the teacher sub rate.

School District of River Falls
Finance and Facilities Committee Meeting Report

Monday, June 9, 2025 - at 7:00 PM or immediately following the 6:00 PM Personnel meeting
District Office
852 E Division Street
River Falls, Wisconsin 54022

The School Board's Finance and Facilities Committee meeting was held on Monday, June 9, 2025 at District Office, 852 E Division Street River Falls, Wisconsin 54022. Chair Miller called the meeting to order at 7:05 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

Committee members Mike Miller (Chair) and Bo Hirstein were present. Also present were Board members Stacy Johnson Myers and Alan Tuchtenhagen. 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 - 7:00 PM (or immediately after the Personnel Committee Meeting)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS** - None.

4. **FACILITIES PROJECTS UPDATE**

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

Action: None, informational only.

5. **2024-25 BUDGET REVISIONS**

The Director of Finance & Facilities presented revisions to the 2024-25 budget for approval.

Action: Hirstein moved, seconded by Miller to approve the 2024-25 budget revisions. The motion Passed 2-0.

6. **2024-25 BUDGET UPDATE**

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

Action: None, informational only.

7. **PROPERTY AND LIABILITY INSURANCE RENEWALS**

The update regarding the 2025-26 property and liability insurance renewals has been postponed to a future meeting.

Action: None, the item was tabled.

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 will be reviewed.

Action: Set the meeting schedule as follows:

Finance and Facilities Committee meeting, Monday, July 14, 2025, 7:00 p.m. (or immediately following Educational Program)

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

10. **ADJOURN** at 7:33 p.m.

Fd	Source	2023-24 FY Activity	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	2024-25 FYTD %	2023-24 FYTD %
10	GENERAL FUND						
10 211	PROPERTY TAX	15,672,122.01	17,623,254.00	17,623,254.00	11,941,287.55	67.76	100.00
10 212	CHARGE BACK- PROPERTY TAXES	0.00	0.00	11,903.00	8,065.32	67.76	0.00
10 213	MOBILE HOME TAX	13,983.99	13,000.00	13,000.00	8,999.52	69.23	107.57
10 249	BUS TRANSPORTATION REVENUE	13,233.68	18,000.00	18,000.00	11,751.72	65.29	56.86
10 264	Non-Cap Asset Sales	2,164.21	1,000.00	1,000.00	976.65	97.67	216.42
10 271	ADMISSIONS	56,473.75	45,000.00	45,000.00	58,599.00	130.22	124.61
10 284	INTEREST EARNINGS	551,389.29	325,000.00	325,000.00	382,664.01	117.74	85.76
10 291	GIFTS, FUNDRAISING & CONTRIBUT	33,622.95	40,000.00	40,000.00	39,537.44	98.84	71.21
10 292	STUDENT FEES	241,635.03	235,000.00	235,000.00	194,566.30	82.79	83.26
10 293	RENTALS	10,725.50	7,000.00	7,000.00	10,983.98	156.91	126.53
10 297	STUDENT FINES	305.75	0.00	0.00	35.00	0.00	0.00
10 343	CO-CURRICULAR COST SHARING	18,369.87	14,000.00	14,000.00	0.00	0.00	149.28
10 345	OPEN ENROLLMENT	1,623,177.00	1,791,780.00	1,816,194.00	0.00	0.00	0.00
10 348	TRANSPORTATION FEES - OTHR WI	3,912.33	5,000.00	5,000.00	7,485.09	149.70	57.00
10 515	STATE AID THRU CESA	738.00	0.00	0.00	0.00	0.00	0.00
10 517	FEDERAL AID THRU CESA	0.00	3,500.00	3,500.00	0.00	0.00	0.00
10 612	TRANSPORTATION AID	82,372.86	85,000.00	85,000.00	69,740.00	82.05	78.51
10 613	LIBRARY AID	257,582.00	260,000.00	280,659.00	280,659.00	100.00	101.01
10 619	OTHER STATE CATEGORICAL AID	24,062.27	2,000.00	2,000.00	2,706.75	135.34	0.00
10 621	STATE EQUALIZATION AID	21,606,334.00	21,889,139.00	21,889,139.00	14,227,941.00	65.00	65.00
10 630	STATE GRANT	200,103.46	76,000.00	180,913.00	0.00	0.00	0.00
10 660	DNR - PILT PROGRAM PAYMENTS	40,016.10	41,000.00	41,000.00	45,701.16	111.47	97.60
10 691	TAX EXEMPT COMPUTER AID	48,251.82	142,488.00	142,488.00	0.00	0.00	0.00
10 695	PER PUPIL AID	2,513,154.00	2,514,638.00	2,514,638.00	2,514,638.00	100.00	100.03
10 699	State Grant-Misc	333,999.00	239,797.00	239,797.00	0.00	0.00	10.43
10 713	VOCATIONAL ED. ACT	24,211.35	23,429.00	23,429.00	0.00	0.00	0.00
10 730	FEDERAL GRANT	209,673.43	81,842.00	81,842.00	0.00	0.00	7.52
10 751	TITLE 1 GRANT	242,921.72	247,217.00	247,217.00	0.00	0.00	0.00
10 780	SBS MEDICAID	148,020.42	125,000.00	125,000.00	0.00	0.00	0.03
10 861	CAPITAL ASSET SALE	3,013.60	5,000.00	5,000.00	5,654.76	113.10	30.74
10 878	CAPITAL LEASES	443,197.39	0.00	0.00	0.00	0.00	0.00
10 964	INSURANCE	21,272.37	0.00	0.00	9,325.02	0.00	106.36
10 971	INS DIV / E-RATE	133,118.07	130,000.00	130,000.00	108,579.51	83.52	137.23
10 990	MISC. REFUND	78,874.79	5,000.00	5,000.00	20,875.83	417.52	99.58
10 ---	GENERAL FUND	44,652,032.01	45,989,084.00	46,150,973.00	29,950,772.61	64.90	76.65
=====							
21	SPECIAL REVENUE FUND						
21 001	PRIOR YR CARRYOVER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
21 262	NON-CAP FOR RESALE	143,605.59	0.00	0.00	111,567.59	0.00	0.00
21 279	OTHER SCHOOL ACTIVITY INCOME	166,778.69	0.00	0.00	141,894.25	0.00	0.00
21 291	GIFTS, FUNDRAISING & CONTRIBUT	441,964.11	0.00	0.00	351,920.35	0.00	0.00
21 ---	SPECIAL REVENUE FUND	752,348.39	0.00	0.00	605,382.19	0.00	0.00
=====							
27	SPECIAL EDUCATION FUND						
27 110	OPERATING TRANSFER/GENERAL	4,214,124.46	4,568,789.00	4,597,816.00	0.00	0.00	0.00
27 346	TUITION - 66:30	74,134.86	75,654.00	75,654.00	0.00	0.00	65.38
27 446	SPED TUITION NON-WI SCHOOL DIS	6,409.61	0.00	0.00	0.00	0.00	205.00
27 611	HANDICAPPED AID	1,685,277.00	1,975,498.00	1,975,498.00	1,333,458.00	67.50	72.91
27 697	Transition Grant	15,277.08	20,000.00	20,000.00	0.00	0.00	0.00

