

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

Monday, February 23, 2026 - 6:00 PM

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

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at  
<https://meetings.boardbook.org/Public/Organization/1447>

1. **CALL TO ORDER - 6:00 PM**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **PLEDGE OF ALLEGIANCE**
4. **HEARING OF VISITORS OR DELEGATIONS**
5. **INFORMATIONAL ITEMS**
  - A. **Wildcat Pride Awards**
    1. Dennis Ireland & Barb Kolpin  
**Description:** In recognition of the volunteer efforts that have been dedicated to establishing and maintaining the School Forest over the years.
  
  - B. **Spotlight on Education: Food Service Program** 4
  - C. **Superintendent, Administrative, and Student Representative Reports**
    1. Administrative Reports
      - a. Wildly Important Goal (WIG) Updates 2025-26
        1. Elementary 6
        2. Student Services 10
      - b. 2025-26 Budget Update 13
    2. Student Representative Report
    3. Superintendent Report
      - a. State Superintendent Visit 19
6. **ACTION ITEMS**
  - A. **Consent Agenda - Approval of Minutes, Bills, Employment, and NEOLA Policies** 22

**Description:** The following have been submitted for approval:

Item 1: January 19, 2026, Regular School Board Meeting minutes

Item 2: Bills submitted for payment

Item 3: Pursuant to School 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 second readings of the following NEOLA 3000s Professional Staff policies: 3111 - *Creating a Position*, 3112 - *School Board-Staff Communications*, 3120 - *Employment of Professional Staff*, 3120.01 - *Job Description*, 3120.04 - *Employment of Substitutes*, 3120.05 - *Employment of Personnel in Community Education Programs*, 3120.10 - *Job Sharing*, 3121 - *Criminal History Record Check and Employee Self-Reporting Requirements*, 3122 - *Nondiscrimination and Equal Employment Opportunity*, 3122.01 - *Drug-Free Workplace*, 3122.02 - *Nondiscrimination Based on Genetic Information of the Employee*, 3124 - *Employment Contract*, 3125 - *Educator Licensing*, 3130 - *Assignment and Transfer*, 3131 - *Reduction in Staff*, 3139 - *Staff Discipline*, 3140 - *Non-Renewal, Resignation, and Termination*, 3160 - *Physical Examination*, 3161 - *Unrequested Leaves of Absence/Fitness For Duty*, 3211 - *Whistle-blower Protection*, 3214 - *Staff Gifts*, 3215 - *Use of Tobacco and Nicotine by Professional Staff*, 3216 - *Professional Staff Dress and Appearance* - 3217 - *Weapons Prohibited for Professional Staff*, 3220 - *Staff Evaluation and Educator Effectiveness*, 3230 - *Ethics and Conflict of Interest*, 3231 - *Outside Activities of Professional Staff*, 3310 - *Employee Expression in Non-Instructional Settings*, 3340 - *Grievance Procedure*, 3362.01 - *Threatening Behavior Toward Staff Members*. 3410.01 - *Compensation for Part-Time Staff*, 3425 - *Benefits*, 3430.01 - *Family & Medical Leave of Absence (FMLA)*, 3440 - *Job-Related Expenses*, 3531 - *Unauthorized Work Stoppage*

Item 5: Approve first readings of the following NEOLA 4000s Support Staff, 3000s Professional Staff, 1000s Administration, and 0000 Bylaws policies: 4111 - *Creating a Position*, 4112 - *School Board-Staff*

