

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

Monday, September 22, 2025 - at 7:00 PM or immediately following the Annual Meeting
River Falls High School Auditorium, 818 Cemetery Road, River Falls, WI 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 - 7:00 PM in the River Falls High School Auditorium**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **PLEDGE OF ALLEGIANCE**
4. **HEARING OF VISITORS OR DELEGATIONS**
5. **INFORMATIONAL ITEMS**

A. Acknowledgment / Recognition

1. WASB Member Recognition

Description: The Wisconsin School Board Association is proud to recognize school board members for their efforts in leadership and board development. Board Member Lindsey Curtis is recognized for attaining Level 1 and Board Member Alan Tuchtenhagen is recognized for attaining Level 5.

B. Superintendent and Administrative Reports

1. Superintendent Report
- a. Final Strategic Plan Scorecard and Monitoring Calendar

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6. ACTION ITEMS

A. Consent Agenda - Approval of Minutes, Bills, Employment, and NEOLA Policies

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Description: The following have been submitted for approval:

Item 1: August 25, 2025, Regular School Board Meeting minutes

Item 2: Bills submitted for payment

Item 3: Pursuant to Board Policy, which references Wisconsin Statutes Sections 111, 118, 121, all employees who require Wisconsin state certification shall be recommended by the superintendent to the School Board for approval. All recommendations presented at this time are pursuant to approved School Board policies and accompanying administrative procedures.

Item 4: Approve first readings of the following NEOLA 100s Bylaw policies: 112 - Purpose, 113 - Boundaries, 114 - Classification, 115 - Address, 121 - Authority, 122 - School Board Powers, 132.2 - Administration in Absence of Policy, 141 - Number, 142.1 - Electoral Process, 142.3 - Term, 142.4 - Oath, 142.6 - Recall, 142.7 - Orientation, 143 - Authority of Individual School Board Members, 144.4 - Indemnification, 146 - Evaluation of School Board Operations, 151 - Annual School District Meeting, 151.1 - Annual School Board Reorganization Meeting, 151.2 - Required Student Academic Standards Agenda Item, 152 - Officers, 155 - Committees, 161 - Parliamentary Authority, 162 - Quorum, 163 - Presiding Officer, 166.1 - Consent Agenda, 167.2 - Closed Session, 167.3 - Public Comment at School Board Meetings; 167.5 - Use of Electronic Mail, 167.7 - Use of Personal Communication Devices, 168.1 - Meeting Minutes, 171.1 - President, 171.2 - Vice President, 171.3 - Clerk, 171.4 - Treasurer, 172 - Legal Counsel, 173 - Independent Financial Auditor, 174.1 - Annual Report, 175 - Association Memberships, 175.1 - School Board Conferences, Conventions, and Workshops, 176 - Recognitions for Accomplishments.

Recommended Action: Approve minutes, bills, employment, and NEOLA policies as presented.

B. Consideration and/or Action to approve September 8, 2025, Ad-Hoc Policy Committee recommendations

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Description: The Ad-Hoc Policy Committee met on September 8, 2025, to review and approve the NEOLA 100s Bylaw policy series. Neola Policy 145 - School Board Member Anti-Harassment was tabled for a later date.

Recommended Action:

1. Approve the first reading of Neola Policy 100 - Definitions.
2. Approve the first reading of Neola Policy 111 - Name
3. Approve the first reading of Neola Policy 123 - Philosophy of the School Board.

4. Approve the first reading of Neola Policy 131.1 - Bylaws and Policies.
5. Approve the first reading of Neola Policy 133 - Judicial.
6. Approve the first reading of Neola Policy 141.1 - Student Representation at School Board Meetings.
7. Approve the first reading of Neola Policy 142.2 - Qualifications.
8. Approve the first reading of Neola Policy 142.5 - Vacancies.
9. Approve the first reading of Neola Policy 143.1 - Public Expression of School Board Members.
10. Approve the first reading of Neola Policy 143.2 - School Board Member Information Requests.
11. Approve the first reading of Neola Policy 144.1 - Compensation.
12. Approve the first reading of Neola Policy 144.3 - Conflict of Interest.
13. Approve the first reading of Neola Policy 144.5 - School Board Member Behavior, Communications, and Code of Conduct.
14. Approve the first reading of Neola Policy 164 - Meetings.
15. Approve the first reading of Neola Policy 166 - Agenda.
16. Approve the first reading of Neola Policy 167.1 - Voting.
17. Approve the first reading of Neola Policy 167.6 - Email - Public Records.

C. Consideration and/or Action to approve September 15, 2025, Educational Program Committee recommendations **98**

Description: The Educational Program Committee met on September 15, 2025, to hear a Title 1 schoolwide overview, a 2025 summer school recap update, a summer staff curriculum work update, and a review of the Academic Services goals.

Recommended Action: None, information only.

D. Consideration and/or Action to approve September 15, 2025, Finance & Facilities Committee recommendations **100**

Description: The Finance and Facilities Committee met on September 15, 2025, to hear a facilities project update and a 2025-26 budget update.

Recommended Action: None, informational only.

E. Consideration and/or Action to approve September 15, 2025, Personnel Committee recommendations **101**

Description: The Personnel Committee met on September 15, 2025, to hear a staffing update, a staff orientation report, a core mentor report, and finally, to hear an exit interview report.

Recommended Action: None, information only.

F. Consideration and/or Action to approve the first reading of revised School Board Policy 870-Rule Public Complaint Procedures **102**

Description: The administrative team is recommending updates to the following policy in the 800 series. (LINK)

Recommended Action: Approve the first reading of revised School Board Policy 870-Rule Public Complaint Procedures.

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:

Policy Ad-Hoc Committee meeting: Monday, October 6, 2025, 6:00 p.m.

Finance & Facilities Committee meeting: Monday, October 6, 2025, 7:00 p.m. *(or immediately following Ad-Hoc Policy Committee)*

Educational Program Committee meeting: Monday, October 13, 2025, 6:00 p.m.

Personnel Committee meeting: Monday, October 13, 2025, 7:00 p.m. *(or immediately following Educational Program)*

Regular School Board meeting: Monday, October 27, 2025, 6:00 p.m.

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

7. ADJOURN



Superintendent Report

September 22, 2025

Strategic Plan Scorecard Update



WHAT IS THE SCHOOL 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.

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.

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



	District Critical Performance Indicator	2024	2025	2026	2027 *Target
1	Students in Grades K-5 will be proficient or exceed their yearly growth goal as measured by the *reading screening assessment.		84.7% (K-3) 79.1% (4-5)		100%
2	Students at Meyer Middle School will be proficient (3.0) on 90% of the priority standards measured on each of their end of course cumulative assessments.		72.1%		100%
3	Students at River Falls High School will achieve grade level reading comprehension expectations or achieve at least 10% growth each year as they progress towards reading mastery.		84.3%		100%
4	Special Education students will show above average growth (Student Growth Percentile of > 50) or demonstrate proficiency on *reading screening assessment from Fall to Spring measures.				80%
5	The district's composite score ranking on state report card when compared to *regionally or demographically comparable school districts.	4	11/2025		2nd
6	The district's achievement score ranking on state report card when compared to *regionally or demographically comparable school districts.	2	11/2025		2nd
7	Overall ACT Composite will reflect college and career readiness.	20.5	20.9		22.0
8	Students taking an Advanced Placement Course Exam will earn a 3 or better.	73.4%	76.3%		80%

River Falls Learns: Updates and Clarifications



- **Target:** Targets reflect the belief that all students can learn and grow academically at high levels. They are intentionally set to challenge and stretch the programs that can influence the identified critical performance indicator. It is important to recognize that certain factors affecting the achievement of these targets are beyond the district's sphere of influence and may impact their attainment.
- **Reading Screeners:**
 - 2024-25: AimsWeb+ (K-2) and FastBridge (3-5)
 - 2025-27: AimsWeb+ (K-5)
- **Comparable Districts:** Hudson, Menomonie, New Richmond, Monona Grove, West Depere, and Pulaski (no change in this category)

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



River Falls Learns: Updates and Clarifications

- Students at Meyer Middle School will be **proficient (3.0) on 90% of the priority standards** measured on each of their end-of-course cumulative assessments.
- Special Education students will show above-average growth (Student Growth Percentile of **> 50**) or **demonstrate proficiency** on reading screening assessment from Fall to Spring measures.



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

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River Falls Learns: Celebrations

- Clear commitment to literacy growth
- School report card achievement data
- ACT and AP Exam growth



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

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River Falls WORKS

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



RIVER FALLS WORKS

	District Critical Performance Indicator	2024	2025	2026	2027 *Target
1	The percentage of employees who returned the following year.	84%	88%		90%
2	Employees will agree or strongly agree with questions related to job satisfaction as measured by the Staff Feedback Survey.	70.9%	76.9%		80%
3	Employee salary ranking will be 2nd or better when compared to eight *regionally comparable school districts.	4th	4th		2nd
4	Employees will agree or strongly agree that in-service training/professional development days are organized and well planned as measured by the Staff Feedback Survey.	68.4%	69.3%		85%
5	Capital referendum projects will be completed aligned to the plan, within budget, on schedule, and with consistent, transparent communication to all stakeholders.		@AP		100%
6	Authentic collaboration will occur on scheduled collaboration dates within all K-12 buildings.		@AP		85%

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River Falls Works: Updates and Clarifications



- **Job Satisfaction Staff Feedback Questions:**
 - I would recommend this District to others seeking employment.
 - Our District effectively onboards new employees.
 - Inservice training/professional development days are organized and well planned.
 - When compared to other school districts in the region, I am satisfied with my pay.
- **Interpretation** when staff answered NA
- **Comparable Districts:** Hudson, Menomonie, New Richmond, Prescott, St. Croix Central, Baldwin-Woodville, and Ellsworth (regional comparisons only)

River Falls WORKS

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

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River Falls Works: Celebrations



- Employee retention
- Staff satisfaction feedback
- Capital projects progress

River Falls WORKS 

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

River Falls CONNECTS

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



District Critical Performance Indicator	2024	2025	2026	2027 *Target
1 The percentage of students who are identified as **chronically absent.	8.32%	7.41%		3%
2 Parents will agree or strongly agree with questions related to feeling connected to their child's school as measured by the *Parent Feedback Survey.	87.5%	88.1%		95%
3 The percentage of high school students completing at least one *Dual enrollment course or *one Advanced Placement course.	55.9%	49.8%		70%
4 The percentage of high school students completing at least one *Industry Credential.	17.1%	36.1%		
5 District website accessibility will be updated so users have access to online programs, services, and activities.		*AP		100%
6 Participant satisfaction with Community Education Course. (1-Strongly Disagree, 2-Disagree, 3-Neutral, 4-Agree, 5-Strongly Agree)		4.87		4.8
7 Percentage of River Falls High School Students participating in at least one co-curricular activity. <input type="checkbox"/>	76%	78%		82%

River Falls Connects: Updates and Clarifications



- **Chronically absent:** is defined as absent for more than 10% of school days. All absences, except medical, are included.
- **Connectedness Parent Feedback Questions:**
 - My family is treated respectfully and fairly.
 - I would feel comfortable talking to a teacher or counselor if my child was stressed or overwhelmed with their schoolwork.
 - I would feel comfortable talking to a teacher or counselor if my child was having problems with a classmate.
 - I am satisfied with the communication I receive on my students on academic progress.
 - The district is responsive to my concerns.
- **Interpretation** when parents answered NA

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

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River Falls Connects: Updates and Clarifications



- **Dual Enrollment:** A course in which a student can earn post-secondary credit at a public, private, or technical school.
- **Advanced Placement:** A college-level course offered in high school by the College Board. Students can earn college credit at certain institutions by passing a standardized test at the end of the course with a qualifying score.
- **Industry Credential:** A credential approved by the Department of Instruction and Workforce development that provides practical, job-ready skills to students.

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

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River Falls Connects: Celebrations



- Decrease in chronic absenteeism
- Increase in co-curricular participation

River Falls
CONNECTS



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



SCHOOL BOARD MONITORING CALENDAR

MONTH	MEETING	PRESENTATION	MONTH	MEETING	PRESENTATION
July	School Board Meeting	2025-26 Planning Update	January	Finance and Facilities	Budget Forecast and Facility Planning
Aug/Sept	Personnel, Ed Pro, and Finance and Facilities	Committee Goals	February	Personnel Committee	Salary Comparability Report
September	School Board Meeting	Final Strategic Plan Scorecard and Monitoring Calendar	February	School Board Meeting	RFHS/RCA, MMS and SPED WIG Report
October	School Board Meeting	Elementary WIG Report,	March	School Board Meeting	Elementary WIG Report
October	Personnel Committee Meeting	Staff Retention Report	April	Personnel Committee	2025-26 Staffing Plan
November	School Board Meeting	RFHS/RCA, MMS and SPED WIG Report	June	School Board Meeting	Final WIG Reports
December	Ed Pro	State Assessment Report	June	Planning Retreat	Scorecard and Stakeholder Feedback Analysis



River Falls School Forest gets upgrade with tree trek



- 15 different tree species.
 - Common name;
 - Scientific name;
 - Information about the species and;
 - a QR code with a map of the trek.



▫ Article/Photo Credit: Kaitlyn Doolittle/Star Observer



ROTARY PAVILION DEDICATION

OCTOBER 15
5:00 PM
 RIVER FALLS SCHOOL FOREST
 W10310 COUNTY RD FF,
 RIVER FALLS

Please join us for a celebration and dedication of our beautiful School Forest Rotary Pavilion, including remarks from project partners, light refreshments, and an optional hike.

Parking: The gate at the City FF entrance will be open, parking will be available near the pavilion building. Please consider carpooling if you are able.



SCHOOL DISTRICT OF RIVER FALLS
School Forest



School District of River Falls
Regular Board Meeting
Monday, August 25, 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, August 25, 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, and Alison Page. Superintendent David Bell, Director of Human Resources and Leadership Development Nate Schurman, Co-Directors of Academic Services MaryBeth Elliott & Amy Wise, Director of Finance & Facilities Lynette Coy, and Student Services Director Mark Inouye.

HEARING OF VISITORS OR DELEGATIONS - None

INFORMATIONAL ITEMS

A. Superintendent, Administrative, and Student Representative Reports

1. Superintendent Report

Bell provided an update on the August in-service events for both new and returning staff members. He also highlighted the RFSD Parent Resources document and introduced a new one-page attendance summary to help parents and guardians understand the revised attendance expectations.

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 July 21, 2025, Regular School Board Meeting.
2. The minutes from the July 28, 2025, School Board Retreat.
2. Accounts Payable and Payroll payments in the amount of \$10,210,710.24.
3. Pursuant to School Board Policy, which references Wisconsin Statutes Sections 111, 118, and 121, approval of the following employment recommendations: 1. Recommended approval of the employment of Alissa Roemhild as 1.0 FTE Occupational Therapist at Greenwood Elementary School effective September 2, 2025 (new position). Ms. Roemhild earned her bachelor's and doctorate degrees from Creighton University School of Pharmacy and Health Professions and her salary will be based on level E2M of the salary ladder. 2. Recommended approval of the hiring of the following short-term, on call Substitute Teachers: a. Abigale Gleixner b. Casey Maude c. Hope Patz d. Aleisha Miller e. James Wildman f. Sarah Bailey g. LeAnn Wilkins 3. Recommended acceptance of the resignation of Courtney Menter as full-time Second Grade Bubble Teacher at Greenwood Elementary School effective at the end of the 2024-25 year. Motion carried unanimously (7-0).