<u>Fd</u>	<u>Sourc</u>	<u>Source</u>	2023-24 <u>FY Activity</u>	2024-25 <u>Original Budget</u>	2024-25 <u>Revised Budget</u>	2024-25 <u>FYTD Activity</u>	2024-25 <u>FYTD %</u>	2023-24 <u>FYTD %</u>
27		SPECIAL EDUCATION FUND						
27 699		State Grant-Misc	0.00	25,364.00	25,364.00	9,923.97	39.13	0.00
27 730		FEDERAL GRANT	879,408.47	835,340.00	835,340.00	0.00	0.00	50.53
27 780		SBS MEDICAID	110,044.77	100,000.00	100,000.00	48,304.21	48.30	42.73
27 990		MISC. REFUND	150.00	0.00	0.00	100.00	0.00	0.00
27 ---		SPECIAL EDUCATION FUND	6,984,826.25	7,600,645.00	7,629,672.00	1,391,786.18	18.24	26.43
=====								
39		REFERENDUM APPROVED DEBT SRVC						
39 211		PROPERTY TAX	6,966,724.99	7,908,636.00	7,908,636.00	5,358,788.78	67.76	100.00
39 284		INTEREST EARNINGS	56,174.49	65,000.00	65,000.00	118,332.40	182.05	957.68
39 968		DEBT ISSUE PREMIUM & ACC. INT.	432,648.00	0.00	0.00	367,761.65	0.00	0.00
39 ---		REFERENDUM APPROVED DEBT SRVC	7,455,547.48	7,973,636.00	7,973,636.00	5,844,882.83	73.30	100.62
=====								
46		LONG TERM CAPTL IMPVMNT TRUST						
46 110		OPERATING TRANSFER/GENERAL	1,050,000.00	0.00	0.00	0.00	0.00	0.00
46 284		INTEREST EARNINGS	9,548.45	15,000.00	15,000.00	34,463.00	229.75	950.79
46 ---		LONG TERM CAPTL IMPVMNT TRUST	1,059,548.45	15,000.00	15,000.00	34,463.00	229.75	1.90
=====								
49		CONSTRUCTION ACCOUNT						
49 284		INTEREST EARNINGS	52,058.22	850,000.00	850,000.00	425,156.42	50.02	0.00
49 873		LONG TERM NOTES	28,000,000.00	0.00	0.00	0.00	0.00	0.00
49 ---		CONSTRUCTION ACCOUNT	28,052,058.22	850,000.00	850,000.00	425,156.42	50.02	0.00
=====								
50		FOOD SERVICE FUND						
50 251		PUPILS	725,578.20	766,869.00	766,869.00	642,099.35	83.73	89.32
50 252		ADULTS	21,229.70	22,325.00	22,325.00	18,237.60	81.69	116.39
50 259		OTHER FOOD SERV. SALES	469,213.74	505,825.00	505,825.00	425,275.33	84.08	78.61
50 284		INTEREST EARNINGS	8.41	0.00	0.00	6.06	0.00	0.00
50 617		FOOD SERVICE AID-STATE	24,941.12	0.00	0.00	0.00	0.00	0.00
50 715		CASH IN LIEU OF COMMODITIES	79,446.00	80,000.00	80,000.00	133,375.00	166.72	66.21
50 717		FOOD SERVICE AID-FEDERAL	600,179.27	616,716.00	616,716.00	376,183.84	61.00	80.93
50 ---		FOOD SERVICE FUND	1,920,596.44	1,991,735.00	1,991,735.00	1,595,177.18	80.09	82.73
=====								
60		CUSTODIAL FUND						
60 001		PRIOR YR CARRYOVER FUNDS	604.13	0.00	0.00	0.00	0.00	0.00
60 262		NON-CAP FOR RESALE	51,990.34	0.00	0.00	60,522.55	0.00	0.00
60 279		OTHER SCHOOL ACTIVITY INCOME	32,056.04	0.00	0.00	14,099.17	0.00	0.00
60 291		GIFTS, FUNDRAISING & CONTRIBUT	23,717.92	0.00	0.00	11,451.69	0.00	0.00
60 ---		CUSTODIAL FUND	108,368.43	0.00	0.00	86,073.41	0.00	206.00
=====								

<u>Fd</u>	<u>Sourc</u>	<u>Source</u>	2023-24	2024-25	2024-25	2024-25	2024-25	2023-24
			<u>FY Activity</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>FYTD Activity</u>	<u>FYTD %</u>	<u>FYTD %</u>
73		PENSION AND OPEB TRUST FUND						
73 284		INTEREST EARNINGS	76,038.72	65,000.00	65,000.00	63,125.68	97.12	87.47
73 951		OPEB ADC CONTRIBUTION	624,116.00	625,000.00	289,903.00	0.00	0.00	0.00
73 ---		PENSION AND OPEB TRUST FUND	700,154.72	690,000.00	354,903.00	63,125.68	17.79	16.48
=====								
80		COMMUNITY SERVICE FUND						
80 211		PROPERTY TAX	220,000.00	220,000.00	220,000.00	149,069.12	67.76	100.00
80 272		COMMUNITY SERVICE FEES	917,568.75	991,000.00	991,000.00	886,020.54	89.41	98.56
80 284		INTEREST EARNINGS	6.24	0.00	0.00	880.74	0.00	0.00
80 291		GIFTS, FUNDRAISING & CONTRIBUT	2,685.00	0.00	0.00	2,325.00	0.00	474.00
80 ---		COMMUNITY SERVICE FUND	1,140,259.99	1,211,000.00	1,211,000.00	1,038,295.40	85.74	99.05
=====								