*Communications, 4120 - Employment of Support Staff, 4120.01 - Job Descriptions, 4120.04 - Employment of Substitutes, 4121 - Criminal History Record Check and Employee Self-Reporting Requirements, 4122 - Nondiscrimination and Equal Employment Opportunity, 4122.01 - Drug-Free Workplace, 4122.02 - Nondiscrimination Based on Genetic Information of the Employee, 4124 - Notice of Reasonable Assurance of Employment, 4130 - Assignment and Transfer, 4131 - Reduction in Staff, 4139 - Staff Discipline, 4140 - Termination and Resignation, 4160 - Physical Examination, 4161 - Unrequested Leaves of Absence/Fitness for Duty, 4211 - Whistle-blower Protection, 4214 - Staff Gifts, 4215 - Use of Tobacco and Nicotine by Support Staff, 4216 - Support Staff Dress and Appearance, 4217 - Weapons Prohibited for Support Staff, 4220 - Evaluation of Support Staff, 4230 - Ethics and Conflict of Interest, 4231 - Outside Activities of Support Staff, 4310 - Employee Expression in Noninstructional Settings, 4340 - Grievance Procedure, 4362 - Employee Anti-Harassment, 4362.01 - Threatening Behavior Towards Staff Members, 4410.01 - Compensation for Part-Time Staff, 4425 - Benefits, 4430.01 - Family & Medical Leave of Absence (FMLA), 4440 - Job-Related Expenses, 4531 - Unauthorized Work Stoppage, 3362 - Employee Anti-Harassment, 1662 - Employee Anti-Harassment, 145 - School Board Member Anti-Harassment*

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

**B. Consideration and/or Action to approve the February 2, 2026, Ad-Hoc Policy Committee recommendations** **294**

**Description:** The Ad-Hoc Policy Committee met on February 2, 2026, to review and approve the NEOLA 4000s Support Staff policy series and previously tabled policies from the 3000s Professional Staff and 1000s Administration series.

**Recommended Action:**

1. Approve the first reading of Neola Policy 4213 - Student Supervision and Welfare (Support Staff Series).
2. Approve the first reading of Neola Policy 3213 - Student Supervision and Welfare (Professional Staff Series).
3. Approve the first reading of Neola Policy 1213 - Student Supervision and Welfare (Administration Series).

**C. Consideration and/or Action to approve the February 9, 2026, Educational Program Committee recommendations** **303**

**Description:** The Educational Program Committee met on February 9, 2026, to approve the RF4C Contract for the 2026-2028 school years and the preliminary 10-12th grade social studies trip application to Eastern Europe.

**Recommended Action:**

1. Approve the RF4C Contract for the 2026-27 and the 2027-28 school years.
2. Approve preliminary field trip application to Eastern Europe, June 2028.

**D. Consideration and/or Action to approve the February 9, 2026, Personnel Committee recommendations** **318**

**Description:** The Personnel Committee met on February 9, 2026, to hear a staffing update, to discuss the new staff mid-year check-in report, to approve the Staffing Plan: Phase 1, the 2027-28 calendar, the 2026-27 important dates, and the commencement of contract negotiations. The committee also went into closed session to discuss 2026-27 contract negotiation meetings, compensation study data, and potential non-renewals. The staff reduction plan was tabled until the full School Board Meeting in February.

**Recommended Action:**

1. Approve the 2026-27 Staffing Plan: Phase I.
2. Approve the 2027-28 School Year Calendar.
3. Approve the 2026-27 School Calendar Important Dates.
3. Approve Commencement of Contract Negotiations.

**E. School Board Self-Evaluation Review**

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

**Recommended Action:** No action, discussion only.

**F. Proposed/suggested items for the next regular and future School Board meeting agenda(s)** **2**

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

**Recommended Action:** As needed.

**G. Schedule next School Board/Committee meetings**

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

**Recommended Action:** Set the meeting schedule as follows:

Policy Ad-Hoc Committee meeting: Monday, March 2, 2026, 6:00 p.m.

Educational Program Committee meeting: Monday, March 9, 2026, 6:00 p.m. **Canceled**

Finance & Facilities Committee meeting: Monday, March 9, 2026, 6:00 p.m.