B. Consideration and/or Action to approve August 11, 2025, Educational Program Committee recommendations

The Educational Program Committee met on August 11, 2025, to hear an overview of the Renaissance Charter Academy's vape/substance policy, the GEDO-2 program, and RFHS virtual programming, and to approve the RFHS 2025-26 Virtual Academy Student Handbook.

Action: Tuchtenhagen moved, seconded by LaVold, to approve the 2025-26 River Falls High School Virtual Academy Student Handbook. (*A program through the River Falls High School*) Motion carried unanimously (7-0).

C. Consideration and/or Action to approve August 11, 2025, Finance & Facilities Committee recommendations

The Finance and Facilities Committee met on August 11, 2025, to hear a facilities update and a 2025-26 property and liability insurance update for the district.

Action: None, informational only.

D. Consideration and/or Action to approve August 11, 2025, Personnel Committee recommendations

The Personnel Committee met on August 11, 2025, to hear a staffing update, to hear the Director of Human Resources and Leadership Development's 2025-26 school year goals, and to approve the general education paraprofessional updated job description.

Action: Tuchtenhagen moved, seconded by Page, to approve the updated General Education Paraprofessional job description as presented. Motion carried unanimously (7-0).

E. Consideration and/or Action to approve the 2025-26 Budget for the Annual Meeting & Budget Hearing

The Director of Finance and Facilities, Lynette Coy, presented the 2025-26 Budget for presentation at the Annual Meeting & Budget Hearing.

Action: Page moved, seconded by Miller, to approve the 2025-26 Budget for the Annual Meeting & Budget Hearing. Motion carried unanimously (7-0).

F. Approve the Service Agreement with the University of WI- River Falls University Preschool Program to share the cost of a special education paraprofessional for the 2025-26 school year

Director of Student Services, Mark Inouye, presented a new service agreement to the School Board for approval to share the cost of a special education paraprofessional with the University of WI-River Falls University Preschool Program for the 2025-26 school year.

Action: Curtis moved, seconded by LaVold, to approve the Service Agreement with the University of WI-River Falls University Preschool Program to share the cost of a special education paraprofessional for the 2025-26 school year as presented. Motion carried unanimously (7-0).

G. Approve 66.0301 Agreements

For the last several years the Prescott, Ellsworth, and River Falls School Districts have shared a teacher for students with hearing impairments. Administration wishes to continue the agreement for the 2025-26 school year. Also needing approval is the Project SEARCH 66.0301 agreements with the Ellsworth, Prescott, and St. Croix Central School Districts.

Action:

1. LaVold moved, seconded by Hirstein, to approve the Deaf and Hard of Hearing Program 66.0301 Agreement with the Prescott and Ellsworth School Districts for the 2025-26 School Year. Motion carried unanimously (7-0).
2. Curtis moved, seconded by Page, to approve Project SEARCH 66.0301 Agreements with Ellsworth, Prescott, and St. Croix Central School Districts for the 2025-26 School Year. Motion carried unanimously (7-0).

H. Consideration and/or Action to approve the formation of a Policy Ad-Hoc Committee for the 2025-26 School Year

For the 2025-26 school year, the Administration recommends that the School Board establish a three-person Policy Ad-Hoc Committee. The purpose of this committee will be to review the Neola Policies per series. Lindsey Curtis, Stacy Johnson Myers, and Alison Page were recommended for the new ad-hoc committee.

Action: Miller moved, seconded by Hirstein, to approve the formation of a Policy Ad-Hoc Committee for the 2025-26 School Year. Motion carried unanimously (7-0).

I. Consideration and/or Action to approve the tentative 2025-26 School Board/Committee Meeting Calendar

Administration is recommending that the School Board approve the attached tentative 2025-26 committee/school board meeting schedule.

Action: LaVold moved, seconded by Hirstein, to approve the tentative 2025-26 School Board/Committee Meeting Calendar. Motion carried unanimously (7-0).

J. Consideration and/or Action to approve the second reading of revised School Board Policy 431 Student Attendance

The first reading of revised policy 431 Student Attendance was approved at the July 21, 2025, Regular School Board Meeting. (LINK)

Action: Page moved, seconded by Curtis, to approve the second reading of revised School Board Policy 431 Student Attendance. Motion carried unanimously (7-0).

K. 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: No suggestions at this time.

L. Schedule next School Board/Committee meetings

Action: Set the meeting schedule as follows:

Potential Policy Ad-Hoc Committee meeting: Monday, September 8, 2025, 6:00 p.m.

Educational Program Committee meeting: Monday, September 15, 2025, 6:00 p.m.

Finance & Facilities Committee meeting: Monday, September 15, 2025, 7:00 p.m. *(or immediately following Educational Program)*

Personnel Committee meeting: Monday, September 15, 2025, 8:00 p.m. *(or immediately following Finance & Facilities)*

Annual Meeting/Budget Hearing: Monday, September 22, 2025, 6:00 p.m. *(at the River Falls High School)*

Regular School Board meeting: Monday, September 22, 2025, 7:00 p.m. *(or immediately following the Annual Meeting/Budget Hearing at the River Falls High School)*

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

M. Consideration of adjourning to closed session under Wis. Stat. s. 19.85(1)(f) to consider the medical, social, or personal histories or disciplinary data of specific persons which if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, specifically to discuss the 2024-2025 school year restraint and seclusion report and pursuant to Wis. Stat. s. 19.85(1)(g) to confer with legal counsel for the School Board who is rendering oral or written advice concerning strategy to be adopted by the School Board with respect to litigation in which it is likely to become involved regarding a citizen complaint. Roll call required.

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

CONVENE TO CLOSED SESSION at 6:58 p.m.

Present: Stacy Johnson Myers, Alan Tuchtenhagen, Lindsey Curtis, Mike Miller, Alison Page, Bo Hirstein, and Monica LaVold. Superintendent David Bell and Student Services Director Mark Inouye.

Inouye discussed the 2024-25 school year restraint and seclusion report with the School Board.

At 7:17 p.m., Mark Inouye left the session before the citizen complaint discussion.

The School Board discussed the citizen's complaint.

RECONVENE INTO OPEN SESSION at 8:18 p.m. **TO AFFIRM ACTION TAKEN IN CLOSED SESSION**

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

Closed Session Action:

Motion by Miller, seconded by Curtis, to grant the School Board President the authority to draft a response to the citizen complaint, with final wording of the response to be reviewed by School Board legal counsel. Motion carried unanimously (7-0).

ADJOURNMENT

President Johnson Myers declared the meeting adjourned at 8:20 p.m.

Lindsey Curtis, Clerk

SCHOOL DISTRICT OF RIVER FALLS
River Falls , Wisconsin 54022

September 2025 Board Meeting

Accounts Payable	AMOUNT
Checks # 222690-222923	\$737,815.33
ACH # 252600103-252600194	\$5,350,451.05
Wires The Standard, Mn Life, Payroll Taxes, Wis Deferred Comp, EBC, Postage, WEA, State of WI garnishment, EyeMed, HSA Bank, WRS-Retirement, Mid America HealthPartners (medical prem/dental fees/self funded claims)	\$1,820,471.56

NSF/Return of Funds
Void

PAYROLL

Checks #		
ACH #	997405107 - 997405612; 997406545-997407062	\$1,437,328.71
Void	997406823 - Jessica Olson	-\$1,099.55

\$9,344,967.10

Actual

FNB - General Money Market Balance	\$10,728,108.77
RCU - Money Market Balance	\$121,125.78

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

POST	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
8/1/2025	222692	BLICK ART MATERIALS	Multiple Invoices	\$ 2,654.04
8/1/2025	222693	BRICKHOUSE MUSIC LLC	instrument repair	\$ 2,476.00
8/1/2025	222694	BSN SPORTS	Multiple Invoices	\$ 424.00
8/1/2025	222695	CAPITAL ONE	Multiple Invoices	\$ 701.46
8/1/2025	222696	CHROMEBOOKPARTS.COM	touchpad	\$ 179.60
8/1/2025	222697	CINTAS	Supplies	\$ 343.08
8/1/2025	222698	FACTORY MOTOR PARTS COMPANY	Supplies	\$ 323.76
8/1/2025	222699	FAIRVIEW CLINICS	health screen	\$ 308.00
8/1/2025	222700	FAST COPY CENTER	envelopes	\$ 505.84
8/1/2025	222701	GLASS EXPRESS	door repair	\$ 470.11
8/1/2025	222703	HALLBERG ENGINEERING INC	maint	\$ 3,600.00
8/1/2025	222704	HOBART SERVICE	Dishwasher Parts	\$ 761.90
8/1/2025	222706	HUDSON PHYSICIANS	training svcs	\$ 3,594.38
8/1/2025	222707	KELVIN	supplies	\$ 377.10
8/1/2025	222708	LAKEWOODS RESORT	FFA reservation	\$ 2,196.00
8/1/2025	222709	LAMINATION DEPOT	supplies	\$ 531.86
8/1/2025	222711	MARK'S PLUMBING PARTS	supplies	\$ 1,878.09
8/1/2025	222712	MIDWEST TECHNOLOGY PRODUCTS	supplies	\$ 261.71
8/1/2025	222713	MONTESSORI OUTLET	supplies	\$ 126.08
8/1/2025	222714	MTI DISTRIBUTING INC	glass kit	\$ 1,531.47
8/1/2025	222715	BUREAU VERITAS NATL ELEVATOR INSPECT SERVICE	Multiple Invoices	\$ 279.06
8/1/2025	222716	NATIONAL SCIENCE TEACHING ASSOCIATION	Multiple Invoices	\$ 1,485.00
8/1/2025	222717	NEXTPATH LLC	subscription	\$ 17,750.00
8/1/2025	222719	SPORTS AWARDS	supplies	\$ 143.50
8/1/2025	222720	SPRINKLER CREW	Sprinkler Repairs	\$ 431.85
8/1/2025	222721	THE JOURNAL	Budget Ad	\$ 459.00
8/1/2025	222722	ULINE	Multiple Invoices	\$ 4,010.00
8/4/2025	222723	NELSON'S BUS SERVICE INC	Bus/title/lic	\$ 145,953.50
8/8/2025	222725	BALDWIN LIGHTSTREAM	Multiple Invoices	\$ 1,706.18
8/8/2025	222728	CANON FINANCIAL SERVICES INC	Multiple Invoices	\$ 3,257.56
8/8/2025	222729	CESA 11	Services/Contract	\$ 29,380.75
8/8/2025	222730	CINEMA ENTERTAINMENT CORP	KC FT	\$ 2,024.76
8/8/2025	222731	CINTAS	Supplies	\$ 343.08
8/8/2025	222732	CLOVERLEAF CRITTERS MOBILE PETTING ZOO & E	KC FT	\$ 820.00
8/8/2025	222733	COLUMN SOFTWARE PBC	Multiple Invoices	\$ 266.42
8/8/2025	222735	CYCLONE FENCE INC	Fence Repair	\$ 3,220.00
8/8/2025	222736	GRAINGER	Multiple Invoices	\$ 423.95
8/8/2025	222737	GROW TO SHARE INC	KC FT	\$ 730.00
8/8/2025	222738	GURSTEL LAW FIRM PC	Payroll accrual	\$ 354.73
8/8/2025	222739	HILLYARD INC MPLS	Multiple Invoices	\$ 3,716.26
8/8/2025	222740	HOBART SERVICE	Dishwasher Parts	\$ 916.94
8/8/2025	222741	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	supplies	\$ 4,140.00
8/8/2025	222742	INDUSTRIAL SAFETY INC	Exting testing	\$ 506.00
8/8/2025	222743	J & J CONTRACTING LLC MN	Bulb recycling	\$ 247.29

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

8/8/2025	222744	JOHNSON CONTROLS FIRE PROTECTION LP	Multiple Invoices	\$ 1,467.80
8/8/2025	222745	KWIK TRIP INC	Fuel	\$ 1,855.72
8/8/2025	222746	LOFFLER COMPANIES INC	Multiple Invoices	\$ 640.52
8/8/2025	222747	MERIDIAN CONSULTING GROUP	Health/safety	\$ 2,635.00
8/8/2025	222748	METROPOLIS RESORT & CONFERENCE CENTER	Multiple Invoices	\$ 6,760.00
8/8/2025	222750	PTACEKS FAMILY MARKET	Multiple Invoices	\$ 2,503.42
8/8/2025	222751	QUADIENT LEASING USA INC	Postage Lease	\$ 1,780.44
8/8/2025	222753	RIVER FALLS ACE HARDWARE	supplies	\$ 1,972.24
8/8/2025	222754	RIVER FALLS TIRE CO INC	Multiple Invoices	\$ 638.76
8/8/2025	222755	SHERWIN WILLIAMS CO	Paint	\$ 530.09
8/8/2025	222757	ST CROIX GAS	Multiple Invoices	\$ 2,592.38
8/8/2025	222758	SUPER TEACHER WORKSHEETS	supplies	\$ 375.00
8/8/2025	222759	UNITED WAY ST CROIX VALLEY	Multiple Invoices	\$ 167.00
8/8/2025	222760	WISCONSIN DEPT OF REVENUE	Payroll accrual	\$ 283.44
8/8/2025	222761	ZEPTIVE INC	Vape Detectors	\$ 5,533.00
8/15/2025	222763	APPLIED DESIGNS & SIGNS INC	Exterior Signage	\$ 187.23
8/15/2025	222766	BSN SPORTS	Multiple Invoices	\$ 1,520.00
8/15/2025	222767	CHANHASSEN DINNER THEATRES	CE Deposit	\$ 380.00
8/15/2025	222768	CHAMBERLIN, WILLIAM	CE Class Pymt	\$ 410.40
8/15/2025	222769	CHARPENTIER ENTERPRISES LLC	CE Class Pymt	\$ 1,066.80
8/15/2025	222770	CINTAS	Supplies	\$ 403.30
8/15/2025	222771	CINTAS CORPORATION NO. 2	Uniforms	\$ 132.24
8/15/2025	222772	CITY OF RED WING	KC FT	\$ 630.00
8/15/2025	222773	DAN PAULUS	CE Fall Catalog	\$ 1,200.00
8/15/2025	222774	DIGGERS HOTLINE	phone/email fees	\$ 107.60
8/15/2025	222775	DWD-UI	Benefit Adjmts	\$ 723.83
8/15/2025	222776	EMBI TEC	supplies	\$ 953.00
8/15/2025	222777	ETS CONSULTING LLC	EDU Partnership	\$ 897.00
8/15/2025	222778	FACTORY MOTOR PARTS COMPANY	Supplies	\$ 239.84
8/15/2025	222781	GOLDEN VALLEY SUPPLY CO	Ceiling Tiles	\$ 342.32
8/15/2025	222782	GORRILLA, THOMAS	service fee	\$ 900.00
8/15/2025	222784	GRAPHIC DESIGN INC	CE Fall Catalog	\$ 6,809.24
8/15/2025	222785	HALLBERG ENGINEERING INC	referendum	\$ 1,200.00
8/15/2025	222786	HILLYARD INC MPLS	Multiple Invoices	\$ 2,199.62
8/15/2025	222787	HOTSY CLEANING SYSTEMS INC	Parts/Labor	\$ 697.62
8/15/2025	222788	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	supplies	\$ 4,646.54
8/15/2025	222789	HUDSON PHYSICIANS	Multiple Invoices	\$ 1,460.00
8/15/2025	222790	JAROCKI, SARAH	travel reim	\$ 208.27
8/15/2025	222791	J H LARSON COMPANY	Bulbs	\$ 344.43
8/15/2025	222793	JR ASSOCIATES	Band folders	\$ 1,709.44
8/15/2025	222794	LEE, SEONHEE	CE Class Pymt	\$ 771.65
8/15/2025	222795	LIBERTY MUTUAL INSURANCE	insurance pymt	\$ 153,799.00
8/15/2025	222796	LOFFLER COMPANIES INC	Multiple Invoices	\$ 659.41
8/15/2025	222798	MARKOWSKI CREATIVE INC	service fee	\$ 150.00
8/15/2025	222799	MASTERCARD CORPORATE CLIENTS	Multiple Invoices	\$ 18,747.50
8/15/2025	222800	MAVO SYSTEMS INC	referendum	\$ 9,280.00
8/15/2025	222801	MENARDS	Multiple Invoices	\$ 345.69