Number of Accounts: 398

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

by OBJECT

Fd	Object	Expense Object	2023-24 FY Activity	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	2024-25 FYTD %	2023-24 FYTD %
10		GENERAL FUND						
10 1--		EMPLOYEE SALARIES	20,884,880.78	21,792,516.00	22,151,496.00	15,842,652.27	71.52	70.82
10 2--		EMPLOYEE BENEFITS	7,986,181.83	8,648,005.00	8,573,105.00	6,147,068.77	71.70	74.76
10 3--		PURCHASED SERVICES	6,280,005.77	7,676,893.00	7,284,025.00	3,941,333.79	54.11	52.08
10 4--		NON-CAPITAL OBJECTS	1,759,232.20	1,682,080.00	1,724,730.00	1,130,700.48	65.56	84.50
10 5--		CAPITAL OBJECTS	1,286,799.78	657,498.00	953,498.00	919,339.27	96.42	63.40
10 6--		DEBT RETIREMENT	386,820.05	383,500.00	309,500.00	316,906.29	102.39	78.29
10 7--		INSURANCE & JUDGMENTS	340,490.75	400,000.00	400,000.00	404,362.45	101.09	98.34
10 8--		OPERATING TRANSFERS-OUT	5,264,124.46	4,568,789.00	4,597,816.00	0.00	0.00	0.00
10 9--		OTHER OBJECTS	132,193.02	179,803.00	156,803.00	107,949.61	68.84	50.84
10 ---		GENERAL FUND	44,320,728.64	45,989,084.00	46,150,973.00	28,810,312.93	62.43	61.99
=====								
21		SPECIAL REVENUE FUND						
21 1--		EMPLOYEE SALARIES	172.09	0.00	0.00	0.00	0.00	0.00
21 2--		EMPLOYEE BENEFITS	540.63	0.00	0.00	724.35	0.00	0.00
21 3--		PURCHASED SERVICES	100,113.09	0.00	0.00	63,544.18	0.00	0.00
21 4--		NON-CAPITAL OBJECTS	429,047.55	0.00	0.00	358,075.33	0.00	0.00
21 5--		CAPITAL OBJECTS	15,049.00	0.00	0.00	4,000.00	0.00	0.00
21 9--		OTHER OBJECTS	130,674.83	0.00	0.00	97,052.09	0.00	0.00
21 ---		SPECIAL REVENUE FUND	675,597.19	0.00	0.00	523,395.95	0.00	0.00
=====								
27		SPECIAL EDUCATION FUND						
27 1--		EMPLOYEE SALARIES	4,841,042.24	5,350,345.00	5,394,919.00	3,831,944.55	71.03	71.51
27 2--		EMPLOYEE BENEFITS	1,884,325.04	2,021,356.00	2,005,809.00	1,409,186.73	70.26	71.18
27 3--		PURCHASED SERVICES	105,319.77	157,173.00	157,173.00	75,034.04	47.74	55.93
27 4--		NON-CAPITAL OBJECTS	34,143.45	51,800.00	51,800.00	34,234.71	66.09	64.51
27 5--		CAPITAL OBJECTS	108,481.50	4,221.00	4,221.00	0.00	0.00	114.19
27 9--		OTHER OBJECTS	11,514.25	15,750.00	15,750.00	5,573.70	35.39	32.50
27 ---		SPECIAL EDUCATION FUND	6,984,826.25	7,600,645.00	7,629,672.00	5,355,973.73	70.20	71.51
=====								
39		REFERENDUM APPROVED DEBT SRVC						
39 6--		DEBT RETIREMENT	5,608,603.00	10,131,543.00	9,649,193.00	9,649,192.50	100.00	100.00
39 ---		REFERENDUM APPROVED DEBT	5,608,603.00	10,131,543.00	9,649,193.00	9,649,192.50	100.00	100.00
=====								
46		LONG TERM CAPTL IMPVMNT TRUST						
46 3--		PURCHASED SERVICES	670,370.41	650,000.00	650,000.00	241,470.00	37.15	107.26
46 ---		LONG TERM CAPTL IMPVMNT T	670,370.41	650,000.00	650,000.00	241,470.00	37.15	107.26
=====								

Fd	Object	Expense Object	2023-24 FY Activity	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	2024-25 FYTD %	2023-24 FYTD %
49		CONSTRUCTION ACCOUNT						
49	3--	PURCHASED SERVICES	244,904.78	10,678,000.00	10,678,000.00	4,413,047.20	41.33	0.00
49	4--	NON-CAPITAL OBJECTS	0.00	0.00	0.00	18,817.42	0.00	0.00
49	5--	CAPITAL OBJECTS	0.00	220,000.00	220,000.00	420,151.59	190.98	0.00
49	7--	INSURANCE & JUDGMENTS	0.00	0.00	0.00	6,884.00	0.00	0.00
49	---	CONSTRUCTION ACCOUNT	244,904.78	10,898,000.00	10,898,000.00	4,858,900.21	44.59	0.00
=====								
50		FOOD SERVICE FUND						
50	1--	EMPLOYEE SALARIES	11,839.22	13,000.00	13,000.00	9,024.35	69.42	67.90
50	2--	EMPLOYEE BENEFITS	1,656.42	2,035.00	2,035.00	1,267.48	62.28	60.64
50	3--	PURCHASED SERVICES	1,068,071.94	977,926.00	977,926.00	742,700.62	75.95	77.24
50	4--	NON-CAPITAL OBJECTS	1,025,008.58	965,858.00	965,858.00	742,176.97	76.84	88.03
50	5--	CAPITAL OBJECTS	78,418.55	0.00	0.00	0.00	0.00	204.99
50	9--	OTHER OBJECTS	25,125.57	32,916.00	32,916.00	16,053.35	48.77	118.44
50	---	FOOD SERVICE FUND	2,210,120.28	1,991,735.00	1,991,735.00	1,511,222.77	75.87	84.78
=====								
60		CUSTODIAL FUND						
60	2--	EMPLOYEE BENEFITS	0.00	0.00	0.00	57.59	0.00	0.00
60	9--	OTHER OBJECTS	96,652.15	0.00	0.00	93,155.66	0.00	0.00
60	---	CUSTODIAL FUND	96,652.15	0.00	0.00	93,213.25	0.00	0.00
=====								
73		PENSION AND OPEB TRUST FUND						
73	9--	OTHER OBJECTS	519,228.10	625,000.00	625,000.00	0.00	0.00	0.00
73	---	PENSION AND OPEB TRUST FU	519,228.10	625,000.00	625,000.00	0.00	0.00	0.00
=====								
80		COMMUNITY SERVICE FUND						
80	1--	EMPLOYEE SALARIES	718,902.89	761,109.00	761,109.00	598,196.25	78.60	82.81
80	2--	EMPLOYEE BENEFITS	183,832.60	179,297.00	179,297.00	153,398.07	85.56	90.48
80	3--	PURCHASED SERVICES	89,787.32	98,650.00	98,650.00	86,638.35	87.82	74.81
80	4--	NON-CAPITAL OBJECTS	72,906.08	85,000.00	85,000.00	38,422.56	45.20	92.16
80	5--	CAPITAL OBJECTS	546.42	0.00	0.00	16,708.56	0.00	0.00
80	9--	OTHER OBJECTS	96,703.58	98,800.00	98,800.00	77,313.85	78.25	83.04
80	---	COMMUNITY SERVICE FUND	1,162,678.89	1,222,856.00	1,222,856.00	970,677.64	79.38	83.83
=====								
Grand Expense Totals			62,493,709.69	79,108,863.00	78,817,429.00	52,014,358.98	65.99	68.97