Personnel Committee meeting: Monday, March 9, 2026, 7:00 p.m. *(or immediately following Finance & Facilities)*

Regular School Board meeting: Monday, March 23, 2026, 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.*

**H. CONSIDERATION OF ADJOURNING TO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 19.85(1)(C), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF CONSIDERING THE EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY AND PURSUANT TO WIS. STAT. SEC. 19.85(1)(E), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF DELIBERATING OR NEGOTIATING THE PURCHASING OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION, FOR THE PURPOSE OF DISCUSSING 2026-27 CONTRACT NEGOTIATION MEETINGS, POTENTIAL NON-RENEWALS AND POTENTIAL BUDGET REDUCTIONS. ROLL CALL REQUIRED.**

**7. CONVENE TO CLOSED SESSION PURSUANT TO THE ABOVE**

**8. RECONVENE INTO OPEN SESSION FOR POTENTIAL ACTION RELATED TO CLOSED SESSION BUSINESS**

**9. ADJOURN**



# River Falls School Board Update

## Food Services Newsletter

February 2026

### By The Numbers

- Enrollment is down, YET PARTICIPATION % IS NOT
- Breakfast meal count and participation are up, especially at the Elementary Schools
- Lunch participations are even, but a la carte spending is down
- Inflation is affecting our bottom line
- Labor cost is a challenge

### What Have We Done This Year So Far

- New at MMS Noodle Bowl and Pork Carnitas Bowl - HUGE HITS
- Scratch-made dressings and dipping sauces specials at all schools
- Indigenous Foods Menu for Elementary Schools in October
- Chili Days Warm Bellies w/ Scratch-made Chili, Chili Dogs & Baked Potato Bar
- Added more variety to retail options at MMS and HS
- 100% subs for the Deli station baked in-house at MMS and HS
- Purchased lettuce from the RFHS Horticulture program to serve at HS lunch
- We are already prepared for the 2026 USDA guidelines updates
- Twelve hours of classroom education with 6<sup>th</sup> graders at MMS, four more coming
- Zero staff turnover since the beginning of the school year.
- 1277 DAYS OF ZERO ACCIDENTS INJURY OR LOST TIME WITH OUR TEAM

### What Is Yet To Come

- National School Breakfast Week, March 2nd thru March 6th. Followed by Bloom Into Breakfast March 9th thru March 27th
- Mood Boost partnership with Pfacek's in April and May
- Lucky Tray Days at Elementary Schools



# River Falls School Board Update

## Food Services Newsletter

February 2026





**River Falls School Board Update**  
**Food Services Newsletter**  
 February 2026



**River Falls School Board Update**  
**Food Services Newsletter**  
 February 2026



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Elementary  
Wildly  
Important  
Goals



FEBRUARY  
2026

# ELEMENTARY WILDLY IMPORTANT GOAL

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

**Description:** The elementary schools will utilize aimswebPlus for grades K-5 Literacy Screening in the 2025-2026 school year. School staff will identify lead measures to support the WIG of building proficiency in elementary readers.

**Strategic Plan:**

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

## COMMITTING TO OUR LEAD MEASURES



Activity our buildings will commit to that impacts our WIG:	Tracking System:	Midyear Updates:
Continuation of Top Ten Tools/Science Based Reading Instruction PD for staff	Inservice and Staff Meeting Schedules Collaboration with Building Coaches	Happening slowly but surely during inservice or staff meetings. 2/16 Dyslexia Speaker for all staff from MN Reading Center.
Implementation and Monitoring of Collective Commitments	System walkthrough form Transparent Classroom <i>Digital PLC districtwide notebooks</i>	2 meeting dates for grade level PLC teams districtwide to talk about assessments and collective commitments.
aimswebPlus for K-5, emphasis on Data Literacy	aimswebPlus Reporting NextPath data warehouse system	Working with NextPath to create reports we aren't able to get from aimsweb+
Intervention Support Planning and Communication in Grades 4 and 5	Reading plans in K-3 and intervention notification to grades 4-5	Implemented data dig process from grades K-5

# SNAPSHOT OF TEACHER LEAD MEASURES

GRADE LEVEL:	LEAD MEASURE:
Kindergarten	Get all students into Small Group Sets by January.
1st Grade	Implement Being a Writer fully over the course of the school year.
2nd Grade	Establish and utilize a Small Group Set tracking system.
3rd Grade	Implement skill based small groups in Unit 2.
4th Grade	Utilize IDR (individualized daily reading) conferences to build on comprehension and fluency screening skills.
5th Grade	Starting in Unit 2, meet with book clubs or small groups 2+ per week.