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

8/15/2025	222802	MIDWEST BUS PARTS INC	Parts	\$ 320.66
8/15/2025	222803	MINNESOTA COACHES INC/HASTINGS BUS CO	CE bus pymt	\$ 200.00
8/15/2025	222804	MTI DISTRIBUTING INC	Multiple Invoices	\$ 756.36
8/15/2025	222805	NATIONAL SCIENCE TEACHING ASSOCIATION	Multiple Invoices	\$ 1,980.00
8/15/2025	222806	NIEBUR, AMANDA	CE Class Pymt	\$ 300.00
8/15/2025	222807	O'ROURKE MEDIA GROUP-MINNESOTA LLC	Multiple Invoices	\$ 107.75
8/15/2025	222809	POWERSCHOOL GROUP LLC	License	\$ 10,000.00
8/15/2025	222810	PRESS4KIDS INC	subscription	\$ 5,112.00
8/15/2025	222812	RIVER FALLS MUNICIPAL	Multiple Invoices	\$ 76,965.45
8/15/2025	222813	SHERWIN WILLIAMS CO	Paint	\$ 270.35
8/15/2025	222815	SOLUTION TREE	books	\$ 552.47
8/15/2025	222816	SPORTING WORLD	supplies	\$ 360.00
8/15/2025	222817	STEP SAVER INC	MO Salt	\$ 105.00
8/15/2025	222818	TODAY'S CLASSROOM LLC	Phone lockers	\$ 12,016.83
8/15/2025	222819	ULINE	garbage cans	\$ 1,925.00
8/15/2025	222820	UW STOUT CONTNUING ED & CONFERENCES	Conf Reg	\$ 130.00
8/15/2025	222821	UW-RIVER FALLS CAREER SERVICES	career fair	\$ 125.00
8/15/2025	222822	VERIZON WIRELESS	cell phones	\$ 2,056.27
8/15/2025	222824	WEINSTEIN, RICHELE	CE Class Pymt	\$ 415.65
8/15/2025	222825	EDUTRAK LLC	subscription	\$ 4,976.00
8/22/2025	222827	AT&T BUSINESS DIRECT	Multiple Invoices	\$ 3,703.32
8/22/2025	222829	BIO-RAD LABORATORIES	supplies	\$ 480.35
8/22/2025	222831	BSN SPORTS	supplies	\$ 265.00
8/22/2025	222833	CINTAS	Supplies	\$ 343.08
8/22/2025	222834	CITY OF APPLE VALLEY	KC FT	\$ 2,172.00
8/22/2025	222836	ELLS, JAMES	Driver Meals	\$ 114.00
8/22/2025	222840	FOOD SERVICE-SDRF	Multiple Invoices	\$ 1,275.00
8/22/2025	222842	GOPHER SPORT	Multiple Invoices	\$ 416.09
8/22/2025	222843	GURSTEL LAW FIRM PC	Payroll accrual	\$ 361.64
8/22/2025	222844	HILLYARD INC MPLS	Multiple Invoices	\$ 26,124.96
8/22/2025	222845	J H LARSON COMPANY	Multiple Invoices	\$ 870.42
8/22/2025	222846	KOSTERMAN, PAUL	Driver Meals	\$ 186.00
8/22/2025	222847	LEARNING WITHOUT TEARS	RF4C Curriculum	\$ 1,989.74
8/22/2025	222849	LINNERUD, CRAIG	Driver Meals	\$ 114.00
8/22/2025	222852	MCMASTER-CARR	supplies	\$ 187.42
8/22/2025	222854	MINNESOTA CHILDREN'S MUSEUM	KC FT	\$ 620.00
8/22/2025	222863	ROGACZEWSKI, MELANIE	Driver Meals	\$ 114.00
8/22/2025	222864	SCHOOL SPECIALTY	Multiple Invoices	\$ 511.97
8/22/2025	222865	SHERWIN WILLIAMS CO	Paint	\$ 220.35
8/22/2025	222867	ST CROIX GAS	Nat Gas Install	\$ 169.60
8/22/2025	222869	T-MOBILE	WiFi	\$ 172.20
8/22/2025	222870	TINYMOBILEROBOTS US LLC	Multiple Invoices	\$ 7,554.97
8/22/2025	222871	ULINE	Multiple Invoices	\$ 1,479.00
8/22/2025	222873	UNITED WAY ST CROIX VALLEY	Multiple Invoices	\$ 167.00
8/22/2025	222875	WEAC REGION 1	Driver Trng lunch	\$ 141.36
8/22/2025	222876	WISCONSIN DEPT OF REVENUE	Payroll accrual	\$ 108.15
8/29/2025	222879	ANDERSON'S	supplies	\$ 118.95

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

8/29/2025	222881	ARROW LIFT ACCESSIBILITY	Phone Monitoring	\$ 600.00
8/29/2025	222884	BIG RIVERS CONFERENCE	BRC Dues	\$ 4,000.00
8/29/2025	222886	BRICKHOUSE MUSIC LLC	supplies	\$ 2,249.98
8/29/2025	222887	BSN SPORTS	Multiple Invoices	\$ 13,549.60
8/29/2025	222889	CINTAS	Supplies	\$ 343.08
8/29/2025	222890	CLIFTON HIGHLANDS GOLF CLUB	practice rounds	\$ 120.00
8/29/2025	222891	EXPRESS SERVICES INC	Sub Teacher trng	\$ 192.00
8/29/2025	222893	FOLLETT SCHOOL SOLUTIONS	Multiple Invoices	\$ 2,180.00
8/29/2025	222894	FOOD SERVICE-SDRF	S School Snacks	\$ 2,620.46
8/29/2025	222898	HILLYARD INC MPLS	Multiple Invoices	\$ 28,063.48
8/29/2025	222899	HIRSTEIN, ALI	reim supplies	\$ 377.89
8/29/2025	222900	HOBART SERVICE	supplies	\$ 722.06
8/29/2025	222901	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	Multiple Invoices	\$ 9,420.54
8/29/2025	222903	JOHNSON CONTROLS FIRE PROTECTION LP	Multiple Invoices	\$ 2,347.70
8/29/2025	222904	LAVOLD, TIMOTHY	reim practice golf	\$ 124.00
8/29/2025	222905	MENARDS	Multiple Invoices	\$ 204.73
8/29/2025	222906	MIDWEST BUS PARTS INC	Multiple Invoices	\$ 657.90
8/29/2025	222909	NELSON'S BUS SERVICE INC	Parts	\$ 917.49
8/29/2025	222911	NZ MFG INC	service	\$ 960.74
8/29/2025	222914	PECHACEK, RYAN	travel reim	\$ 218.12
8/29/2025	222916	SHERWIN WILLIAMS CO	Paint	\$ 270.35
8/29/2025	222917	TARASEWICZ, ERIC	Multiple Invoices	\$ 898.00
8/29/2025	222918	THE NEW YORK TIMES COMPANY	subscription	\$ 1,950.00
8/29/2025	222919	TROY BURNE GOLF CLUB	class	\$ 150.00
8/29/2025	222920	ULINE	Multiple Invoices	\$ 1,077.92
8/29/2025	222921	UNIVERSITY OF DENVER	Multiple Invoices	\$ 550.00
8/29/2025	222923	WISCONSIN BUS SALES	Fuel Tank	\$ 1,919.67
8/1/2025	252600103	5 STAR RESTROOM RENTALS	Multiple Invoices	\$ 1,337.36
8/1/2025	252600104	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 2,316.73
8/1/2025	252600105	AWSA	conf reg	\$ 279.00
8/1/2025	252600106	BAUER BUILT INC	Multiple Invoices	\$ 3,518.29
8/1/2025	252600107	CESA 10	E rate support	\$ 5,700.00
8/1/2025	252600108	EXPLORELEARNING LLC	lic renewal	\$ 3,295.00
8/1/2025	252600109	HARRIS ST PAUL INC	service call	\$ 1,068.31
8/1/2025	252600110	INSTRUMENTAL MUSIC CO INC	Flugelhorn	\$ 2,832.40
8/1/2025	252600111	RIVER CITY STITCH LLC	Multiple Invoices	\$ 716.80
8/1/2025	252600112	STAPLES -(PAPER)	Supplies	\$ 3,533.55
8/1/2025	252600113	WSMA	dues	\$ 599.00
8/8/2025	252600114	ADVANCED LIGHT & SOUND LLC	install service	\$ 2,065.00
8/8/2025	252600115	AIR COMMUNICATIONS OF WI INC	Repeater Rent	\$ 630.71
8/8/2025	252600116	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 2,224.27
8/8/2025	252600117	BAKER TILLY US LLP	audit biling	\$ 2,210.00
8/8/2025	252600118	COMPUTER INTEGRATION TECHNOLOGIES INC	mgd agrd svcs	\$ 1,760.00
8/8/2025	252600119	CONFIDENTIAL RECORDS INC	Multiple Invoices	\$ 283.40
8/8/2025	252600121	DYNAMIC FITNESS & STRENGTH LLC	Dumbbells	\$ 16,794.40
8/8/2025	252600122	HUB 70 DESIGN AND PRINT LLC	folder stickers	\$ 285.00
8/8/2025	252600123	LEARNING A-Z	subscription	\$ 1,733.00

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

8/8/2025	252600124	REINDERS	Weed Spray	\$ 674.10
8/8/2025	252600125	RELIANCE ELECTRIC MOTORS	Fan Motor	\$ 449.00
8/8/2025	252600126	RIVER CITY DISPOSAL INC	Garbage/Recyce	\$ 3,308.13
8/8/2025	252600127	SECURITY CHECK ME LLC	Bkgrd cks	\$ 126.00
8/8/2025	252600128	ST CROIX VALLEY RESTORATIVE SERVICES INC	Student therapy	\$ 900.00
8/8/2025	252600129	STAPLES -(PAPER)	Multiple Invoices	\$ 674.07
8/8/2025	252600130	TRANSFINDER CORPORATION	BG Tech Support	\$ 5,900.00
8/8/2025	252600131	UWRF	Multiple Invoices	\$ 12,800.00
8/15/2025	252600132	ADVANCED LIGHT & SOUND LLC	Multiple Invoices	\$ 6,599.75
8/15/2025	252600133	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 2,106.32
8/15/2025	252600134	C & L COMMUNICATIONS INC	July Locates	\$ 5,349.50
8/15/2025	252600135	CAROLINA BIOLOGICAL SUPPLY COMPANY	supplies	\$ 105.33
8/15/2025	252600136	COMPUTER INTEGRATION TECHNOLOGIES INC	Multiple Invoices	\$ 56,988.00
8/15/2025	252600137	GALLAGHER BENEFIT SERVICES INC	Consulting Svcs	\$ 5,000.00
8/15/2025	252600138	HUB 70 DESIGN AND PRINT LLC	Multiple Invoices	\$ 268.00
8/15/2025	252600139	ION INC	Walkie Talkie	\$ 210.98
8/15/2025	252600140	KRAUS-ANDERSON CONSTRUCTION CO	Multiple Invoices	\$ 2,702,065.62
8/15/2025	252600141	MISSISSIPPI WELDERS SUPPLY COMPANY INC	Multiple Invoices	\$ 296.39
8/15/2025	252600142	NASCO EDUCATION LLC	Forward Grant	\$ 231.75
8/15/2025	252600143	NEO ELECTRICAL SOLUTIONS LLC	Service Call	\$ 383.59
8/15/2025	252600144	OVERDRIVE INC	Content Credit	\$ 150.00
8/15/2025	252600145	REINDERS	Grass Seed/Straw	\$ 598.50
8/15/2025	252600146	RELIANCE ELECTRIC MOTORS	Fan Motor	\$ 105.36
8/15/2025	252600147	RENAISSANCE	DnA license	\$ 10,497.70
8/15/2025	252600148	RIVER CITY STITCH LLC	Multiple Invoices	\$ 1,017.90
8/15/2025	252600149	SECURITY CHECK ME LLC	Bkgrd cks	\$ 238.00
8/15/2025	252600150	SECURLY INC	tech services	\$ 1,080.00
8/15/2025	252600151	STAPLES -(PAPER)	Multiple Invoices	\$ 1,438.94
8/15/2025	252600152	STREET TREATS ICE CREAM	KC Summer Treats	\$ 3,136.00
8/15/2025	252600153	UWRF	Multiple Invoices	\$ 3,500.00
8/15/2025	252600154	WI ASSOC OF SCHOOL BOARDS INC	Multiple Invoices	\$ 214.00
8/15/2025	252600155	WILLIAM V MACGILL AND CO	Supplies	\$ 3,690.42
8/15/2025	252600156	YALE MECHANICAL LLC	Qtrly BAS Svc	\$ 6,051.25
8/22/2025	252600157	ADVANCED LIGHT & SOUND LLC	Sup Door Access	\$ 138,085.98
8/22/2025	252600158	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 4,534.80
8/22/2025	252600159	AWSA	membership	\$ 515.00
8/22/2025	252600160	BOARDMAN & CLARK LLP	Legal Fees	\$ 2,983.50
8/22/2025	252600161	CDW GOVERNMENT	Google classroom	\$ 15,876.00
8/22/2025	252600162	COMPUTER INTEGRATION TECHNOLOGIES INC	Multiple Invoices	\$ 1,832.00
8/22/2025	252600163	FIRELINE SPRINKLER LLC	svc work	\$ 320.00
8/22/2025	252600164	HUB 70 DESIGN AND PRINT LLC	supplies	\$ 347.80
8/22/2025	252600165	NEO ELECTRICAL SOLUTIONS LLC	Multiple Invoices	\$ 2,529.24
8/22/2025	252600166	NIENHUIS MONTESSORI USA INC	supplies	\$ 301.88
8/22/2025	252600167	THE PIONEER MANUFACTURING COMPANY	supplies	\$ 567.14
8/22/2025	252600168	PURELAND SUPPLY	proj bulb	\$ 109.10
8/22/2025	252600169	RIVER CITY STITCH LLC	supplies	\$ 1,134.00
8/22/2025	252600171	UWRF	student class	\$ 789.40