Number of Accounts: 2418

Fd	Func	Func	2023-24 FY Activity	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	2024-25 FYTD %	2023-24 FYTD %
10		GENERAL FUND						
10	11----	UNDIFFERENTIATED CURRICUL	7,427,650.49	7,778,619.00	8,000,135.00	5,535,457.18	69.19	66.48
10	12----	TCHR - SEC	11,248,678.60	11,874,917.00	11,928,712.00	7,868,057.83	65.96	73.17
10	13----	VOCATIONAL CURRICULUM	924,393.77	889,711.00	916,975.00	854,275.30	93.16	75.96
10	14----	PHYSICAL CURRICULUM	948,143.69	933,058.00	933,058.00	659,522.60	70.68	65.20
10	16----	CO-CURRICULAR	814,905.68	799,837.00	834,619.00	611,758.71	73.30	75.85
10	17----	SPECIAL NEEDS	298,516.37	340,280.00	374,181.00	259,400.96	69.32	68.39
10	21----	PUPIL SERVICES	1,413,618.21	1,610,269.00	1,459,385.00	1,107,175.88	75.87	74.85
10	22----	INSTRUCTIONAL STAFF SERVI	1,291,391.27	1,125,763.00	1,250,096.00	848,681.93	67.89	54.37
10	23----	GENERAL ADMINISTRATION	1,165,686.19	1,146,716.00	1,173,147.00	942,022.88	80.30	80.91
10	24----	BUILDING ADMINISTRATION	2,831,259.21	2,941,415.00	3,053,702.00	2,542,651.41	83.26	83.05
10	25----	BUSINESS ADMINISTRATION	7,533,700.58	8,803,818.00	8,417,859.00	6,250,431.74	74.25	70.84
10	26----	CENTRAL SERVICES	71,704.49	66,300.00	66,300.00	81,996.31	123.67	65.99
10	27----	INSURANCE	340,490.75	400,000.00	400,000.00	404,362.45	101.09	98.34
10	28----	DEBT SERVICE CURRENT	386,820.05	383,500.00	309,500.00	316,906.29	102.39	78.29
10	29----	OTHER SUPPORT SERVICES	468,168.34	317,143.00	426,000.00	392,069.49	92.04	113.01
10	41----	TRANSFERS TO ANOTHER FUND	5,264,124.46	4,568,789.00	4,597,816.00	0.00	0.00	0.00
10	43----	PURCHASED INSTRUCTIONAL	1,879,223.28	1,997,046.00	1,997,585.00	121,591.31	6.09	5.48
10	49----	NON-PROGRAM TRANSACTIONS	12,253.21	11,903.00	11,903.00	13,950.66	117.20	245.06
10	-----	GENERAL FUND	44,320,728.64	45,989,084.00	46,150,973.00	28,810,312.93	62.43	61.99
21		SPECIAL REVENUE FUND						
21	11----	UNDIFFERENTIATED CURRICUL	7,395.17	0.00	0.00	0.00	0.00	0.00
21	16----	CO-CURRICULAR	642,685.67	0.00	0.00	521,195.95	0.00	0.00
21	25----	BUSINESS ADMINISTRATION	18,816.35	0.00	0.00	0.00	0.00	0.00
21	45----	POST SECONDARY SCHOLARSHI	4,700.00	0.00	0.00	2,200.00	0.00	0.00
21	49----	NON-PROGRAM TRANSACTIONS	2,000.00	0.00	0.00	0.00	0.00	0.00
21	-----	SPECIAL REVENUE FUND	675,597.19	0.00	0.00	523,395.95	0.00	0.00
27		SPECIAL EDUCATION FUND						
27	15----	SPECIAL CURRICULUM	5,470,207.81	5,972,791.00	6,080,261.00	4,276,906.43	70.34	71.97
27	21----	PUPIL SERVICES	924,440.10	1,075,317.00	996,573.00	675,825.24	67.81	68.02
27	22----	INSTRUCTIONAL STAFF SERVI	304,400.36	340,509.00	340,810.00	266,812.99	78.29	76.74
27	25----	BUSINESS ADMINISTRATION	227,514.14	120,555.00	120,555.00	102,742.01	85.22	75.75
27	43----	PURCHASED INSTRUCTIONAL	51,903.59	84,973.00	84,973.00	33,687.06	39.64	52.80
27	49----	NON-PROGRAM TRANSACTIONS	6,360.25	6,500.00	6,500.00	0.00	0.00	0.00
27	-----	SPECIAL EDUCATION FUND	6,984,826.25	7,600,645.00	7,629,672.00	5,355,973.73	70.20	71.51
39		REFERENDUM APPROVED DEBT SRVC						
39	28----	DEBT SERVICE CURRENT	5,608,603.00	10,131,543.00	9,649,193.00	9,649,192.50	100.00	100.00
39	-----	REFERENDUM APPROVED DEBT	5,608,603.00	10,131,543.00	9,649,193.00	9,649,192.50	100.00	100.00

Fd	Func	Func	2023-24 FY Activity	2024-25 Original Budget	2024-25 Revised Budget	2024-25 FYTD Activity	2024-25 FYTD %	2023-24 FYTD %
46		LONG TERM CAPTL IMPVMNT TRUST						
46	25----	BUSINESS ADMINISTRATION	670,370.41	650,000.00	650,000.00	241,470.00	37.15	107.26
46	-----	LONG TERM CAPTL IMPVMNT T	670,370.41	650,000.00	650,000.00	241,470.00	37.15	107.26
49		CONSTRUCTION ACCOUNT						
49	25----	BUSINESS ADMINISTRATION	244,904.78	10,898,000.00	10,898,000.00	4,852,016.21	44.52	0.00
49	27----	INSURANCE	0.00	0.00	0.00	6,884.00	0.00	0.00
49	-----	CONSTRUCTION ACCOUNT	244,904.78	10,898,000.00	10,898,000.00	4,858,900.21	44.59	0.00
50		FOOD SERVICE FUND						
50	25----	BUSINESS ADMINISTRATION	2,210,120.28	1,991,735.00	1,991,735.00	1,511,222.77	75.87	84.78
50	-----	FOOD SERVICE FUND	2,210,120.28	1,991,735.00	1,991,735.00	1,511,222.77	75.87	84.78
60		CUSTODIAL FUND						
60	44----	CUSTODIAL EXPENDITURES	96,652.15	0.00	0.00	93,213.25	0.00	0.00
60	-----	CUSTODIAL FUND	96,652.15	0.00	0.00	93,213.25	0.00	0.00
73		PENSION AND OPEB TRUST FUND						
73	42----	PAYMENT - NON-GOVERNMENT	519,228.10	625,000.00	625,000.00	0.00	0.00	0.00
73	-----	PENSION AND OPEB TRUST FU	519,228.10	625,000.00	625,000.00	0.00	0.00	0.00
80		COMMUNITY SERVICE FUND						
80	25----	BUSINESS ADMINISTRATION	57,724.55	60,500.00	60,500.00	54,287.86	89.73	81.35
80	31----	ADULT EDUCATION	323,449.15	356,917.00	356,917.00	299,086.71	83.80	84.69
80	39----	OTHER COMMUNITY SERVICES	781,505.19	805,439.00	805,439.00	617,303.07	76.64	83.64
80	-----	COMMUNITY SERVICE FUND	1,162,678.89	1,222,856.00	1,222,856.00	970,677.64	79.38	83.83
Grand Expense Totals			62,493,709.69	79,108,863.00	78,817,429.00	52,014,358.98	65.99	68.97

Number of Accounts: 2418

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

<u>Fd Fund</u>	<u>Beginning Balance</u>	<u>April 2024-25 Beginning Balance</u>	<u>Month End Balance Current Year</u>	<u>Month End Balance Prior Year</u>
10 GENERAL FUND	14,573,748.53CR	18,267,286.57CR	15,714,208.21CR	20,673,854.47CR
21 SPECIAL REVENUE FUND	456,491.78CR	497,673.18CR	538,478.02CR	885,999.01CR
27 SPECIAL EDUCATION FUND	0.00	3,305,291.60	3,964,187.55	3,080,762.58
39 REFERENDUM APPROVED DEBT SRVC	3,086,149.52CR	901,245.94	718,160.15	3,077,859.20CR
46 LONG TERM CAPTL IMPVMNT TRUST	1,056,441.01CR	846,573.09CR	849,434.01CR	6,400.50CR
49 CONSTRUCTION ACCOUNT	27,807,153.44CR	24,727,427.40CR	23,373,409.65CR	0.00
50 FOOD SERVICE FUND	400,206.68CR	445,227.24CR	484,161.09CR	539,932.15CR
60 CUSTODIAL FUND	55,440.17CR	54,775.67CR	48,300.33CR	96,293.20CR
73 PENSION AND OPEB TRUST FUND	4,724,287.78CR	4,787,413.46CR	4,787,413.46CR	4,600,214.36CR
80 COMMUNITY SERVICE FUND	177,711.47CR	257,406.90CR	245,329.23CR	359,236.07CR
Grand Equity Totals	52,337,630.38CR	45,677,245.97CR	41,358,386.30CR	27,159,026.38CR

Number of Accounts: 142

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



POLICY 187 PUBLIC PARTICIPATION AT SCHOOL BOARD, COMMITTEE, AND OTHER MEETINGS OF THE SCHOOL BOARD

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 presiding officer 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, those wishing to address the board will be asked to identify their municipality of residence and relationship to the district. Speakers will be allotted a specified length of time to 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 or committee. Upon completion of public participation, the presiding officer will shall acknowledge the comments from the visitor(s).