# MONITORING OUR WIG



## Assessment Used to Measure Our Progress:

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

AimsWeb Plus Assessment Name		Proficient in Fall 2025	Proficient at Midyear	Exceeded Growth Goal at Midyear	Total Mid Year Proficient or Exceeding Growth
Grade K: Letter Names & Letter Sounds	K	97%	91% (191)	1% (3)	92% (194)
	1	95%	92% (227)	1% (2)	93% (229)
Grade 1: Early Literacy Composite Score (Nonsense Words, Word Reading Fluency and Oral Reading Fluency)	2	87%	77% (159)	6% (13)	83% (172)
	3	91%	90% (212)	3% (7)	93% (219)
	4	92%	88% (199)	5% (11)	93% (210)
Grades 2-5: Oral Reading Fluency (WPM)	5	90%	89% (209)	4% (10)	94% (210)

# ELEMENTARY READING SUPPORT PROGRAMS

Through use of the RFSD MLSS, we are currently supporting students through the 40th percentile. Student supports are discussed through Data Digs and Personal Reading Planning days.

**SIPPS:** Our highest level of intervention support- used by Title 1 Reading Interventionist for the highest need readers in each grade level.

**READING CORPS:** Tutors trained through a grant to serve students within grades K-3. Students work individually or in a pair on phonemic awareness, phonics or reading fluency.

**UFLI:** Systematic reading intervention program to support readers struggling with phonics, high frequency words and fluency. Used by classroom teachers, paraprofessionals or reading interventionists.

**6 MINUTE SOLUTIONS:** Repeated reading fluency practice with comprehension support. Typically utilized by paraprofessionals or classroom teachers during independent reading.

**SMALL GROUP SETS and/or CONFERENCES:** Students receive higher doses of conferring or small group work as needed by the classroom teacher or paraprofessional.

## RESPONDING TO LAG DATA FOR 2025-2026

Obstacles we will have to assess to continue to grow:

- **aimsweb+ Reporting (especially on growth)**  
Working with NextPath to create student reports that feel more usable
- **Readjusted norms for aimswebPlus subtests as well as adjusted subtests for Grades K and 1**  
Still adjusting and providing to “at risk” students outside of requirements from Act 20
- **Shift in Personal Reading Plan development tool and data warehouse**  
Smoother in the winter testing session, discussion from elementary administrative team about continued need for planning time and diagnostic testing with thresholds
- **Continued conversations around the most impactful ways to measure Student Growth over time (i.e. growth from screening window to screening window, year to year, beginning of year to end of year, etc).**  
Collaborating with NextPath around inputting student growth point targets into data warehouse that are generated through aimsweb+ ROIs (rate of improvement that is individualized for each student).



# Special Education WIG 2025-26

## Special Ed: Wildly Important Goal (WIG)

Goal: 80% of Special Education Students will show *above average* growth (Student Growth Percentile of > 50th), or demonstrative Average Proficiency on universal Reading screeners, based on Fall to Spring Screening Measures.

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

### Strategic Plan:

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

# Monitoring Our WIG

## Fall Elementary Data (25-26 School Year)

AimsWeb Plus Assessment Name		Proficient in Fall 2025		Proficient or Met F-W Growth Goal	
<i>Grade K: Letter Names &amp; Letter Sounds</i>	K	17/20	85%	LN: 18/21 LS: 18/21	86% 86%
<i>Grade 1: Composite Score of (Nonsense Words, Word Reading Fluency and Oral Reading Fluency)</i>	1	26/37	70%	26/35	74%
	2	14/26	54%	19/28	67%
<i>Grades 2-5: Oral Reading Fluency (WPM)</i>	3	19/32	59%	28/32	88%
	4	19/37	51%	26/31	84%
	5	22/37	59%	24/32	75%