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

8/22/2025	252600172	WEST MUSIC COMPANY INC	supplies	\$ 689.90
8/29/2025	252600173	5 STAR RESTROOM RENTALS	Multiple Invoices	\$ 1,665.75
8/29/2025	252600174	ADVANCED LIGHT & SOUND LLC	Reinstall cameras	\$ 6,907.50
8/29/2025	252600175	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 3,548.42
8/29/2025	252600176	BAUER BUILT INC	Multiple Invoices	\$ 1,067.03
8/29/2025	252600177	CHIPPEWA VALLEY SPORTING GOODS	supplies	\$ 812.65
8/29/2025	252600178	COMPUTER INTEGRATION TECHNOLOGIES INC	referendum	\$ 955.00
8/29/2025	252600179	DECKER INC	supplies	\$ 1,813.41
8/29/2025	252600181	HARRIS ST PAUL INC	Multiple Invoices	\$ 1,531.84
8/29/2025	252600182	HUB 70 DESIGN AND PRINT LLC	Multiple Invoices	\$ 272.60
8/29/2025	252600183	HUDL	supplies	\$ 13,000.00
8/29/2025	252600185	KRAUS-ANDERSON CONSTRUCTION CO	Multiple Invoices	\$ 2,245,956.53
8/29/2025	252600186	NEO ELECTRICAL SOLUTIONS LLC	Multiple Invoices	\$ 828.86
8/29/2025	252600187	PARAGON DEVELOPMENT SYSTEMS INC	battery	\$ 180.00
8/29/2025	252600188	THE PIONEER MANUFACTURING COMPANY	supplies	\$ 745.80
8/29/2025	252600189	RIVER CITY STITCH LLC	supplies	\$ 3,798.00
8/29/2025	252600190	ST CROIX VALLEY RESTORATIVE SERVICES INC	training	\$ 1,350.00
8/29/2025	252600191	STAPLES -(PAPER)	Multiple Invoices	\$ 853.12
8/29/2025	252600192	WILS	subscription	\$ 4,616.64
8/29/2025	252600194	WSMA	Reg	\$ 250.00

RIVER FALLS BOARD OF EDUCATION MEETING

Monday, September 22, 2025

Personnel Agenda:

1. Recommended approval of the re-employment of Kathy Lindevig as 0.4 FTE Speech Language Pathologist at River Falls 4 Children effective September 3, 2025 (new position).
2. Recommended approval of the hiring of the following short-term, on call Substitute Teachers:
 - a. Michael Fuller
 - b. Kristin Eaton
 - c. Jordan Gotelaere
 - d. Nancy Lindquist
 - e. Kayla Kulvich
 - f. Tanya Mravik
 - g. Lance Wendlandt
 - h. Kashes Frank
 - i. Annika Nord
 - j. Jenna Ham
 - k. Shelby Glover
 - l. Carter Kirk
 - m. Petra Guenthner-Johnson



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	PURPOSE
Code	po0112
Status	

0112 - **PURPOSE**

The School Board exists for the purpose of providing a system of free, public education for children in grades PK-12.

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	BOUNDARIES
Code	po0113
Status	

0113 - **BOUNDARIES**

The School District of River Falls is comprised of the area in the description on file in the District office.

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	CLASSIFICATION
Code	po0114
Status	

0114 - **CLASSIFICATION**

The School District of River Falls shall be classified as a common school district.

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	ADDRESS
Code	po0115
Status	

0115 - **ADDRESS**

The official address of the School District of River Falls School Board shall be 852 E. Division Street, River Falls, WI 54022.

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	AUTHORITY
Code	po0121
Status	
Legal	Chapters 118 and 120, Wis. Stats.

0121 - **AUTHORITY**

The supervision of this District shall be conducted by the School Board which is constituted and governed by the laws of the State of Wisconsin.

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Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title SCHOOL BOARD POWERS
Code po0122
Status
Legal 118.001, Wis. Stats.
120.13, Wis. Stats.
120.44, Wis. Stats. (applies to Unified School Districts only.)

0122 - SCHOOL BOARD POWERS

The power of this School Board extends to those matters expressly or implicitly granted by the constitution, statute, local charter or ordinance, or other law, including the power to do all things reasonable to promote the cause of education unless prohibited by Federal or State law.

The School Board shall also authorize the development and promulgation of rules and guidelines by the Superintendent for the proper operation and management of the District, including the conduct of students while in school, at school functions, en route on school buses, or otherwise under the supervision of school authorities.

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Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title ADMINISTRATION IN ABSENCE OF POLICY
Code po0132.2
Status

0132.2 - ADMINISTRATION IN ABSENCE OF POLICY

The School Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the District will be operated. These detailed arrangements shall constitute the guidelines governing the District, which are not inconsistent with statutes or regulations of the Department of Public Instruction or the policies of this School Board.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in School Board policy, provided that such action shall be reported to the School Board at the next meeting following such action.

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	NUMBER
Code	po0141
Status	

0141 - **NUMBER**

The School Board shall consist of seven (7) members.

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Section	0000 Bylaws Templates
Title	ELECTORAL PROCESS
Code	po0142.1
Status	
Legal	120.06 (1), Wis. Stats. 120.06 (6)(b), Wis. Stats. 120.06(6)(b)3m, Wis. Stats.

0142.1 - ELECTORAL PROCESS

School Board elections are held during the spring election on the first Tuesday in April in a manner that is consistent with State law.

Declaration of Candidacy

Any qualified elector desiring election to the School Board must file a Declaration of Candidacy with the School Board Clerk, School District Clerk, or Deputy Election Clerk, using forms provided by the District, no later than 5:00 P.M. on the first Tuesday in January. Qualified candidates shall then be placed on the ballot.

Incumbent School Board members may file a Declaration of Non-Candidacy by 5:00 P.M. on the 2nd Friday preceding the deadline for filing ballot access documents, as specified in the preceding paragraph, to avoid an extension of time for filing such papers.

If an incumbent fails to file a Declaration of Candidacy by the 5:00 P.M. deadline on the first Tuesday in January, candidates may file a Declaration of Candidacy within seventy-two (72) hours following the original Tuesday deadline.

The order of names on the ballot shall be determined by lot, in the event more than one (1) person seeks office from a representative area.

Declaration of Non-Candidacy

If an incumbent files a Declaration of Non-Candidacy no later than 5:00 P.M. on the 2nd Friday preceding the Tuesday deadline, there is no extension of the Tuesday deadline.

When the first Tuesday in January is a holiday, the deadline becomes 5:00 P.M. the next day.

In addition, if an incumbent files written notification that the incumbent is not a candidate for reelection to their office or fails to file a declaration of candidacy within the time prescribed by this bylaw, the District Clerk shall promptly provide public notice of that fact on the District's website or, if the District does not maintain a website, by posting notices in at least three (3) different locations within the District.



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Section	0000 Bylaws Templates
Title	TERM
Code	po0142.3
Status	
Legal	120.06(4), Wis. Stats.

0142.3 - TERM

The term of each School Board member shall be three (3) years commencing on the 4th Monday in April and shall continue until a successor is elected and qualified or until a vacancy occurs.

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Section	0000 Bylaws Templates
Title	OATH
Code	po0142.4
Status	
Legal	120.06(10), Wis. Stats. 120.17(10), Wis. Stats. 887.01(1), Wis. Stats.

0142.4 - OATH

Each newly-elected or appointed School Board member shall take and file the oath of office with the School District Clerk.

On or prior to the fourth Monday in April, any School Board member elected or re-elected to office at the spring election shall take and file the official oath. School Board members appointed to office between elections shall take and file the oath prior to taking office. The School District Clerk has authority to administer the oath of office unless s/he was re-elected in the spring election. A notary public or other person with authority under law to administer oaths may also administer the oath to members.

The official oath shall be in writing and subscribed and sworn to as required by law. The oath does not need to be administered at or in conjunction with a School Board meeting. If desired, the oath may also be administered orally in addition to the written oath.

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Section	0000 Bylaws Templates
Title	RECALL
Code	po0142.6
Status	

0142.6 - **RECALL**

Any member of the School Board may be recalled pursuant to Chapter 9.10, Wis. Stats.

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Section	0000 Bylaws Templates
Title	ORIENTATION
Code	po0142.7
Status	

0142.7 - **ORIENTATION**

The School Board and the administrative staff will assist each new member-elect in understanding the School Board's functions, policies, and procedures before taking office. The following methods will be employed:

1. The member-elect or appointed member, will be given materials available relating to the job as a member of the School Board prior to the first School Board meeting.
2. The member-elect or appointed member, will be invited to attend School Board open session meetings.
3. The superintendent will supply a district-issued computer device, district email address, training related to electronic BoardBook meeting agendas, copy of the district's strategic plan, and related materials pertinent to meetings and will explain their use.
4. The member-elect or appointed member, is expected to meet jointly with the superintendent and School Board President for the purpose of discussing all matters related to School Board operations, School Board policy, strategic initiatives, committee structures, format of meeting agendas, and to address any questions. Additionally, the member-elect or appointed member will be invited to also meet with other administrative personnel, and members of the School Board to discuss responsibilities and jobs they perform for the School Board.
5. The member-elect or appointed member, may initiate conferences with a School Board member-or a school administrator to discuss district matters.
6. The member-elect or appointed member, will be directed by the superintendent to the district's website for policy and district practices.

Adopted from retired policy 162.

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Section 0000 Bylaws Templates
Title AUTHORITY OF INDIVIDUAL SCHOOL BOARD MEMBERS
Code po0143
Status

0143 - AUTHORITY OF INDIVIDUAL SCHOOL BOARD MEMBERS

Members of the School Board have authority only when acting as a School Board that is legally in session. The School Board will not be bound in any way by any action or statement on the part of an individual School Board member, except when such statement or action is in pursuance of specific direction from the School Board as authorized by law.

School Board members will participate in scheduled regular meetings and committee meetings, which is the basic manner in which they fulfill their responsible positions. The method of participation is through civil discussion, thoughtful deliberation, respectful debate, and voting.

No School Board member, by virtue of his/her office, will exercise any administrative responsibility with respect to the schools or, as an individual, command services of any school employee.

School Board members will work cooperatively with stakeholders (i.e., staff, parents, students, community, and other School Board members). When stakeholders voice an issue or idea, School Board members will encourage them to relay it to the district according to the chain of command. It is not the role of a School Board member to individually solve an issue or implement an idea. School Board members are expected to keep the superintendent apprised of issues in the district. The superintendent is expected to follow up on issues or ideas from stakeholders and School Board members with the appropriate administrator or supervisor who can properly and expeditiously address issues and/or proposals. Personnel complaints received by a School Board member will be directed to the superintendent.

Adopted from retired policy 161

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Section	0000 Bylaws Templates
Title	INDEMNIFICATION
Code	po0144.4
Status	
Legal	895.35, 895.46, Wis. Stats.

0144.4 - **INDEMNIFICATION**

After consultation with appropriate legal counsel, the School Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a School Board member or employee to the extent allowed under the law.

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Section	0000 Bylaws Templates
Title	EVALUATION OF SCHOOL BOARD OPERATIONS
Code	po0146
Status	
Adopted	September 16, 1991
Last Revised	October 21, 2024
Prior Revised Dates	May 26, 2004, September 19, 2011, August 16, 2016

0146 - EVALUATION OF SCHOOL BOARD OPERATIONS

The School Board maintains that evaluation is essential to the continual improvement and success of a school district. Therefore, the School Board will annually evaluate its functioning as a School Board. The evaluation may be focused on a particular activity or area and will include an overall review of the school board's adherence to the policy governance framework.

The evaluation process will be developed by the School Board with assistance from the Superintendent. The evaluation will occur no later than March 31 of each year.

Adopted from retired policy 153

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Section	0000 Bylaws Templates
Title	ANNUAL SCHOOL DISTRICT MEETING [COMMON AND UNION HIGH SCHOOL DISTRICTS ONLY]
Code	po0151
Status	

0151 - ANNUAL SCHOOL DISTRICT MEETING

Common school districts shall hold an annual meeting on the third Monday in September at 6:00 p.m. unless the electors at any annual meeting set a different date and time for subsequent meetings or authorize the School Board to set a different date and time for subsequent meetings, but in no case shall the annual meeting be held earlier than May 15th or later than October 31st. The meeting shall be held for the purposes prescribed by 120.08, 120.09, Wis. Stats. The meeting shall be called to order by the ranking officer of the School Board who shall serve as presiding officer until the election of a chairperson.

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Section 0000 Bylaws Templates
Title ANNUAL SCHOOL BOARD REORGANIZATION MEETING
Code po0151.1
Status

0151.1 - ANNUAL SCHOOL BOARD REORGANIZATION MEETING

The annual organizational meeting of the School Board must be held at the first meeting of the School Board on or within thirty days following the fourth Monday in April.

The purpose of the organizational meeting will be to elect School Board officers, make School Board committee assignments, set meeting dates, and take other actions as appropriate.

Adopted from retired policy 174

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Section	0000 Bylaws Templates
Title	REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM
Code	po0151.2
Status	
Legal	118.30, Wis. Stats.

0151.2 - REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM

In accordance with 120.12(13), Wis. Stats., at the first School Board meeting in July, the School Board shall include an item on the agenda to approve a notice that clearly identifies the student academic standards under 118.30(1g)(a)1, Wis. Stats. that will be in effect for that school year.

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Section 0000 Bylaws Templates
Title OFFICERS
Code po0152
Status
Legal 19.88(1), Wis. Stats.
120.05, Wis. Stats.
120.15 et seq., Wis. Stats.
120.43, Wis. Stats.
120.44(2) Wis. Stats.

0152 - **OFFICERS**

The School Board shall elect, from among its members, a President, Vice-President, Treasurer, and Clerk. Such election shall occur at the Annual Reorganization Meeting on or within thirty (30) days after the fourth (4th) Monday in April.

Election of officers shall be by a majority vote of seated School Board members present at a School Board meeting. Secret ballots may be utilized only for the election of officers. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

The School Board shall, in addition to other statutory requirements:

- A. designate depositories for school funds;
- B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
- C. designate a day, place, and time for regular meetings which shall be held at least once every month;
- D. designate an Administrator to assume specified responsibilities of the Treasurer and of the Clerk.

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Section 0000 Bylaws Templates
Title COMMITTEES
Code po0155
Status

0155 - **COMMITTEES**

The School Board will work as a committee of the whole, except as otherwise provided. Standing committees shall be appointed as follows:

Educational Program Committee
Personnel Committee
Finance and Facilities Committee

The School Board president will appoint all School Board committees, except when the School Board itself may decide otherwise.

Other committees may be established by the School Board as necessary. In addition, ad hoc committees may be appointed to do exploratory, fact-finding, and preliminary work for the School Board. These committees, however, are temporary and have no power to take action whatsoever, or to commit the School Board or District to any course of action except as specifically directed by the School Board.

Notice will be given for all School Board committee meetings in accordance with state law and School Board policy.

A quorum of the School Board may be present at committee meetings; however, only committee members are allowed to vote on agenda items.