The 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. Those wishing to speak must register their intention to participate in the hearing of visitors or delegations section of a meeting upon their arrival at the meeting and prior to the end of the hearing of visitors or delegations part of the meeting agenda.
- 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, municipality of residence, and relationship to the district. .
- 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 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.

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, June 16, 2025



POLICY 341.1 READING INSTRUCTION EARLY LITERACY PROGRAM

The School Board recognizes the importance of early literacy instruction; early literacy is foundational to a student's academic success and lifelong learning. This policy outlines the district's commitment to providing all students with the necessary skills and support to become proficient and engaged readers.

State-Mandated Early Literacy Reading Readiness Assessments

The Director of Academic Services will:

1. Determine the annual dates (or date ranges) during which the district will administer the early reading screening assessments required by state law; and
2. Establish procedures to facilitate and monitor the timely administration and scoring of the screening assessments and, as applicable, any state-mandated reading diagnostic assessments. All district selected dates for the administration of reading readiness assessments will meet the timing parameters found in state law.

The references to state-mandated reading readiness assessments in this policy should not be interpreted to prohibit the use or administration of additional assessments, evaluations, or diagnostic resources that are intended to facilitate the district's compliance with its obligations to identify, diagnose, provide interventions/services, and monitor the progress of students who are experiencing difficulty with reading.

Early Literacy Remediation Plan

The district will maintain a written, School Board reviewed Early Literacy Remediation Plan (ELRP), which will be developed under the oversight of the Superintendent. The Superintendent will ensure that the Director of Academic Services is directly involved in formulating the substantive content of the plan, including any future substantive amendments. School Board approval of substantive plan amendments is required.

The district's Early Literacy Remediation Plan will be posted on the district website.

Parent/Guardian Notification

- A. *Assessment results.* The district will provide the results of a reading readiness assessment, in writing, to a student's parent no later than 15 days after the reading readiness assessment is scored. For purposes of providing results of a reading readiness assessment under this paragraph, the district will provide at least all of the following to a student's parent in the native language of the student's parent:
1. The student's score on the reading readiness assessment.
 2. The student's score in each early literacy skill category assessed by the reading readiness assessment.
 3. The student's percentile rank score on the reading readiness assessment, if available.
 4. The definition of "at-risk" and the score on the reading readiness assessment that would indicate that a student is at-risk.
 5. A plain language description of the literacy skills the reading readiness assessment is designed to measure.

B. *Special education information.* If a diagnostic assessment indicates that a student is at-risk, the district will include information about how to make a special education referral under s. 115.777 with the diagnostic assessment results provided to the parent under par. (a).

C. *Dyslexia information; certain students.* When the district is required to assess a student's early literacy skills using a diagnostic assessment, the district will provide all of the following, in writing, to the student's parent:

1. A description of the common indicators and characteristics of dyslexia.
2. Information about appropriate interventions and accommodations for students with characteristics of dyslexia.

D. Interventions for At-Risk Students

Personal reading plans. If a student enrolled in 5-year-old kindergarten to 3rd grade is identified as at-risk based on a universal screening assessment or diagnostic assessment, the district will do all of the following:

1. Create a personal reading plan for the student that includes all of the following:
 - a. The student's specific early literacy skill deficiencies, as identified by the applicable assessment.
 - b. Goals and benchmarks for the student's progress toward grade-level literacy skills.
 - c. How the student's progress will be monitored.
 - d. A description of the interventions and any additional instructional services that will be provided to the student to address the student's early literacy skill deficiencies.
 - e. The programming using science-based early reading instruction, as defined in s. 118.015 (1c) (b), that the student's teacher will use to provide reading instruction to the student, addressing the areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension.
 - f. Strategies the student's parent is encouraged to use to help the student achieve grade-level literacy skills.
 - g. Any additional services available and appropriate to accelerate the student's early literacy skill development.
2. Provide the interventions described in the student's personal reading plan to the student, as soon as practicable.
3. Monitor the student's progress at least weekly using the method described in the student's personal reading plan to determine whether the student demonstrates an inadequate rate of progress.
4. Provide a copy of the student's personal reading plan to the student's parent and obtain a copy of the student's personal reading plan signed by the student's parent.
5. After providing the interventions described in the student's personal reading plan to the student for ten weeks, notify the student's parent of the student's progress, as determined under the student's personal reading plan.

LEGAL REFERENCE: Wisconsin Statutes Sections 118.015, 118.016, **118.30(1g)(a)1**, 121.02(1)(c), 121.02(1)(k), ~~121.02(1)(L)~~, **121.02(1)(r)**; Wisconsin Administrative Codes PI 8.01 (2)(c), PI 8.01(2)(k), ~~PI 8.01(2)(L)~~

CROSS REFERENCE: 342.5 Programs for Disadvantaged Students (Title I Programs); 342.7 Remedial Programs

DATE OF ADOPTION: September 16, 1991

REVISED: November 15, 2004, March 20, 2017, **June 16, 2025**

This policy was a complete revision (old policy below) due to Act 20

~~The Board of Education supports the following general reading goals for the School District of River Falls:~~

- ~~1. A well-coordinated developmental reading program shall be made available for students at all grade levels and shall be under the direction of a certified reading specialist.~~
- ~~2. Adequate time and effort shall be devoted to instruction in reading as one of the basic skills areas.~~
- ~~3. A variety of learning materials and teaching techniques shall be used to accommodate individual student ability and achievement.~~
- ~~4. Students in grades 4K-2 will annually be assessed in literacy fundamentals and reading readiness. Assessments will evaluate phonemic awareness and letter sound knowledge.~~
- ~~5. Parents/guardians should be involved in home-school cooperative efforts to help each student reach his/her reading potential.~~
- ~~6. Remedial reading services shall be available for students in accordance with state law and established procedures.~~
- ~~7. The reading program and student achievement shall be evaluated annually.~~



Section 1: Effective Date of Policy; Initial Applicability

The effective date of this policy is July 1, 2025.

The School District of River Falls adopts this 4th grade promotion policy as of June 16, 2025 to take effect September 1, 2027.

Additional details about the determination process are found in Section 2 of this policy. Good cause exceptions and post promotion mandates are found in Section 3 of this policy.