*\*\*Proficient = Percentile Rank of 26 or above*



# Monitoring Our WIG

## Fall Elementary Data (25-26 School Year)

STAR Reading Assessment		Proficient in Fall 2025		Proficient or Met F-W Growth Goal	
<i>Grades 6- 12 STAR Reading Screener</i>	6-8	45/109	41%	87/111	78%
	9-12	27/49	55%	30/46	65%

*\*\*Proficient = Percentile Rank of 26 or above*



# Committing To Our Lead Measure

## **Activity our Department will commit to that is that impacts our WIG:**

Commitment to various building level lead measures, which each tie into achieving the long term special education WIG

Ongoing Monthly 'Job Alike PLC's at Elementary/MS, with increased structure/documentation

- Behavioral, Academic and Functional Teams

Ongoing evaluation of specially designed instruction, accommodations, and delivery models based on classroom, progress report, and screening data.

- Pilot programming in different reading/math intervention at MS. Discussion on aligning services across grade levels.
- Training and adjustments to Reading interventions at Elementary Level
- Ongoing review of Special Ed. Delivery model at HS.
- Site visits to various Wisconsin High Schools to review what is working.

Teachers reviewed initial F-W growth data for their individual caseloads using NextPath classroom data walls. Future meetings to review trends and comparisons.



Fd	Sourc	Source	2024-25 FY Activity	2025-26 Original Budget	2025-26 FYTD Activity	2025-26 FYTD %	2024-25 FYTD %
10		GENERAL FUND					
10 211		PROPERTY TAX	17,623,254.00	19,954,725.00	0.00	0.00	0.00
10 212		CHARGE BACK- PROPERTY TAXES	11,903.00	1,862.00	0.00	0.00	0.00
10 213		MOBILE HOME TAX	8,999.52	13,000.00	0.00	0.00	69.23
10 249		BUS TRANSPORTATION REVENUE	14,763.03	18,000.00	13,820.76	76.78	48.53
10 264		Non-Cap Asset Sales	976.65	1,000.00	1,285.35	128.54	5.75
10 271		ADMISSIONS	58,599.00	45,000.00	28,834.00	64.08	79.68
10 284		INTEREST EARNINGS	461,684.82	150,000.00	150,458.18	100.31	66.36
10 291		GIFTS, FUNDRAISING & CONTRIBUT	59,164.60	40,000.00	9,000.00	22.50	70.00
10 292		STUDENT FEES	242,483.25	235,000.00	157,212.57	66.90	59.73
10 293		RENTALS	14,146.73	7,000.00	11,116.30	158.80	104.73
10 297		STUDENT FINES	35.00	0.00	500.00	0.00	0.00
10 343		CO-CURRICULAR COST SHARING	16,073.43	14,000.00	0.00	0.00	0.00
10 345		OPEN ENROLLMENT	1,816,194.00	2,168,665.00	0.00	0.00	0.00
10 348		TRANSPORTATION FEES - OTHR WI	12,118.17	5,000.00	663.78	13.28	55.69
10 515		STATE AID THRU CESA	595.50	0.00	0.00	0.00	0.00
10 517		FEDERAL AID THRU CESA	4,078.20	3,500.00	0.00	0.00	0.00
10 612		TRANSPORTATION AID	86,101.00	85,000.00	0.00	0.00	0.00
10 613		LIBRARY AID	280,659.00	280,659.00	0.00	0.00	0.00
10 619		OTHER STATE CATEGORICAL AID	40,031.25	2,000.00	0.00	0.00	135.34
10 621		STATE EQUALIZATION AID	21,889,139.00	21,790,947.00	8,716,379.00	40.00	40.00
10 630		STATE GRANT	185,127.34	69,334.00	0.00	0.00	0.00
10 660		DNR - PILT PROGRAM PAYMENTS	45,701.16	41,000.00	0.00	0.00	0.00
10 691		TAX EXEMPT COMPUTER AID	142,488.42	142,488.00	0.00	0.00	0.00
10 695		PER PUPIL AID	2,514,638.00	2,514,638.00	0.00	0.00	0.00
10 699		State Grant-Misc	252,976.50	239,797.00	0.00	0.00	0.00
10 713		VOCATIONAL ED. ACT	19,229.00	23,924.00	0.00	0.00	0.00
10 730		FEDERAL GRANT	72,579.55	82,118.00	0.00	0.00	0.00
10 751		TITLE 1 GRANT	237,758.59	245,146.00	0.00	0.00	0.00
10 780		SBS MEDICAID	154,744.25	125,000.00	0.00	0.00	0.00
10 861		CAPITAL ASSET SALE	5,654.76	5,000.00	8,487.60	169.75	64.46
10 878		CAPITAL LEASES	148,669.00	0.00	0.00	0.00	0.00
10 961		CASH ADJUSTMENTS	0.00	0.00	32,527.37	0.00	0.00
10 964		INSURANCE	16,533.64	0.00	0.00	0.00	0.00
10 971		INS DIV / E-RATE	111,770.30	130,000.00	228,359.21	175.66	103.89
10 990		MISC. REFUND	21,086.69	5,000.00	82.00	1.64	374.56
10 ---		GENERAL FUND	46,569,956.35	48,438,803.00	9,358,726.12	19.32	20.29
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21		SPECIAL REVENUE FUND					
21 262		NON-CAP FOR RESALE	124,076.16	0.00	44,673.44	0.00	0.00
21 279		OTHER SCHOOL ACTIVITY INCOME	161,835.91	0.00	41,644.05	0.00	0.00
21 291		GIFTS, FUNDRAISING & CONTRIBUT	377,687.83	0.00	246,483.32	0.00	0.00
21 ---		SPECIAL REVENUE FUND	663,599.90	0.00	332,800.81	0.00	0.00
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27		SPECIAL EDUCATION FUND					
27 110		OPERATING TRANSFER/GENERAL	4,832,054.86	4,864,052.00	0.00	0.00	0.00
27 346		TUITION - 66:30	36,733.71	75,654.00	0.00	0.00	0.00
27 446		SPED TUITION NON-WI SCHOOL DIS	6,953.90	0.00	0.00	0.00	0.00
27 611		HANDICAPPED AID	1,868,312.00	2,660,000.00	722,072.00	27.15	27.00
27 697		Transition Grant	16,109.49	20,000.00	0.00	0.00	0.00