Adopted from retired policy 185

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Section 0000 Bylaws Templates
Title PARLIAMENTARY AUTHORITY
Code po0161
Status

0161 - PARLIAMENTARY AUTHORITY

In the absence of any specific legal requirement, or any local rule of order or procedure that has been established by the School Board, the School Board directs the presiding officer to rely on Robert's Rules of Order (including the procedures and procedural flexibility that Robert's Rules allow for small boards) to conduct School Board meetings. The presiding officer and School Board members will refer to Robert's Rules or their knowledge thereof to resolve procedural inquiries, points of order, objections, and appeals during meetings. However, any misapplication of, or failure to precisely follow Robert's Rules or any local discretionary procedural rule(s) will not, standing alone, be construed to render any decision made by the School Board void, voidable, or otherwise invalid. Such rules are intended for the benefit of the School Board and all of their proceedings, and individual members are expected to raise procedural inquiries, points of order, objections, and appeals at the meetings on a timely and respectful basis.

Adopted from retired policy 181

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Section	0000 Bylaws Templates
Title	QUORUM
Code	po0162
Status	

0162 - QUORUM

A majority of School Board members constitute a quorum for the transaction of School Board business. A quorum will be determined according to School Board members physically present. In the absence of a quorum, the only official action that the School Board may take is to adjourn the meeting to another time and/or date.

Adopted from retired policy 182

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Section	0000 Bylaws Templates
Title	PRESIDING OFFICER
Code	po0163
Status	
Legal	120.11, Wis. Stats.

0163 - PRESIDING OFFICER

The President shall preside at all meetings of the School Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

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Section	0000 Bylaws Templates
Title	CONSENT AGENDA
Code	po0166.1
Status	

0166.1 - **CONSENT AGENDA**

The purpose of this policy is to allow for use of a consent agenda for School Board meetings in order to allow the School Board to act on multiple items with a single motion, thereby enabling the School Board to make more efficient use of time. Consent agenda items are routine, non-controversial items that require no discussion.

General Statement of Policy

1. Items to be placed on the consent agenda of any regular business meeting of the School Board will be approved by the Superintendent and the School Board President at the time the meeting agenda is put together for dissemination to the School Board members.
2. Each consent item will be listed separately, along with necessary background information and supporting documents. Once the agenda has been disseminated, no additional items may be added to the consent agenda for that meeting.
3. At no time should items be placed on the consent agenda in order to eliminate discussion. If any School Board member requests to discuss an item included on the consent agenda, that item will be pulled from the consent items and placed on the action/discussion agenda. The request does not require a second or a vote by the School Board.
4. Action will be taken on the consent agenda items with a single motion. No discussion of these items will be allowed at this time.
5. Items to be included on the consent agenda may include, but not necessarily be limited to the following:
 - a. Minutes of the regular, special, and committee meetings.
 - b. Approval of bills.
 - c. Approval of recommended employment, resignations, and leaves of absence.
 - d. Routine perennial issues.
 - e. Other information-only reports that do not require discussion.
6. Items that may not be included among the consent agenda items include:
 - a. Non-routine new business items.
 - b. Notable donations to the District.
 - c. Recognitions of achievements and accomplishments.
 - d. First or second readings of policies.

Adopted from retired policy 171.3

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Section 0000 Bylaws Templates
Title CLOSED SESSION
Code po0167.2
Status

0167.2 - CLOSED SESSION

All meetings of the School Board and its committees will be open to the public, except those sessions authorized by law to be closed. Public notice will be given of all closed sessions in accordance with state law and School Board policy.

The School Board may meet in closed session only to discuss subject matter within the scope of state statutes. No discussions of any matter will be held and no action taken of any kind, formal or informal, by the School Board while in closed session except as specifically authorized by law.

Exemption Must Be Announced

Before the School Board goes into closed session, the School Board president (or designee) must verbally announce to those present the nature of the business to be considered at the closed session and the specific exemption(s) under law by which the closed session is authorized.

Roll Call Vote Required

Upon motion made and seconded, a roll call vote is required. The motion must be carried by a majority vote. The record of the vote of each School Board member must be recorded in the minutes.

Discussion in Closed Session Limited

No business may be taken at any closed session except that which is related to matters contained in the announcement of the closed session. A vote may be taken in closed session if the vote is required for the purpose for which the closed session was called.

Closed Session Minutes

Minutes of a closed session will reflect the statutory basis for entering the closed session, the time the School Board went into closed session, the fact that discussion occurred, motions and votes, the motion to retire to open session or adjourn, and the time of return to open session or adjournment. Closed session minutes may be approved in open session.

Open Session Following Closed Session

If prior public notice was given, following closed session, the School Board may return to open session to affirm action taken during closed session. If no action was taken, the meeting may adjourn from the closed session.

Adopted from retired policy 173

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Section 0000 Bylaws Templates
Title PUBLIC COMMENT AT SCHOOL BOARD MEETINGS
Code po0167.3
Status
Legal 19.90, Wis. Stats.

0167.3 - PUBLIC COMMENT AT SCHOOL BOARD MEETINGS

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 School 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. Speakers' comments must be respectful and observe the decorum of the meeting.

This allotted time will be no more than 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 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.

Adopted from retired policy 187

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Section 0000 Bylaws Templates
Title USE OF ELECTRONIC MAIL
Code po0167.5
Status

0167.5 - USE OF ELECTRONIC MAIL

Each School Board member, as a public official, is a records authority for purposes of the Wisconsin Public Records Law. In addition, a School Board member's electronic communications related to their office or to District matters are records that are subject to retention requirements and possible public disclosure. Accordingly, School Board members have legal obligations to ensure that electronic communications that they send or receive related to their individual office or to District business are appropriately retained such that the communications can be retrieved, evaluated, and, where appropriate, disclosed pursuant to a lawful request.

Unless otherwise provided by School Board policy or rule, when a School Board member is communicating electronically as an individual School Board member (e.g., when he/she writes a blog post that addresses District matters or when he/she addresses District matters through a non-district social media platform), the School Board member is individually responsible for the retention of his/her individual electronic communications and for responding to any lawful requests for access to such records. Further, regardless of any otherwise applicable policy or rule, in no case will a District employee serve as the custodian of an individual School Board member's electronic communications (or copies of such records) where either of the following are true: (1) the School Board member has not, in the manner prescribed by the custodian of records, provided the records to the District for purposes of records management; or (2) the School Board member has attempted to provide the records to the District in a format that the District's systems cannot reliably store or retrieve.

Each School Board member also has an obligation to ensure that he/she does not violate the Wisconsin Open Meetings Law through his/her participation in electronic communications (or other technology-facilitated activities) that involve multiple members of the School Board, a School Board committee, or any other District-created governmental body on which the School Board member serves. As an example of actions regulated under the Open Meetings Law, School Board members must avoid creating a "walking quorum" through any series of communications among members of the School Board who agree, tacitly or explicitly, to act uniformly in sufficient number to determine the School Board's course of action on any matter.

As to any form of electronic communication that pertains to his/her office or to district business, a School Board member should ask himself/herself the following questions:

1. Should I be using this method of electronic communication at all? (e.g., Will the content of my communication remain under my control or under the control of an appropriate custodian of records; and is the communication being retained in a manner, and for a duration of time, such that it can be retrieved and produced if needed?); and
2. Should I be using this specific method of communication for this specific subject matter?

Electronic communications are generally an effective and efficient medium for activities such as addressing scheduling/availability for meetings, bringing potential agenda items to the attention of the Superintendent and School Board President, and the one-way distribution of information (e.g., from the Superintendent to all School Board members). However, the School Board strongly discourages (and, in some circumstances, applicable laws will directly prohibit) individual School Board members from using email or other forms of electronic communication for any of the following:

1. Interactive discussion of substantive School Board business among with another or multiple School Board members, due to Open Meetings Law concerns (e.g., potential walking quorums or illegal meetings) and due to the potential

appearance of impropriety surrounding communications that are perceived to be inappropriately “secretive” even if not unlawful;

2. Communications regarding matters that involve individually identifiable students, due to potential violation of the laws surrounding student privacy and the confidentiality of student record information; or
3. Communications regarding District matters that are considered confidential or highly sensitive (e.g., closed session content, personnel matters, etc.), due to issues surrounding the security and possible improper disclosure of the information.

The School Board strongly discourages School Members from using personal email addresses, personal websites, weblogs, or other forms of electronic communication when conducting School Board business.

Unless the School Board member is performing a legally-designated duty or responsibility, or unless he/she has been expressly authorized by the School Board, an individual School Board member may not, in his/her electronic or other communications, either (1) purport to speak on behalf of the entire School Board or for the District, or (2) speak in a manner that purports to obligate the School Board or District to a particular course of action.

Adopted from retired policy 166 - Rule

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Section 0000 Bylaws Templates
Title USE OF PERSONAL COMMUNICATION DEVICES
Code po0167.7
Status

0167.7 - USE OF PERSONAL COMMUNICATION DEVICES

When performing their duties as a School Board member, regardless of whether they are using personally-owned or School Board-owned personal communication devices (PCDs), School Board members' use of PCDs shall be in accordance with the following policies:

- A. Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices;
- B. Policy 7542 - Access to District Technology Resources from Personally-Owned Personal Communication Devices;
- C. Policy 7530.01 - School Board-Owned Personal Communication Devices;
- D. Policy 7540.04 – Staff Technology Acceptable Use and Safety.

For purposes of this Bylaw, PCDs shall be defined as set forth in School Board Bylaw 0100 - Definitions.

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	MEETING MINUTES
Code	po0168.1
Status	
Legal	19.88(3), Wis. Stats. 120.11, Wis. Stats.

0168.1 - **MEETING MINUTES**

A complete and accurate set of minutes of each School Board meeting will be kept by the School Board clerk or designee. The minutes will constitute the official record of proceedings of the School Board and should include:

1. A record of all actions taken by the School Board, with the vote of each member.
2. A record of all resolutions, orders, procedures, and motions in full.

Copies of the minutes will be made available to all School Board members prior to the meeting at which the minutes are to be approved. The minutes will become permanent records of the School Board, will be filed in the District Office, and will be made available to interested citizens during regular office hours.

The minutes of any regular or special School Board meeting will be posted on the School District of River Falls website within forty-five days after the meeting. The minutes will include a statement of each receipt and expenditure in aggregate.

Closed Meeting Minutes

When the School Board convenes in closed session, minutes of the meeting will be recorded and entered into the official record book of the School Board. Minutes of a closed session will reflect the statutory basis for entering the closed session, the time the School Board went into closed session, the fact that discussion occurred, motions and votes, the motion to retire to open session or adjourn, and the time of return to open session or adjournment. Closed session minutes may be approved in open session.

School Board minutes, including closed session minutes, are public records. Although School Board minutes are normally required to be disclosed upon request, the minutes of closed sessions may be withheld from the public if allowed or required under the public records law. The District records custodian will respond to requests to inspect School Board meeting minutes in accordance with the public records law.

Adopted from retired policy 184

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	PRESIDENT
Code	po0171.1
Status	
Legal	120.15, Wis. Stats.

0171.1 - **PRESIDENT**

The President:

1. Presides at all meetings of the School Board.
2. Works with the Superintendent to formulate agendas for regular and special School Board meetings.
3. Serves as the official spokesperson of the School Board regarding School Board action and policy.
4. Decides all questions of parliamentary procedure order, subject to an appeal by the School Board member.
5. Appoints membership to all School Board committees.
6. Signs all documents on behalf of the School Board and countersigns all warrants drawn upon treasurer by use of facsimile or electronic signature.-
7. Retains the right, as other members of the School Board, to offer resolutions, discuss questions, and vote thereon.
8. Defends on behalf of the District all actions brought against it; prosecutes, when authorized by the annual meeting or the School Board, actions brought by the District.
9. Sees that minutes of the meeting are properly recorded, approved, and signed.
10. Performs all other duties as prescribed by law or by the School Board.

Adopted from retired policy 141

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Section	0000 Bylaws Templates
Title	VICE-PRESIDENT
Code	po0171.2
Status	
Legal	120.15(5), Wis. Stats.

0171.2 - **VICE-PRESIDENT**

The Vice-President:

1. Performs the duties assigned to the President in the event of the latter's absence or inability to act.
2. Performs all other duties as delegated by the President.
3. Assists the President in performance of the duties associated with the role of President.

Adopted from retired policy 141

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Section	0000 Bylaws Templates
Title	CLERK
Code	po0171.3
Status	
Legal	7.53, 120.17, Wis. Stats.

0171.3 - **CLERK**

The Clerk of the School Board is responsible for the following duties, which may be completed with the assistance of appropriate staff:

1. Verifies the School Board meeting minutes created by the Administrative Assistant to the Superintendent and enters the minutes into the official record book of the District.
2. Maintains the care and custody of the record books and documents of the School Board.
3. Ensures written notice is given to each member of the School Board for all School Board meetings.
4. Furnishes each certified staff member with a contract of employment.
5. Countersigns all warrants drawn upon the Treasurer.
6. Administers the oath of office to School Board members.
7. Performs all other duties as prescribed by law or by the School Board.

Adopted from retired policy 141

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Section 0000 Bylaws Templates
Title TREASURER
Code po0171.4
Status
Legal 66.0607, 120.16, Wis. Stats.

0171.4 - TREASURER

The Treasurer:

1. Receives and deposits all District funds into the officially designated District depository.
2. Keeps a record of the receipt of said funds, and presents an account of said funds at the annual meeting and at regular School Board meetings in accordance with School Board policy.
3. Signs checks in payment of lawfully incurred and properly approved expenditures by use of facsimile. The Superintendent or designee will be present when facsimile signatures or electronic signatures are used.
4. Performs all other duties as prescribed by law or by the School Board.

Adopted from retired policy 141

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	LEGAL COUNSEL
Code	po0172
Status	

0172 - LEGAL COUNSEL

The School Board recognizes that the complexity of District operations frequently requires procurement of professional legal services. Specific attorneys and law firms may be used by the District based on need and area of expertise.

A decision to seek legal advice or assistance on behalf of the District will be authorized by the Superintendent or the School Board President. Such action will occur when it is consistent with approved District policy or standard practice and meets an obvious District need.

Typically, legal assistance for the District will be considered routine and not necessitating specific School Board approval or prior notice. When the administration concludes that other professional legal services are required, the School Board directs the administration to advise the School Board, if/when the subject matter would require discussion as a closed session agenda item.

Adopted from retired policy 142

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Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title INDEPENDENT FINANCIAL AUDITOR
Code po0173
Status
Legal 120.14, Wis. Stats.

0173 - INDEPENDENT FINANCIAL AUDITOR

The financial records and accounts of the District shall be audited annually by a certified public accountant in accordance with prescribed standards and legal requirements.

The independent auditor shall:

- A. examine the balance sheet of the District at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;
- B. conduct such examination in accordance with generally accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary for the circumstances;
- C. render an opinion of the financial statements prepared at the close of the fiscal year;
- D. make such recommendations to the School Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable;
- E. perform such other related services as may be requested by the School Board.

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	ANNUAL REPORT
Code	po0174.1
Status	
Legal	120.18, Wis. Stats.

0174.1 - ANNUAL REPORT

The School Board Clerk, or an Administrator if authorized in accordance with School Board action shall file with the Department of Public Instruction (DPI) an annual District report by September 1st in the format prescribed by the DPI as required by law.

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	ASSOCIATION MEMBERSHIPS
Code	po0175
Status	

0175 - ASSOCIATION MEMBERSHIPS

The School Board will maintain membership in the Wisconsin Association of School Boards (WASB). Any other possible organizational memberships must come before the School Board for consideration and decision.