Section 2: Process for Making Promotion Determinations

For any student who has not exited their personal reading plan AND has not achieved a proficient score on the WI FORWARD exam by the end of the student's 3rd grade year, the school will engage in a process to determine whether to promote that student to the 4th grade. This process will carefully consider all relevant factors that contributed to the student not completing their personal reading plan and alternatives to retention that can help support the student to achieve reading proficiency. This process will be described in the Elementary Handbook and include, at a minimum, the following elements:

1. The team of educational professionals will engage in the determination process, which will include but is not limited to the student's parent(s) as defined by Wis. Stat. §.115.76(12) and educational professionals who have knowledge of the reading instruction and interventions provided to the student, as well as how the student responded to both instruction and interventions. Educational professionals may include, but are not limited to: the teacher of record, the district/school reading specialist, a staff member who has provided additional reading support and conducted progress monitoring, and a student services professional with knowledge of the social and emotional implications of grade retention;
2. The team of educational professionals from the school will consider all available data demonstrating the student's response to reading instruction and intervention, and data demonstrating the student's progress towards meeting personal reading plan goals. This data may include, but is not limited to, the most recent and previous universal reading screener data, diagnostic reading assessment data, progress monitoring data, classroom data, and observations and data related to the student's social, emotional, and behavioral functioning;



POLICY 345.46 3rd GRADE TO 4TH GRADE PROMOTION AND RETENTION

3. The team of educational professionals from the school will determine whether the student is eligible for a good cause exception and communicate that to the parent or guardian;

- If the student has an individualized education program (IEP) in an area of reading or is an English learner with a language acquisition plan, the team of educational professionals will review the student's progress towards those goals and communicate that to the parent or guardian;
- The team of educational professionals from the school will communicate long-term risks of retention to the student's parent or guardian.
- The team of educational professionals from the school will consider alternatives to retention available to the student in the district/school and communicate these alternatives to the student's parent or guardian;
- The district/school will not deny any student advancement to 4th grade based solely on the student's performance in reading on the 3rd grade state summative assessment or the universal reading screener;
- The district/school will not deny any English learner advancement to 4th grade solely based on level of language proficiency (Wis. Admin. Code §13.09(1)(b)); The team may conclude that promotion (with applicable services/supports) is in the best interest of a student even if the team also concludes, based on clear documentation, that the student was unable to complete their personal reading plan primarily due to the student's lack of reading proficiency;

4. After reviewing all data and considerations named above, The team of educational professionals from the school will make a recommendation of promotion or retention to the student's parent or guardian; and

5. If the team of educational professionals from the school recommend retention, those representatives will identify and communicate the following to the student's parent or guardian:

- a. Supports that will be provided to the student that will mitigate the harm that is likely to occur as a result of retention, including social stigmatization, loss of friendships, damaged self-esteem, and other mental health impacts; and
- b. The additional academic services and supports that will be provided to the student as they repeat 3rd grade to ensure they reach grade level proficiency by the time they finish 3rd grade the second time.



POLICY 345.46 3rd GRADE TO 4TH GRADE PROMOTION AND RETENTION

Based on the holistic evaluation described above, the entire team will make one of the following choices.

1. Promotion to 4th grade (with applicable services/supports) is more appropriate than retention in 3rd grade and the student is promoted.
2. The student's noncompletion of the student's personal reading plan was not primarily due to the student's lack of reading proficiency and the student is promoted.
3. The parents or guardians and school representatives agree that retention (with applicable services/supports) is more appropriate than promotion to 4th grade and the student's parent or guardian gives written consent to retention.
4. The school representatives recommend retention but the student's parent or guardian does not consent to retention. Regardless of any other facts, circumstances, or analysis, the student is promoted to 4th grade.

Any student who enrolls as a 3rd grade student late in the school term without any accompanying record of a personal reading plan (i.e., after the final annual administration of the universal screening assessment and, potentially, also after the 3rd grade Forward Exam) shall be promoted to 4th grade under the criteria that the student did not have a personal reading plan in effect at the end of 3rd grade.

If a student transfers into a school enrolled as a 4th grade student and the provided records indicate the student may have met requirements to be retained in 3rd grade, the school district will provide adequate and necessary supports, including but not necessarily limited to the intensive instructional services, supports, progress monitoring, and parent notification referenced under Wis. Stat. §118.33(5m)(a).

Section 3: Post Promotion Mandates and Exceptions

Post Promotion Mandates

Per Wis. Stat. §118.33(5m)(a), any student promoted to 4th grade after the determination process will be provided with all of the following:

- Intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency;
- Notification to the student's parent or guardian, in writing, that the student did not complete the personal reading plan and includes a description of the intensive instructional services and supports that will be provided to the student to remediate the identified areas of reading deficiency; and
- An intensive summer reading program, offered by the school district within summer school programming, each summer until the student scores at grade-level in reading on a summative assessment.



POLICY 345.46 3rd GRADE TO 4TH GRADE PROMOTION AND RETENTION

Exceptions

The following are good cause exceptions. Any student who meets one or more of the following good cause exceptions may be exempt from the promotion policy, the intensive summer reading program, and/or the intensive reading intervention requirements.

1. The student is identified as a “Limited-English proficient pupil” as that term is defined under Wis. Stat. §115.955(7);
2. The student has an individualized education plan (IEP) that indicates that neither taking the universal reading screener nor the state summative assessment in reading is appropriate for the pupil;
3. The student scores as proficient in reading on the alternative statewide standardized summative assessment (i.e. Dynamic Learning Maps);
4. The student has an IEP or a plan to provide accommodations or services under section 504 of the federal Rehabilitation Act of 1973 that indicates that the student has received intensive intervention in reading for more than two years, continues to demonstrate a deficiency in reading, and was previously retained in 5K, grades 1, 2, or 3; or
5. The student has received intensive intervention in reading for two or more school years, continues to demonstrate a deficiency in reading, and was previously retained in 5K, grades 1, 2, or 3 for a total of two years.

Regardless of these good cause exceptions, school districts and independent charter schools are responsible for providing instruction that meets all state and federal requirements, including, but not limited to Wis. Stat. §121.02(1)(L)4 for school districts and Wis. Stat. §118.01(2)(c)7 and 8 for school districts and independent charter schools, often known together as Act 31.

If promoted to 4th grade and if a “good cause” exception applies to the student under Wis. Stat. §118.33(5m)(b), then the school district/school will provide adequate and necessary supports, including but not necessarily limited to the intensive instructional services, supports, progress monitoring, and parent notification referenced under Wis. Stat. §118.33(5m)(a).

CROSS REFERENCE: **345.41 Promotion of Fourth and Eighth Graders**

LEGAL REFERENCE: Wis. Stat. §115.76(12)
Wis. Admin. Code §13.09(1)(b))
Wis. Stat. §118.33(5m)(a)
Wis. Stat. §115.955(7)



POLICY 345.46 3rd GRADE TO 4TH GRADE PROMOTION AND RETENTION

Wis. Stat. §121.02(1)(L)4
Wis. Stat. §§118.01(2)(c)7 and 8
Wis. Stat. §118.33(5m)(b)

DATE OF ADOPTION: **June 16, 2025**



POLICY 361.1 SELECTION OF INSTRUCTIONAL MATERIALS

Instructional materials selected should be consistent with educational curricular **instructional needs** and support the district mission and values adopted by the **School Board of Education**. Such materials ~~shall~~ **will** be of the best quality of content available to meet the objectives of the curriculum and academic standards. The materials should be authentic, appropriate, and motivational representing a diversity of individuals in a variety of positive roles. Positive representations of racial, religious, ethnic, sexual orientation and gender diversity and the avoidance of stereotyping ~~should be~~ **are** important considerations.

Definitions

In general, instructional material includes but is not limited to: any collection of materials that a teacher may use in teaching and learning situations to help achieve desired learning objectives. The term encompasses all the materials an instructor uses to implement instruction and facilitate students achievement of instructional objectives. Instructional materials may include but are not limited to, print, non-print, textbooks, literature, audio/visual resources, learning kits, workbooks, and electronic digital resources.