Fd	Sourc	Source	2024-25 FY Activity	2025-26 Original Budget	2025-26 FYTD Activity	2025-26 FYTD %	2024-25 FYTD %
27		SPECIAL EDUCATION FUND					
27 699		State Grant-Misc	12,759.39	25,364.00	0.00	0.00	16.77
27 730		FEDERAL GRANT	766,080.15	853,021.00	17,023.00	2.00	0.00
27 780		SBS MEDICAID	109,297.56	100,000.00	11,996.24	12.00	13.64
27 990		MISC. REFUND	100.00	0.00	0.00	0.00	0.00
27 ---		SPECIAL EDUCATION FUND	7,648,401.06	8,598,091.00	751,091.24	8.74	7.23
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39		REFERENDUM APPROVED DEBT SRVC					
39 211		PROPERTY TAX	7,908,636.00	7,055,655.00	0.00	0.00	0.00
39 284		INTEREST EARNINGS	118,332.40	52,000.00	31,315.69	60.22	128.97
39 968		DEBT ISSUE PREMIUM & ACC. INT.	367,761.65	0.00	0.00	0.00	0.00
39 ---		REFERENDUM APPROVED DEBT SRVC	8,394,730.05	7,107,655.00	31,315.69	0.44	5.66
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46		LONG TERM CAPTL IMPVMNT TRUST					
46 110		OPERATING TRANSFER/GENERAL	850,000.00	0.00	0.00	0.00	0.00
46 284		INTEREST EARNINGS	40,382.40	25,000.00	27,689.02	110.76	145.54
46 ---		LONG TERM CAPTL IMPVMNT TRUST	890,382.40	25,000.00	27,689.02	110.76	145.54
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49		CONSTRUCTION ACCOUNT					
49 284		INTEREST EARNINGS	1,045,848.40	175,000.00	529,188.97	302.39	37.95
49 ---		CONSTRUCTION ACCOUNT	1,045,848.40	175,000.00	529,188.97	302.39	37.95
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50		FOOD SERVICE FUND					
50 251		PUPILS	739,762.18	786,525.00	343,751.45	43.71	41.97
50 252		ADULTS	21,588.60	25,300.00	10,526.60	41.61	39.43
50 259		OTHER FOOD SERV. SALES	494,647.65	502,075.00	187,728.40	37.39	40.26
50 264		Non-Cap Asset Sales	0.00	0.00	9,300.00	0.00	0.00
50 284		INTEREST EARNINGS	7.67	0.00	5.61	0.00	0.00
50 617		FOOD SERVICE AID-STATE	25,314.90	24,800.00	0.00	0.00	0.00
50 715		CASH IN LIEU OF COMMODITIES	133,375.00	125,000.00	92,825.00	74.26	115.11
50 717		FOOD SERVICE AID-FEDERAL	514,505.24	550,000.00	131,295.25	23.87	28.95
50 990		MISC. REFUND	0.00	0.00	95.00	0.00	0.00
50 ---		FOOD SERVICE FUND	1,929,201.24	2,013,700.00	775,527.31	38.51	40.41
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60		CUSTODIAL FUND					
60 262		NON-CAP FOR RESALE	63,202.55	0.00	47,460.61	0.00	0.00
60 279		OTHER SCHOOL ACTIVITY INCOME	32,045.92	0.00	17,561.74	0.00	0.00
60 291		GIFTS, FUNDRAISING & CONTRIBUT	18,513.92	0.00	10,944.39	0.00	0.00
60 ---		CUSTODIAL FUND	113,762.39	0.00	75,966.74	0.00	0.00
=====							