Adopted from retired policy 163.1

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS
Code	po0175.1
Status	

0175.1 - SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS

The School Board maintains that in-service training for its members is vital for the School Board to govern the District in the most informed and prudent manner possible. School Board members are strongly encouraged to attend conferences, workshops, and conventions that facilitate the orientation and development of an informed membership as authorized by the School Board. Additionally, the School Board may host internal training or retreats to provide professional growth and continuity as a governing body.

School Board members will be reimbursed for actual and necessary expenses in accordance with established guidelines.

Adopted from retired policy 163

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	RECOGNITIONS FOR ACCOMPLISHMENTS
Code	po0176
Status	
Adopted	April 19, 2004
Last Revised	February 17, 2025
Prior Revised Dates	August 15, 2011, August 16, 2016

0176 - RECOGNITIONS FOR ACCOMPLISHMENTS

The School Board desires to recognize groups or individuals for outstanding achievements. The School Board may recognize and commend outstanding achievements such as:

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

The administration, school staff, students, citizens, and/or School Board members may make recommendations for recognition and commendation. All recommendations for recognition and commendation will be made through the Superintendent or designee. The Superintendent and School Board President will determine if a recognition or commendation will be made.

Employee Recognition

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

Adopted from retired policy 190

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School District of River Falls
Ad-Hoc Policy Committee Report

Monday, September 8, 2025 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

The School Board's Ad-Hoc Policy Committee meeting was held on Monday, September 8, 2025, at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 6:05 PM. It was ascertained that notice of the meeting had been properly posted in the appointed locations and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

Committee Members Stacy Johnson Myers (Chair), Lindsey Curtis, and Alison Page were present. Board member Monica LaVold was present. Superintendent David Bell, Director of Human Resources and Leadership Development Nate Schurman, and Director of Finance & Facilities Lynette Coy were also present.

1. **CALL TO ORDER - 6:05 PM**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS - None.**

4. **NEOLA POLICY UPDATES - INITIAL READINGS**

The Policy Committee is conducting the initial readings of the following NEOLA policies as part of the review process. Approval by the Policy Committee will advance these policies to the full School Board for the first reading.

Policies Recommended for Initial Approval:

- Policy 112 - Purpose
- Policy 113 - Boundaries
- Policy 114 - Classification
- Policy 115 - Address
- Policy 121 - Authority
- Policy 122 - School Board Powers
- Policy 132.2 - Administration in Absence of Policy
- Policy 141 - Number
- Policy 142.1 - Electoral Process
- Policy 142.3 - Term
- Policy 142.4 - Oath
- Policy 142.6 - Recall
- Policy 142.7 - Orientation
- Policy 143 - Authority of Individual School Board Members
- Policy 144.4 - Indemnification
- Policy 146 - Evaluation of School Board Operations
- Policy 151 - Annual School District Meeting
- Policy 151.1 - Annual School Board Reorganization Meeting
- Policy 151.2 - Required Student Academic Standards Agenda Item
- Policy 152 - Officers
- Policy 155 - Committees
- Policy 161 - Parliamentary Authority
- Policy 162 - Quorum
- Policy 163 - Presiding Officer
- Policy 166.1 - Consent Agenda
- Policy 167.2 - Closed Session
- Policy 167.3 - Public Comment at School Board Meetings
- Policy 167.5 - Use of Electronic Mail

- Policy 167.7 - Use of Personal Communication Devices
- Policy 168.1 - Meeting Minutes
- Policy 171.1 - President
- Policy 171.2 - Vice President
- Policy 171.3 - Clerk
- Policy 171.4 - Treasurer
- Policy 172 - Legal Counsel
- Policy 173 - Independent Financial Auditor
- Policy 174.1 - Annual Report
- Policy 175 - Association Memberships
- Policy 175.1 - School Board Conferences, Conventions, and Workshops
- Policy 176 - Recognition for Accomplishments

Action: Curtis moved, seconded by Page to approve the above-listed NEOLA policies for the initial reading by the Policy Committee and recommend them for the first reading. The motion passed 3-0.

5. NEOLA POLICY 100 - DEFINITIONS

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Page moved, seconded by Curtis to approve the NEOLA Policy 100 for the initial reading by the Policy Committee with the recommended adjustments discussed by the committee and recommend it for the first reading. The motion passed 3-0.

6. NEOLA POLICY 111 - NAME

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Curtis moved, seconded by Page to approve the NEOLA Policy 111 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

7. NEOLA POLICY 131.1 - BYLAWS AND POLICIES

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Page moved, seconded by Curtis to approve the NEOLA Policy 131.1 for the initial reading by the Policy Committee with the recommended adjustments discussed by the committee and recommend it for the first reading. The motion passed 3-0.

8. NEOLA POLICY 133 - JUDICIAL

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Curtis moved, seconded by Page to approve the NEOLA Policy 133 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

9. NEOLA POLICY 141.1 - STUDENT REPRESENTATION AT SCHOOL BOARD MEETINGS

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Page moved, seconded by Curtis to approve the NEOLA Policy 141.1 for the initial reading by the Policy Committee with the recommended adjustments discussed by the committee and recommend it for the first reading. The motion passed 3-0.

10. NEOLA POLICY 142.2 - QUALIFICATIONS

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Curtis moved, seconded by Page to approve the NEOLA Policy 142 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

11. NEOLA POLICY 142.5 - VACANCIES

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Page moved, seconded by Curtis to approve the NEOLA Policy 142.5 for the initial reading by the Policy Committee with the recommended adjustments discussed by the committee and recommend it for the first reading. The motion passed 3-0.

12. NEOLA POLICY 144.1 - COMPENSATION

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Curtis moved, seconded by Page to approve the NEOLA Policy 144.1 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

13. NEOLA POLICY 166 - AGENDA

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Page moved, seconded by Curtis to approve the NEOLA Policy 166 for the initial reading by the Policy Committee with the recommended adjustments discussed by the committee and recommend it for the first reading. The motion passed 3-0.

14. NEOLA POLICY 167.1 - VOTING

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Curtis moved, seconded by Page to approve the NEOLA Policy 167.1 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

15. NEOLA POLICY 123 - PHILOSOPHY OF THE SCHOOL BOARD

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Page moved, seconded by Curtis to approve Neola Policy 123 - Philosophy of the School Board for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

16. NEOLA POLICY 143.1 - PUBLIC EXPRESSION OF SCHOOL BOARD MEMBERS

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Curtis moved, seconded by Page to approve Neola Policy 143.1 - Public Expression of School Board Members for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 2-1. (Myers=yes, Curtis=yes, Page=no)

17. NEOLA POLICY 143.2 - SCHOOL BOARD MEMBER INFORMATION REQUESTS

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Page moved, seconded by Curtis to approve Neola Policy 143.2 - School Board Member Information Requests for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

18. NEOLA POLICY 144.3 - CONFLICT OF INTEREST

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Page moved, seconded by Curtis to approve Neola Policy 144.3 - Conflict of Interest for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

19. NEOLA POLICY 144.5 - SCHOOL BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Curtis moved, seconded by Page to approve Neola Policy 144.5 - School Board Member Behavior,

Communications, and Code of Conduct with the recommended adjustments discussed by the committee for the initial reading by the Policy Committee and recommended it for the first reading. The motion passed 3-0.

20. NEOLA POLICY 145 - SCHOOL BOARD MEMBER ANTI-HARASSMENT

Action: Page moved, seconded by Curtis, to table Neola Policy 145 - School Board Member Anti-Harassment. The motion passed 3-0.

21. NEOLA POLICY 164 - MEETINGS

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Curtis moved, seconded by Page to approve Neola Policy 164 - Meetings for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

22. NEOLA POLICY 167.6 - E-MAIL - PUBLIC RECORDS

This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Action: Curtis moved, seconded by Page to approve Neola Policy 167.6 - Email - Public Records for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

23. SCHEDULE NEXT POLICY AD-HOC COMMITTEE MEETING

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

Action: Set the meeting schedule as follows:

Ad-Hoc Policy Committee meeting: Monday, October 6, 2025, 6:00 p.m.

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

24. ADJOURN at 7:53 p.m.

Stacy Johnson Myers, Ad-Hoc Policy Committee Chair



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	DEFINITIONS
Code	po0100
Status	

0100 - **DEFINITIONS**

The bylaws of the School Board of the School District of River Falls incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrator

An employee who holds a position of leadership over a defined function or department of the District, is employed with an administrative contract, and/or who reports directly to the Superintendent.

Administrators may include the following positions: Principal, Assistant Principal, Director of Human Resources and Leadership Development, Director of Finance and Facilities, Director of Academic Services, Director of Student Services, and Director of Activities.

In policy and bylaws, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their student's progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from, and among, staff, students, parents, School Board members, members of the community, and/or other stakeholders.

Bylaw

Rule of the School Board for its own governance.

Clerk

The chief clerk of the School Board. (See Bylaw 0171.3 - Clerk)

Committee

Committees of School Board members shall, when specifically charged to do so by the School Board, conduct studies, make recommendations to the School Board and act in an advisory capacity, but shall not take action on behalf of the School Board.

District

The School District is the territorial unit for school administration. Districts are classified as common, union high, unified, and 1st class city school districts. A joint school district is one the territory of which is not wholly in one municipality. (Chapter 115, Wis. Stats.)

Within these bylaws and policies, the terms School Board and District may be used interchangeably, depending on the context of the policy.

District Administrator/Superintendent

The administrative head of the District will be referred to as District Administrator and/or Superintendent in policy.

In policy, capitalization of the term District Administrator or Superintendent may imply delegation of responsibilities, as appropriate, to staff members.

District Clerk

A school employee who assists the Clerk of the School Board.

District Records Custodian

The District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

Deputy Election Clerk

A school employee who assists or oversees the school board elections.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full School Board

Authorized number of voting members entitled by law to govern the District. The full School Board is the total number of School Board members authorized by law regardless of the number of current sitting members.

Information Resources

The School Board defines information resources to include any data/information in electronic, audio-visual, or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting, or retrieving electronic communications.

Law Enforcement Officer(s) or Agency(ies)

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

Legal Custodian of Records

See "District Records Custodian".

Legal Notice

Legal notice means every notice required by law to be published in a newspaper or other publication. There are three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

Local Public Office Holder or Official

Individuals holding those positions designated by the School Board as local public offices in compliance with 19.32 (1 dm), 19.42 (7w)(a)(f) and (g), Wis. Stats.

May

This word is used when an action by the School Board or its designee is permitted but not required.

Medical Advisor

The District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The District may also have the medical advisor fulfill other roles. PI 8.01(2, g)3

Meeting

Any gathering which is attended by, or open to, all of the members of the School Board held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. 19.82(2), Wis. Stats.

Official Newspaper(s)

Newspaper(s) may be designated by the School Board under 985.05, Wis. Stats. Other publication options are available to the School Board pursuant to 120.11(4), Wis. Stats.

Parent

The natural or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student including a foreign exchange student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, smartwatches, wearable technology, and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing School Board that defines its expectations or position on a particular matter and authorizes appropriate action that must, or may, be taken to establish and/or maintains those expectations.

President

The chief executive officer of the School Board. (See Bylaw 0171.1 - President)

Principal

The educational leader and head administrator of one (1) or more District schools.

In policy, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

Professional Staff Member

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the Superintendent.

Relative

The mother, father, sister, brother, spouse, domestic partner, parent, child, step-child, grandparents, grandchild, dependent, or member of the immediate household.

School Board

The School Board, also commonly referred to as the Board of Education, shall take action that is within the comprehensive meaning of the terms "duties and powers" provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.)

Within these bylaws and policies, the terms School Board and District may be used interchangeably, depending on the context of the policy.

School/District Classification

Per 115.01, Wis. Stats., Wisconsin school districts are classified as follows:

Common School Districts:

These districts are responsible for K-12 education, and are the most common type of district in Wisconsin, and operate pursuant to Subchapter I of Chapter 120, Wis. Stats.

Unified School Districts:

These districts serve all grade levels, from kindergarten through high school, and operate pursuant to Subchapter II of Chapter 120, Wis. Stats.

Union High Schools:

These districts focus on high school education and are often formed by a group of smaller common school districts. They operate pursuant to Subchapter I of Chapter 120, Wis. Stats.

School Nurse

A school nurse is a registered nurse who meets the requirements of 115.001(11), Wis. Stats. A school nurse has the authority to exclude students for signs of illness.

School Official

Except if otherwise defined in policy, a school official is a person employed by the School Board as an administrator, supervisor, teacher/instructor (including substitutes), support staff member (including health or medical staff and law enforcement unit personnel), or a person serving on the School Board.

The term school official is inclusive of other parties, such as an attorney, contractor, consultant, volunteer, or other party to whom the School Board has outsourced a service otherwise performed by School Board employees (e.g., a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks (including volunteers) pursuant to the Family Educational Rights and Privacy (FERPA) definition - See Policy 8330 - Student Records.

School Resource Officer

A school resource officer (SRO) is a sworn law enforcement officer who works in a school setting, serving as a law enforcement officer, a law-related counselor, and a law-related educator.

Shall

This word is used when an action by the School Board or its designee is required. (The word "will" or "must" signifies a required action.)

Social Media

Social media are online platforms where users engage with one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and FaceTime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

Student

A person who is officially enrolled in a school or program of the District.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

Technology Resources

The School Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, smart boards, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the School Board. (See Bylaw 0171.4 - Treasurer)

Vice-President

The Vice-President of the School Board. (See Bylaw 0171.2 - Vice President)

Voting

A vote at a meeting of the School Board. The law requires that School Board members must be present in order to have their vote officially recorded in the School Board minutes and to be available for a roll call vote. A School Board member's presence at a meeting includes their presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law and School Board Policy. No voting by Proxy may be recorded or counted in an official vote of the School Board. Remote access during quasi-judicial functions (e.g., termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced by P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

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Section 0000 Bylaws Templates
Title NAME
Code po0111
Status

0111 - **NAME**

The School Board of this District shall be known officially as the School District of River Falls School Board.

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Section 0000 Bylaws Templates
Title PHILOSOPHY OF THE SCHOOL BOARD
Code po0123
Status

0123 - **PHILOSOPHY OF THE SCHOOL BOARD**

A School Board is a legal entity for providing a system of public education within a geographic area of the State of Wisconsin. The system was created by, and is governed by, State statutes. Members of a School Board are chosen by citizens to represent them and the State in the governance of the local schools.

The School Board has the dual responsibility for implementing statutory requirements pertaining to public education and for meeting the desires of residents. While the School Board has an obligation to determine and assess citizen desires, it is understood that when the voters elect delegates to represent them in the conduct of specified educational programs, they, at the same time, are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The School Board declares and, thereby, reaffirms its intent to:

- A. Maintain two-way communications with citizens of the District. The School Board shall keep them informed of the progress and challenges of the School District, and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body.
- B. Establish policies and make decisions on the basis of declared educational philosophy and goals.
- C. Act as a truly representative body for citizens in all matters related to programs and operations. The School Board recognizes that ultimate responsibility for public education rests with the State, but the School Board has been assigned specific authority through statute, and the School Board shall not relinquish or fail to exercise that authority.