“Core” instructional materials are those used throughout a grade span and/or subject area which require more district-level oversight to ensure instructional consistency than ~~does~~ the selection of supplemental material. Core instructional materials are selected through a district established curriculum review cycle established by administration. Core materials typically include required classroom textbooks, literature, workbooks, and learning kits.

“Supplementary” instructional materials means supporting instructional materials **s** used to reinforce, enrich, or enhance instruction driven by core instructional material. These supplemental materials may include, but are not limited to: poems, short stories, articles, book excerpts, websites, and media clips.

“Age/grade level appropriateness” refers to a specific age group that is standard developmental, cognitive, emotional, and social level. Instructional materials are designed to match the developmental stage, cognitive abilities, learning needs of students at a specific age or grade level, and tailored to engage students effectively while promoting their academic growth. The content, complexity, and delivery methods are aligned with the students' intellectual, emotional, and social maturity, ensuring that the materials are accessible, relevant, and supportive of their learning progress.

The school district recognizes that while we are eager to match resources to students we need to take into account the wide varying age range of children's development.

Although the **School Board** annually approves curriculum standards, the review and selection of all instructional material is delegated to administration and instructional staff.

Selection Procedures for **the** Core Instructional Materials

The selection and adoption of **I** Instructional materials ~~selection and adoption shall be included as is~~ part of the formal cycle of curriculum adoption, evaluation, and improvement in the **D** District (**LINK**). This formal cycle of curriculum review includes teachers and administrators.



POLICY 361.1 SELECTION OF INSTRUCTIONAL MATERIALS

STEP 1: Instructional Materials Selection Committee

Instructional materials ~~shall~~ will be reviewed by an instructional materials selection committee appointed by the Director of Academics **Services**. This committee will be selected from grade-level and/or subject area staff members involved in the delivery of the curriculum. In addition, members of preceding or succeeding grade levels, special education teachers, instructional coaches, and other stakeholders will participate on selection committees.

~~Note #1: On rare occasions, there may be times when the curriculum/instructional materials need to be reviewed outside of the normal curriculum review cycle,~~ and will follow a timeline and process determined by Academic Services.

The instructional materials selection committee should keep in mind the general criteria outlined below:

- A. ~~A)~~ Age/grade level appropriateness.
- B. ~~B)~~ Content alignment to curriculum objectives including standards; assessments; curriculum-based learner expectations; higher-level/critical thinking; and real life experiences
- C. ~~C)~~ Culturally responsive to ~~include no~~ eliminate bias; misinformation; stereotyping; and reflects the cultural diversity of our global society.
- D. ~~D)~~ Format to include readability; utility of use; layout and sequential alignment; writing style; date of publication; reputable, high quality resource.
- E. ~~E)~~ Professional development opportunities for staff.
- F. ~~F)~~ Technological support materials.
- G. ~~G)~~ Research-based strategies for scaffolding, curriculum alignment, and interventions.
- H. ~~H)~~ Appropriate rigor that allows for challenge and appropriate learner struggle.

STEP 2: Recommendation to the Superintendent and **School** Board ~~of Education~~

Based on the involvement of the instructional materials selection committee, the Director of Academics will make a recommendation to the Superintendent who will then transmit acceptable recommendations to the **School** Board.

STEP 3: Purchase and Training

Upon **School** ~~S~~Board approval, the Superintendent and the Director of Academic ~~s~~Services will purchase the instructional materials and ~~develop~~ establish a professional development plan to ensure staff can effectively utilize the newly purchased instructional materials.



POLICY 361.1 SELECTION OF INSTRUCTIONAL MATERIALS

Selection for Supplementary Instructional Material

The selection of supplementary instructional material and resources used in the classroom is generally the responsibility of the classroom teacher, in consultation with other instructional staff as appropriate. Recommendations for the purchase of supplementary material ~~shall~~ will be submitted and discussed with the building principal prior to use.

When selecting supplementary material the teacher must consider the following criteria:

- A. ~~A)~~ Staff ~~should~~ will exercise ~~use great~~ discretion when using supplemental materials to avoid misalignment with essential standards and/or appropriate level of rigor. ~~Discretion helps~~ It is critical to avoid the unintended consequence of straying ~~too far away~~ from the core curriculum ~~and~~ materials.
- B. ~~B)~~ Materials will support, not supplant, curriculum and instructional materials adopted by the district.
- C. ~~C)~~ Follow copyright and licensing laws and agreements.
- D. ~~D)~~ Be prepared to verify the instructional value of the material.
- E. ~~E)~~ Follow all district policies including #381 (Controversial Studies).

The School District of River Falls ~~shall~~ will not discriminate in the selection of instructional materials on the basis of ~~student's~~ sex, (including gender identity, gender expression and nonconformity to gender role stereotypes,) race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability. Discrimination complaints ~~shall~~ will be processed in accordance with established ~~district~~ procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 121.02(1)(h)
 PI 8.01(2)(h), Wisconsin Administrative Code
 PI 9.03(1)

CROSS REF.: 361.2, Selection of Library Media Center Materials
 411-Rule, Student Discrimination Complaint Procedures
 871, Complaints About Instructional/Library Media Center Materials
 381, Study and Discussion of Controversial Issues
 330, Curriculum Review and Development

APPROVED: February 16, 1981



POLICY 361.1 SELECTION OF INSTRUCTIONAL MATERIALS

REVISED: September 16, 1991
July 18, 2005
August 21, 2023
June 16, 2025

DRAFT



361.2 SELECTION OF LIBRARY MEDIA CENTER MATERIALS

The School Board recognizes the critical contributions Library Media Centers make to the educational process. The board is eager to have a wide range of books and resources available to support the evolving intellectual and emotional needs of our students. Furthermore, the board supports equipping students to navigate increasingly complicated issues and ideas in developmentally appropriate ways.

The primary purpose of the District's library media program is to enrich and support the District's educational programs and student learning.

The School Board delegates the review, selection and purchase of library media center materials and resources to the District's Library Media Specialists. In order to provide the Library Media Specialists and staff with guidance for the acquisition of library resource materials, Procedures for Selection of Library Media Center Materials (361.2-Rule) will be followed.

The District will provide library facilities within school buildings and make available to all pupils students a current and balanced collection of resources in a variety of formats books, basic reference materials, texts, periodicals, and audiovisual materials, which depicts in an accurate and unbiased way the cultural diversity and pluralistic nature of American and global society. The District shall will provide library media services to all pupils students in grade JK-12, which are performed implemented by licensed library personnel Library Media Specialist or a designated supervisor/certified staff member.

In order to provide the Library Media Specialists and staff with guidance in the acquisition of age appropriate library resource materials, such as library books and electronic resources, the School Board endorses the guidelines approved by the American Library Association to:

- ~~1. Provide books/resources that will enrich and support the curriculum, taking into consideration available funding.~~
- ~~2. Provide books/resources that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.~~
- ~~3. Provide books/resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.~~
- ~~4. Provide information on controversial issues so that young citizens may develop, with guidance, the practice of critical reading and thinking skills.~~



361.2 SELECTION OF LIBRARY MEDIA CENTER MATERIALS

5. Provide and promote information representative of the many religious, ethnic, and cultural groups and their contributions to the diversity of American culture and to the World.
6. Include, in the body of works as a whole, characters and settings which reflect the racial, ethnic, cultural and religious makeup of the student body and the country as a whole.
7. Place principle above personal opinion and reason above prejudice in the selection of books/resources of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

The Library Media Specialists will work closely with students, staff and administration in the selection and evaluation of materials for purchase. In the event of a potentially controversial resource purchase, consideration of other policies will be included as a cross reference in determining the selection of materials.