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Section 0000 Bylaws Templates
Title BYLAWS AND POLICIES
Code po0131.1
Status

0131.1 - BYLAWS AND POLICIES

The School Board shall adopt bylaws and policies for the organization and operation of this School Board. Such policies are to include those needed to meet the education standards established by Wisconsin Statute. In the event of any conflict between these bylaws and policies and any applicable law or regulation, including temporary emergency orders or mandates, the legal authority shall prevail.

Those bylaws and policies which are not dictated by the statutes or rules of the Department of Public Instruction or ordered by the State Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the School Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous School Board meeting and, once proposed, be considered at a future School Board meeting.

When compelling reasons exist for an immediate revision, the School Board may adopt, amend, or suspend any bylaw or policy, provided the amendment, adoption, or suspension does not conflict with law. Any such emergency resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the School Board unless the School Board moves to adopt the resolution in final form at that subsequent meeting.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the School Board.

The adoption, modification, repeal, or suspension of a School Board bylaw or policy shall be recorded in the minutes of the School Board. All bylaws and policies shall be included in the School Board policy manual.

Technical Corrections

The Superintendent is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to policy language or construction that do not reflect a policy decision or substantive consideration by the School Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions. The Superintendent shall inform the School Board of any such changes no later than the next regular School Board meeting.

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Section 0000 Bylaws Templates
Title JUDICIAL
Code po0133
Status

0133 - **JUDICIAL**

The School Board assumes jurisdiction over any dispute or controversy arising within this District and concerning any matter in which authority has been vested in the School Board by statute, rule, a contract, or policy of this School Board.

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Section 0000 Bylaws Templates
Title STUDENT REPRESENTATION AT SCHOOL BOARD MEETINGS
Code po0141.1
Status

0141.1 - STUDENT REPRESENTATION AT SCHOOL BOARD MEETINGS

The School Board acknowledges the important contributions students can make to the governance of the schools. The School Board believes that student participation at School Board meetings can provide a better understanding of the needs and concerns of students. The School Board, therefore, welcomes a student representative to the School Board.

The student representative or the alternate in the absence of the representative shall represent all students of the District, be a member of the junior or senior class and serve on a school year basis beginning in September.

The representative shall:

- A. be selected by the high school administration;
- B. be encouraged to sit at the School Board table, enter into discussions, and answer questions in the same manner as elected School Board members;
- C. participate during the regular open meetings of the School Board.

The student representative shall not vote on matters that come before the School Board and/or participate in closed sessions of the School Board.

Orientation of Student Representative

An orientation meeting shall be held with the new student representative explaining the School Board's role and purpose and explaining the student representative's role on the School Board.

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	QUALIFICATIONS
Code	po0142.2
Status	
Legal	120.06(2), Wis. Stats.

0142.2 - **QUALIFICATIONS**

A school elector in the School District is eligible to be a School Board member.

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	VACANCIES
Code	po0142.5
Status	
Legal	17.03 et seq., Wis. Stats. 17.26 (1g)(a), Wis. Stats. 120.12(28), Wis. Stats.

0142.5 - VACANCIES

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

When a vacancy occurs, the remaining members of the School Board will appoint a new member. Any qualified elector of the District may contact the School Board to express an interest in filling the School Board vacancy. The procedures for filling school board vacancies are articulated under Part A below.

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

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

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

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

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

1. Notice of the School Board vacancy will be published in the Star Observer, Pierce County Journal, and on the school district website for two consecutive weeks. Persons interested in filling the vacancy will be required to submit a letter of interest to the School Board president. A deadline will be established for receiving letters of interest. If one or no applications are received by the deadline, the School Board president may direct the superintendent to re-issue the solicitation of interest with the deadline extended by up to an additional 14 days. The School Board president will ensure that all School Board members are informed of any such extension.

2. A questionnaire established by the School Board president and superintendent will be sent to interested applicants with a date identified for its return. Responses to this questionnaire will be shared with the remaining School Board members as part of their selection process. The questionnaire will focus on background and experiences related to qualifications, prior involvement in public service, interest in serving on the School Board, understanding of the River Falls community, and understanding of the role of the School Board.
3. On or before the date of the School Board meeting at which the School Board considers the potential appointees, each potential appointee will also submit a sworn declaration of eligibility to hold the vacant board seat.
4. A special School Board meeting will be scheduled for interviewing the candidates who completed the questionnaire by the required deadline. The School Board will meet in open session for individual interviews.
5. Interviews for the candidates will be based on a prepared set of interview questions established by the School Board president and superintendent. These questions will focus on background experience related to the position, role, functions of an effective School Board, district strengths, and district challenges. The School Board may ask clarifying follow-up questions of one or more of the potential appointees.
6. At the conclusion of interviews, weighted ballots will be used in the voting procedure (e.g. first ballot - vote for four in rank order; second ballot, vote for three in rank order; third ballot - vote for two in rank order; fourth ballot - vote for one candidate). Balloting will continue until a candidate receives a majority vote of the remaining members of the School Board. Ties will be broken by a coin flip. All votes shall be recorded, preserved and available upon request. A motion and vote will conclude the process for appointment.

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

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

Adopted from retired policies 132, 133, 133-Rule)

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	SCHOOL BOARD MEMBER INFORMATION REQUESTS
Code	po0143.2
Status	

0143.2 - **SCHOOL BOARD MEMBER INFORMATION REQUESTS**

It is important for the School Board members to be informed about the operation of the District. The administrative team will provide information to keep School Board members informed of District operations. As a general rule, information will be distributed to the entire School Board.

In order to provide individual School Board members with information they request in an effective and efficient manner, the following procedures will be used:

- A. Individual School Board members possess all the rights granted to them as citizens of the community, including access to public records. Requests by individual School Board members for documents which would be exempt from disclosure to the general public will be presented to the School Board for review. The School Board will review the request and make a determination as to whether or not the documents will be released to the School Board member, consistent with State law.
- B. When a School Board member(s) would like the administration to compile information which will require lengthy research and investigation, the request should be submitted to the Superintendent, who will distribute copies to the School Board. The request(s) will be reviewed at the next meeting, if possible, by the School Board and Superintendent to clarify the request and determine in the context of other priorities if and when the administrative staff should respond to it. The requests, discussion of them, and action indicated will become part of the record of the School Board through the meeting minutes for follow-up and subsequent reference.
- C. The Superintendent will discuss with the School Board President the validity of any requests as deemed necessary. In making requests for information, data, etc., School Board members will make all such requests through School Board action unless the request meets the criteria given below:
 - 1. Individual School Board members may request and obtain statistics and reports, etc., that are readily available. All such requests will be submitted to the Superintendent who will have the Superintendent's staff gather the information or material.
 - a. Individual School Board members may use materials obtained to compile or organize data or statistics to meet their needs.
 - b. Individual School Board members may request that materials obtained be disseminated to all School Board members.
 - 2. School Board members or committees who request statistics and reports which require substantial investment of time by the administration to fulfill will prepare the request in writing and submit them to the Superintendent, who will distribute copies to the School Board. The requests will be reviewed at the next meeting, if possible, by the School Board and Superintendent to clarify the request and determine in the context of other priorities if and when the administrative staff should respond to it. The requests, discussion of them, and action indicated will become part of the record of the School Board through the meeting

minutes for follow-up and subsequent references.

3. Release of documents to individual School Board members will comply with applicable State laws.
4. The Superintendent will discuss with the School Board President the number of requests and legality of requests. The School Board may impose limitations on volume, scope, and timing of information requests (other than public records requests) by School Board members.

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	PUBLIC EXPRESSION OF SCHOOL BOARD MEMBERS
Code	po0143.1
Status	

0143.1 - **PUBLIC EXPRESSION OF SCHOOL BOARD MEMBERS**

The School Board President functions as the official spokesperson for the School Board. (see Bylaw 0144.5 - School Board Member Behavior, Communications, and Code of Conduct)

From time-to-time, however, individual School Board members make public statements, or statements to individuals, on School Board matters:

- A. to local media;
- B. on social media;
- C. to members of the community;
- D. to local officials and/or State officials.

Sometimes the public statements, or statements to individuals, by School Board members imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the School Board. The misunderstandings that can result from these incidents may cause issues for the member, the School Board, as well as the District. Therefore, School Board members should, when writing or speaking on School Board matters on social media, to the media, members of the community, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the School Board or of their colleagues on the School Board.

This bylaw shall apply to all statements and/or writings by individual School Board members not explicitly sanctioned by a majority of its members, except as follows:

- A. correspondence, such as legislative proposals, when the School Board member has received official guidance from the School Board on the matters discussed in the letter;
- B. routine, not for publication, correspondence of the Superintendent and other School Board employees;
- C. routine "thank you" letters of the School Board;
- D. statements by School Board members on non-School Board matters (providing the statements do not identify the author as a member of the School Board);
- E. personal statements not intended for publication.



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	COMPENSATION
Code	po0144.1
Status	
Legal	120.10(3), 120.07, Wis. Stats. 120.43(3), 120.45, Wis. Stats.

0144.1 - COMPENSATION

Compensation for School Board members will be set at the district's annual meeting.

School Board members shall also be paid actual and necessary expenses when traveling in the performance of their duties. Expense reimbursements may be made for transportation or mileage at the district's established rate, membership and registration fees, meals, lodging, gratuities, parking fees, taxi fares, or other approved transportation services.

No other compensation payment will be made unless authorized by the annual meeting according to state law. Alcohol purchases may not be charged to or reimbursed by the District.

Adopted from retired policy 164

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	CONFLICT OF INTEREST
Code	po0144.3
Status	
Legal	19.42(7), Wis. Stats. 19.59, Wis. Stats. 120.20, Wis. Stats. 946.13, Wis. Stats.

0144.3 - **CONFLICT OF INTEREST**

School Board members shall perform their official duties in an ethical manner and free from conflict of interest pursuant to 19.59, Wis. Stats. To this end:

- A. no School Board member shall use their position as a School Board member to obtain financial gain or anything of substantial value for themselves, immediate family as defined in 19.42(7), Wis. Stats., or any organization with which the School Board member is associated;
- B. no School Board member shall accept any offer of anything of value from a person either directly or indirectly, nor shall solicit or accept anything of value, if it could be reasonably expected to influence the School Board member's actions;
- C. no School Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with the School Board member's duties and responsibilities in the School Board system and as a public officer;
- D. when a member of the School Board determines that the possibility of such a personal or financial interest conflict exists, the School Board member should, prior to the matter being considered, disclose their interest (such disclosure shall become a matter of record in the minutes of the School Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon. In the event that the potential conflict involves a program or activity in whole or in part financed through Federal grant funds, the potential conflict of interest must be disclosed to the Federal granting agency consistent with the requirements of the particular granting agency;
- E. School Board members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in a contract with the District in an amount that exceeds \$15,000 annually or by participating in making or performing some function as a School Board member with respect to a contract in which the School Board member has a private pecuniary interest, unless statutory exceptions apply;
- F. no member of the School Board shall hold a paid position within the School District, regardless of the type or level of position or manner of pay. However, a School Board member may serve as a volunteer coach, supervisor of an extra-curricular activity, or bus driver in accordance with 120.20, Wis. Stats., and provided for in Policy 8120 - Volunteers.



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	SCHOOL BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT
Code	po0144.5
Status	
Legal	17.13, Wis. Stats. 946.12, Wis. Stats. The Consortium of State School Board Associations The National Association of School Boards The Wisconsin Association of School Boards

0144.5 - **SCHOOL BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT**

The School Board functions most effectively when individual School Board members act ethically, professionally, and responsibly. School Board members serve as a member of the School District’s governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the School Board, as evidenced by official action of the School Board (See Bylaw 0143 - Authority of Individual School Board Members).

School Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District’s students. Conduct by School Board members that compromises the reputation or legal position of the District is prohibited.

Any authority delegated to the School Board President in this policy is automatically vested in the School Board Vice President in the event that either the School Board President is unavailable or the School Board President is the School Board member accused of violating this policy.

General Expectations of All School Board Members

- A. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.
- B. Attend all scheduled School Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- C. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- D. Be familiar with and comply with School Board policies, including policies governing School Board member conduct and School Board member ethics, rules of incompatibility of office, qualifications of the office, and conflicts of interest (see Bylaw 0144.3 - Conflict of Interest).
- E. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the School Board and on the District.

- F. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- G. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the School Board.
- H. Treat others with respect and dignity at all times, maintain decorum, and always communicate in a way that does not violate or illustrate disregard for School Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.
- I. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the School Board.
- J. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held School Board meetings.
- K. Render all decisions based on the available facts and independent judgment.
- L. Encourage the free expression of opinion by all School Board members, and seek systematic communications between the School Board and students, staff, and all elements of the community.
- M. Work with the other School Board members to establish effective School Board policies and to delegate authority for the administration of the District to the Superintendent.
- N. Communicate to other School Board members and the Superintendent expressions of public reaction to School Board policies and school programs.
- O. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards, the Consortium of State School Board Associations, and the National School Boards Association.
- P. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- Q. Recognize that School Board service is non-partisan and refrain from using their School Board positions for personal partisan gain.
- R. Take no private action that will compromise the School Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- S. No School Board member shall act or fail to act as a member of the School Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.
- T. Disclose any actual or perceived conflict of interest.

School Board Member Communication

School Board members are expected to refrain from engaging in communication on behalf of the School Board or on behalf of the District unless authorized to do so by majority vote of the School Board (See Bylaw 0143.1 - Public Expression of School Board Members).

Any School Board member who chooses to engage in individual communication on matters related to School Board and/or District business is expected to clearly identify whether the School Board member is communicating in the following capacity:

- A. On behalf of the School Board: normally, this is the function of the School Board President or in the President's absence, the Vice President. The School Board may by majority vote delegate this responsibility to another School Board member in a specific circumstance. In every case, the School Board member communicating the School Board's position shall do so as determined by the School Board and avoiding individual interpretation or editorializing.

- B. As an individual School Board member, but not on behalf of the School Board: a School Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to School Board and/or District business, but not as an officially designated spokesperson of the School Board. The School Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.

School Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to School Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The School Board President is authorized to communicate such requests to the pertinent School Board member.

The School Board President is authorized to issue public statements on behalf of the School Board in the event a School Board member expresses false or misleading information, or makes statements without properly identifying whether the member of the School Board is speaking as an individual School Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the School Board member was not speaking on behalf of the School Board, and providing information relative to School Board action if any on the subject matter.

School Board Member Interaction with Staff

The general expectations of School Board member decorum and civility apply to interactions with employees; however, because the School Board is the employer of all District staff, this responsibility is appropriate for special reference. Each School Board member is an individual with authority to bring matters to the School Board and to influence matters related to staff. Therefore, it is imperative that School Board members treat all employees with respect and as professionals. School Board members are also required to comply with School Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No School Board member has inherent authority to require any staff member to respond to the School Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by School Board policy or as directed by majority vote of the School Board.

School Board members' access to and request for School District records and information is governed by School Board Bylaw 0143.2 - School Board Member Information Requests.

School Board Member Records and Confidentiality

School Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each School Board member is an elected official responsible for preserving all public records the School Board member creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any School Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

School Board members are encouraged to review School Board policy defining and explaining public records, their maintenance, and public access (See School Board Policy 8310 - Public Records).

School Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed-session meetings of the School Board. School Board members must also protect and not disclose records consistent with, and governed by, the Family Education Rights and Privacy Act (FERPA).

Enforcement

Complaints alleging violations of the School Board Member Code of Conduct may be brought by any person and can be submitted to the School Board President or, if the School Board President is the member accused of violating this policy, to the Vice President.

The President or Vice President shall review the complaint and determine whether the officer can investigate the matter or if the President or Vice President needs to contact the School District's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the School Board member violated the policy, the investigator shall brief the School Board and may recommend action to be taken.

School Board members are elected officials and therefore cannot be disciplined, prevented from participating in School Board meetings, or removed from office by the School Board. The School Board may consider the following:

- A. formal censure by resolution passed by a majority of the School Board in an open session meeting of the School Board;

- B. removal from School Board committee assignments for the remainder of the year and until the following organizational meeting of the School Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155 - Committees;
- C. restriction on School Board member rights granted by policy, including requesting items for a School Board meeting agenda;
- D. referral to proceed with efforts to remove the School Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office;
- E. referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct;
- F. other efforts to pursue compliance with and adherence to the policy as determined by the School Board and not prohibited by law.

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Section 0000 Bylaws Templates
Title MEETINGS
Code po0164
Status
Legal 19.84, Wis. Stats.
120.43, Wis. Stats.
985.05(3), Wis. Stats.

0164 - **MEETINGS**

Regular Meetings

The School Board will meet on a monthly basis according to the schedule set at the annual reorganizational meeting, unless otherwise stipulated by the School Board President.

Adopted from retired policy 171

Change of Regular Meetings

If the School Board changes the date, time, or place of a regularly scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. Said notice shall be posted on the display case next to the front door of the District Office Building (852 E. Division Street) and at such places as the School Board may determine. Meeting notices of scheduled School Board meetings shall be posted in accordance with State law. (See also Policy 0166 - Agenda)

Special Meetings

Special School Board meetings may be called upon written request of any member of the School Board.

1. The School Board will hold a special School Board meeting upon the written request of a School Board member filed with the district clerk or, in the district clerk's absence, the district president.
2. The School Board member requesting the meeting is responsible for confirming that the request has been received as intended and for adequately identifying the subject matter he/she is proposing for the meeting.
3. The district clerk or, in the district clerk's absence, the School Board President will fix a reasonable date, time, and place for the meeting.
4. The School Board clerk or authorized designee will notify all members of a special School Board meeting at least 24 hours prior to the meeting. Such notice will be in writing and will be provided to each School Board member personally, or by providing written email and phone message notice, setting forth the time and place of said meeting.
5. A special School Board meeting may be held if all School Board members are present and consent, or if every School Board member consents in writing even though he/she does not attend. A quorum of the School Board is necessary to hold a special School Board meeting.
6. No business will be transacted at the special School Board meeting other than that specified in the notification thereof.

Adopted from retired policy 172

Notice of Meetings

Public notice of all meetings of the School Board will be provided by the Superintendent, or designee, to the Star-Observer, Pierce County Journal, radio station WEVR, District website, and to any other news media that has filed a no-fee written request for such notice. All meeting agendas will be posted publicly at the River Falls Public Library, First National Bank, District Office, and Ptacek's Family Market.

All meeting notices will include the time, date, place, and subject matter of the meeting.

Public notices of all meetings of the School Board will be given at least 24 hours prior to the start of the meeting. When such notice is impossible or impractical, shorter notice may be given, but in no case may the notice be provided fewer than two hours in advance of the meeting.

In the event that a matter arises that is not included on the already-distributed School Board meeting agenda, and it is determined by the School Board President with the advice of the Superintendent that the matter should be included on the agenda, the agenda will be supplemented with the additional matter. The Superintendent will give public notice of the supplemented agenda material at least 24 hours in advance of the meeting. When, for good cause, 24 hours notice of the supplemented material is impossible or impractical, shorter notice may be given, but the public notice should be given two hours or more in advance of the meeting.

Notice of the supplemented agenda material will be given in the same manner as the original agenda notice, unless such notice is impracticable due to publication or broadcast deadlines. In such cases, the notice will be posted in at least three designated locations in the district.

All media and/or persons who have filed a written request for School Board meeting notification will be contacted by telephone or email regarding supplemented agenda material.

Adopted from retired policy 171.1

Cancellation of Meetings

If a regularly scheduled and legally noticed meeting needs to be canceled (e.g., inclement weather, electrical outage, broken water pipe, lack of quorum, etc.), the School Board President or designee shall have the authority to cancel or reschedule the meeting. To the extent practical, a notice of cancellation should be provided, similar to the notice of the meeting.

Virtual Participation

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

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

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

1. No teleconferences will be allowed for closed sessions, expulsion hearings, disciplinary hearings, or where the subject matter of the meeting would make it impractical to allow for meaningful remote attendance as determined by the Superintendent and School Board President.
2. In the event the School Board President is unable to be physically present, the Vice President of the School Board will preside over the meeting in person. In the event the committee chair is unable to be physically present, another member of the committee who is physically present will preside, even if the chair participates remotely.

3. A quorum will be determined according to School Board members physically present.
4. All votes taken during a meeting where a teleconference is used will be by roll call vote.
5. Participation by School Board members via teleconference will be conducted consistent with Wisconsin's Open Meetings law.
6. Participation will only take place:
 - a. If notice is given in advance of the meeting to the School Board President and Superintendent requesting a teleconference call, and the School Board President extends permission;
 - b. If there is appropriate, well-functioning equipment to allow School Board members and citizens in attendance to fully participate and hear a discussion and/or vote;
 - c. If notice is given to citizens at the beginning of the meeting that a member is participating by teleconference.
7. No School Board meeting need be delayed, canceled, or rescheduled solely to accommodate a School Board member's request to exercise the privilege of remote participation. To the extent that the technology used to enable remote participation is not functioning so as to facilitate appropriate participation and/or there is any uncertainty regarding compliance with the Open Meetings Law, the School Board may terminate the privilege of remote participation at any time, and, provided there is a quorum, the meeting(s) in question may continue without the participation of the School Board member(s) who is not physically present.
8. Notwithstanding the discretionary privileges permitted under this policy, it is the School Board's expectation that no School Board member(s) will routinely seek to participate in meetings from a remote location, and that most regular and special meetings of the School Board will involve no remote participation by any School Board members.

Adopted from retired policy 188

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	AGENDA
Code	po0166
Status	
Legal	19.84(3) Wis. Stats

0166 - **AGENDA**

The Superintendent and the School Board president will prepare all agendas for meetings of the School Board. In doing so, the Superintendent will consult as appropriate with other School Board members and with members of the administrative staff.

Items of business may be suggested by any School Board member, staff member, or citizen of the District. Anyone wishing to place a discussion item on the agenda should notify the Superintendent or the School Board president by Monday of the preceding the regular School Board meeting. The inclusion of these items will be at the discretion of the superintendent and School Board president based upon time restrictions and the interests of the district. A School Board member can propose items for future Board and committee meeting agendas at a School Board or Committee meeting. When requested by any Board member, the Board or Committee will vote to determine if the proposed item will be added to a future Board or committee meeting.

The agenda, together with supporting materials, will be distributed to School Board members in a timely manner so as to permit members to give items of business careful consideration. In accordance with the Open Meetings Law notice, the agenda will be made available to the media and to any other persons upon request twenty-four hours prior to the scheduled starting time of the School Board meeting (not including Saturday or Sunday).

Adopted from retired policy 171.2

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	VOTING
Code	po0167.1
Status	
Legal	19.83, Wis. Stats.

0167.1 - VOTING

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

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

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

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

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

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

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

Adopted from retired policy 183

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Section 0000 Bylaws Templates
Title E-MAIL - PUBLIC RECORDS
Code po0167.6
Status

0167.6 - E-MAIL - PUBLIC RECORDS

There should be no expectation of privacy for any messages sent by e-mail. All e-mail sent or received by any member of the School Board in the course of conducting the business of the School Board, including e-mail addresses not supplied by the District, shall be provided to the Superintendent for preservation. Such records may be subject to disclosure under the Public Records law.

The Superintendent shall devise and develop procedures pertaining to e-mail communications and public records.

School Board members are required to provide to the Superintendent all e-mail communications, when sent or received on an e-mail address other than the District provided e-mail address, using the procedure developed by the Superintendent without regard to whether the School Board member believes the communication is subject to disclosure under the Public Records Act.

Prior to implementation of a procedure for collection of e-mail, all such communications of the School Board members must be copied to the Superintendent.

School Board members shall utilize e-mail communication only as described in Bylaw 0167.5 - Use of Electronic Mail.

Each School Board member as an elected official is independently required by law to comply with public records requests for e-mail communications sent or received on the School Board member's personal e-mail account, which involves District business.

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School District of River Falls
Educational Program Committee Meeting Report

Monday, September 15, 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, September 15, 2025, at the 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 (arrived 6:45), Stacy Johnson Myers, Mike Miller (arrived 6:55), and Alison Page were present. Superintendent David Bell, Co-Directors of Academic Services MaryBeth Elliott & Amy Wise, Director of Finance and Facilities Lynette Coy, and Director of HR Nate Schurman were also present.

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS

A parent expressed concerns regarding Gifted & Talented support and how district practices are reflective of district policy.

4. TITLE I SCHOOLWIDE OVERVIEW

Rachel Mader, Westside Principal & Title I Coordinator, and Amy Wise, Co-Director of Academic Services, presented information about the transition from Title I Targeted Services to Title I Schoolwide Services.

Action: None, informational only.

5. 2025 SUMMER SCHOOL RECAP

Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, gave a recap and update regarding 2025 Summer School programming.

Action: None, informational only.

6. SUMMER STAFF CURRICULUM WORK UPDATE

Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, gave an update on the curriculum work completed by teachers during the summer.

Action: None, informational only.

7. REVIEW OF ACADEMIC SERVICES GOALS

Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, reviewed Academic Services Goals for the 2025-26 school year.

Action: None, informational only.

8. 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: Adding Gifted & Talented programming to a future committee agenda

9. SCHEDULE NEXT EDUCATIONAL PROGRAM COMMITTEE MEETING

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

Action: Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, October 13, 2025, 6:00 p.m.

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

10. **ADJOURN** at 7:10 p.m.

Alan Tuchtenhagen, Educational Program Committee Chair

School District of River Falls
Finance and Facilities Committee Meeting Report

Monday, September 15, 2025 - at 7:00 PM or immediately following the 6:00 PM Educational Program Meeting
District Office
852 E Division Street
River Falls, Wisconsin 54022

The School Board's Finance and Facilities Committee meeting was held on Monday, September 15, 2025, at District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Miller called the meeting to order at 7:16 pm. It was ascertained that notice of the meeting had been properly posted in the appointed locations and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

Committee members Mike Miller (Chair), Bo Hirstein and Alison Page were present. Also present were Board members Lindsey Curtis, Stacy Johnson Myers, Monica LaVold 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 Educational Program Committee)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS – None.**

4. **FACILITIES PROJECTS UPDATE**

The Director of Finance, Lynette Coy, provided an update on the facilities projects.

Action: None, informational only.

5. **2025-26 BUDGET UPDATE**

The Director of Finance, Lynette Coy, provided an update on the 2025-26 Budget.

Action: None, informational only.

6. **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.

7. **SCHEDULE NEXT FINANCE & FACILITIES COMMITTEE MEETING**

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

Action: Set the meeting schedule as follows:

Finance and Facilities Committee meeting, Monday, October 6, 2025, 7:00 p.m. (*or immediately following Ad-Hoc Policy Committee*)

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

8. **ADJOURN** at 7:38 p.m.

Mike Miller, Finance and Facilities Committee Chair

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

Monday, September 15, 2025 - at 8:00 PM or immediately following the 7:00 PM Finance & Facilities Meeting
District Office
852 E Division Street
River Falls, Wisconsin 54022

The School Board's Personnel Committee meeting was held on Monday, September 15, 2025, at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 7:38 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

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

1. **CALL TO ORDER - 8:00 PM (or immediately after Finance & Facilities Committee)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS - None.**

4. **STAFFING UPDATE**

The committee discussed the recruitment, selection, and hiring timeline updates.

Action: None, informational only.

5. **STAFF ORIENTATION REPORT**

The committee reviewed the orientation process that new staff experience, and reviewed new staff feedback on their Orientation Day experience.

Action: None, informational only.

6. **MENTOR REPORT**

The committee discussed core mentor assignments for the 2025-26 school year.

Action: None, informational only.

7. **EXIT INTERVIEW REPORT**

The committee discussed the exit interview process and reviewed exit interview data.

Action: None, informational only.

8. **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 Board meeting agendas.

Action: As needed.

9. **SCHEDULE NEXT PERSONNEL COMMITTEE MEETING**

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

Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, October 13, 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 8:03 p.m.



POLICY 870-RULE PUBLIC COMPLAINT PROCEDURES

The purpose of these procedures is to provide an orderly means of resolving public complaints against the District. Retaliation against parties who file informal or formal complaints is prohibited. The purpose of the following procedures is to ensure that complaints are handled consistently and fairly.

INFORMAL COMPLAINT PROCESS

Whenever possible, the **School** Board relies on teachers, administrators, and support staff to resolve concerns or complaints in an informal manner. Unless the complaint is covered by other District policies, individuals are expected to first discuss the complaint with the employee most closely associated with the program or facility that is of concern.

FORMAL COMPLAINT PROCESS

1. If the concern or complaint is not resolved informally, a formal written complaint should be filed with the supervisor, principal, or administrator responsible for the employee, program, or operation that is the subject of the complaint. The formal written complaint should include the name(s) of the complainant(s), the date and times in which the complaint occurred, and a description of the complaint. The following chain of supervision should be followed:
 - a. Teacher or support staff employee (typically involved in the informal process above)
 - b. Principal, supervisor, or other administrator responsible for the function that is the subject of the complaint.
 - c. Superintendent
 - d. **School** Board of Education

Exceptions in this sequence may occur when an administrator/supervisor within the chain or a School Board member is the subject of the complaint. The administrator/supervisor **will shall** investigate the written and signed complaint and present a written response within 15 working days.

A complaint can only be brought directly to the School Board if the complaint is against a member of the School Board or the School Board as a whole. The School Board, in its sole discretion, will decide whether to review any direct complaint that it receives, and if so, the appropriate process and timeframes for reviewing the complaint.

2. If the complaint is not resolved in Step 1, the complainant can forward the written and signed complaint to the Superintendent. A conference will be arranged among the parties involved within 10 working days. A written response will be prepared within 10 working days of the conference.
3. If the complaint is not resolved in Step 2, the complainant can forward the written and signed complaint to the School Board. **The School Board, in its sole discretion, will decide whether to review the complaint, and if so, the appropriate process and timeframes for reviewing the complaint. A request for an appeal and a description of the complainant's**

desired outcome must be submitted to the School Board no later than 10 working days after denial of the complaint by the Superintendent. The decision of the School Board shall be final. A request for an appeal and a description of the complainant's desired outcome will be submitted to the Board of Education at least 10 working days before a regular Board meeting. The Board shall hold a hearing on the matter. The hearing will be subject to state law requirements pertaining to open and closed sessions. The Board shall prepare a written decision within 10 working days of the hearing. This shall be the final appeal and the decision of the Board shall be final.

DATE OF ADOPTION: November 9, 2020

REVISED: September 22, 2025 (1st Reading)