In order to respond to any complaints about, or challenges to, the selection of library materials, the district refers to Complaints about Instructional/Library Media Center Materials (871) and Procedures for Handling Complaints About Instructional/Library Media Center Materials (871-Rule), establishing a complaint procedure and providing for a committee to review such complaints or challenges.

If any person wishes to permanently remove materials from a school district library, he/she must seek the formal approval of the Board. The Board may determine that such materials should be removed. Such determination must not be based upon official suppression of ideas, but rather upon the educational suitability of the materials in question. Only the Board and/or the Superintendent may authorize said permanent removal of instructional materials, pursuant to the decision of the Board.

The School District of River Falls shall **will** not discriminate in the selection and evaluation of library media center materials and resources, textbooks, or supplementary materials on the basis of a student's sex, (including gender identity, gender expression and nonconformity to gender role stereotypes,) race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability, or any other legally protected status or classification. Discrimination complaints shall **will** be processed in accordance with established **d**District procedures.



361.2 SELECTION OF LIBRARY MEDIA CENTER MATERIALS

LEGAL REF.: Sections 118.13 Wisconsin Statutes
121.02(1)(h)
PI 8.01(2)(h), Wisconsin Administrative Code
PI 9.03(1)

CROSS REF.: 361.1, Selection of Textbooks and Supplementary Instructional Materials
361.2-Rule, Procedures For Selection Of Library Media Center Materials
~~362, Library Media Centers~~
381, Study and Discussion of Controversial Issues
411-Rule, Student Discrimination Complaint Procedures
871, Complaints About Instructional/Library Media Center Materials
871-Rule, Procedures for Handling Complaints About Instructional/Library
Media Center Materials

APPROVED: March 19, 1973
REVISED: September 16, 1991
May 23, 2005
July 18, 2022
June 16, 2025



361.2 - RULE PROCEDURES FOR SELECTION OF LIBRARY MEDIA CENTER MATERIALS

The district maintains a vast collection of print and digital materials. This collection contains over **65,000** print titles in our school libraries and **20,500** titles in the district's digital book collection. Each year, an average of **3,000** new titles are acquired and added to the collections as Library Media Specialists respond to the needs of students.

The following procedures will serve as a guideline for Library Media Specialists in the selection of library materials.

Definitions

"Library Materials" materials refer to a wide range of resources available in libraries for reading, study, or research. These materials may include, but are not limited to: books, magazines, newspapers, journals, audiobooks, e-books, videos, maps, digital resources, and other multimedia items.

"Age/grade level appropriateness" refers to a specific age group that is standard developmental, cognitive, emotional, and social level. Materials selected are designed to engage and educate the student in terms of content, themes, language, and with complexity that aligns with their age and maturity level while supporting learning, growth, and encouraging curiosity.

The district will provide library facilities within school buildings and make available to all students a current and balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials, which depicts in an accurate and unbiased way the cultural diversity and pluralistic nature of global society. The district will provide library media services to all students in grade K-12, which are performed by a Library Media Specialist or a designated supervisor/certified staff member.

A. Selection Criteria:

Library will:

- Provide books/resources that will enrich and support the curriculum, taking into consideration available funding.
- Provide books/resources that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.



361.2 - RULE PROCEDURES FOR SELECTION OF LIBRARY MEDIA CENTER MATERIALS

- Provide books/resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards from accurate, authentic, and authoritative sources.
- Provide information on ~~controversial issues~~ differing viewpoints ~~on controversial issues~~ so that young citizens may develop, with guidance, the practice of critical reading and thinking skills.
- Provide and promote information representative of the many religious, ethnic, social, and cultural groups communities and their contributions to the diversity of American culture and to the world.
- Include, in the body of works as a whole, characters and settings which reflect the racial, ethnic, social, cultural and religious makeup of the student body and the ~~country as a whole~~ world.
- Place principle above personal opinion and reason above prejudice in the selection of books/resources of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.
- Select material appropriate for the subject area and for the age, emotional development, ability level, and social, emotional, and intellectual development of the students for whom the materials are selected.

B. Selection Procedures

This procedure recognizes and protects the professional expertise and judgment of Library Media Specialists in ensuring that the library collection meets the diverse needs of students.

In selecting materials for purchase, the Library Media Specialists will consult reputable, unbiased, professional library review sources; the professional staff; members of administration, and/or utilize personal examination.

The review sources that are recommended by professional organizations including American Library Association will be used. In addition, to the sources recommended we use:

- Association for Library Service to Children (ALSC) Notable Children's Books
- Young Adult Library Services Association (YALSA) Best Books for Young Adults
- Booklist
- School Library Journal



361.2 - RULE PROCEDURES FOR SELECTION OF LIBRARY MEDIA CENTER MATERIALS

- Cooperative Children's Book Center Choices
- Common Sense Media
- Kirkus Review
- Horn Book

Material review sources provide guidance on book acquisition decisions and address topics such as content accuracy and age appropriateness. When reviews are available, elementary purchases are supported with the majority of reviews recommending the elementary grade/age span. Middle school purchases are supported with the majority of reviews recommending the book for middle school grade/age span. High school purchases are supported with the majority of reviews recommending the book for high school grade/age span.

Library Media Specialists follow the same selection procedures when materials are gifted to library collections and are accepted or rejected accordingly.

C. Parent/Guardian Involvement and Access

The district values each family's involvement in the development of their child's reading interests and fluency. Parents or guardians have the rights to guide the reading, viewing, and listening of their children but must respect the same right to other parents or guardians.

In addition to supporting their child's reading, parents or guardians will receive an email notification for any circulation activity on their child's account. Destiny Follett will also be enabled, allowing parents to review their child's checkout history and set restrictions on specific titles. Instructions for using these features are available on the district website.

Students will only have access to check out library materials at their respective building levels.



361.2 - RULE PROCEDURES FOR SELECTION OF LIBRARY MEDIA CENTER MATERIALS

D. Procedures for Withdrawal of Library Materials

Collection development is an ongoing process which includes the removal of materials that no longer contribute to the overall goals of an informative, interesting and accurate collection. Library Media Specialists, will regularly review the library's collection and remove materials that:

- Contain outdated or inaccurate information,
- Are no longer considered useful for curricular support or reading enrichment ,
- Have not been checked out for extended periods of time, or
- Are in poor physical condition.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
121.02(1)(h)
PI 8.01(2)(h), Wisconsin Administrative Code
PI 9.03(1)

CROSS REF.: 361.1, Selection of Textbooks and Supplementary Instructional Materials
361.2 Selection of Library Media Center Materials
~~362, Library Media Centers DOESN'T EXIST~~
381, Study and Discussion of Controversial Issues
411-Rule, Student Discrimination Complaint Procedures
871, Complaints About Instructional/Library Media Center Materials
871-Rule, Procedures for Handling Complaints About Instructional/Library Media Center Materials

APPROVED: **June 16, 2025**