Fd Sourc	Source	2024-25 FY Activity	2025-26 Original Budget	2025-26 FYTD Activity	2025-26 FYTD %	2024-25 FYTD %
73	PENSION AND OPEB TRUST FUND					
73 284	INTEREST EARNINGS	84,530.66	73,000.00	46,123.18	63.18	64.98
73 951	OPEB ADC CONTRIBUTION	344,608.00	350,000.00	0.00	0.00	0.00
73 ---	PENSION AND OPEB TRUST FUND	429,138.66	423,000.00	46,123.18	10.90	11.90
=====						
80	COMMUNITY SERVICE FUND					
80 211	PROPERTY TAX	220,000.00	220,000.00	0.00	0.00	0.00
80 272	COMMUNITY SERVICE FEES	994,626.60	1,061,805.00	772,954.22	72.80	67.69
80 284	INTEREST EARNINGS	1,550.09	1,500.00	2,537.78	169.19	0.00
80 291	GIFTS, FUNDRAISING & CONTRIBUT	2,370.00	2,500.00	1,425.00	57.00	0.00
80 ---	COMMUNITY SERVICE FUND	1,218,546.69	1,285,805.00	776,917.00	60.42	55.53
=====						

Number of Accounts: 232

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

Fd	Object	Expense Object	2024-25 FY Activity	2025-26 Original Budget	2025-26 FYTD Activity	2025-26 FYTD %	2024-25 FYTD %
10		GENERAL FUND					
10	1--	EMPLOYEE SALARIES	22,104,167.35	22,968,265.00	8,783,474.85	38.24	37.84
10	2--	EMPLOYEE BENEFITS	8,120,972.86	8,998,101.00	3,828,655.37	42.55	42.85
10	3--	PURCHASED SERVICES	6,688,428.08	7,790,277.00	1,995,450.11	25.61	33.02
10	4--	NON-CAPITAL OBJECTS	1,492,960.10	1,916,683.00	729,302.95	36.78	39.82
10	5--	CAPITAL OBJECTS	1,420,744.30	966,120.00	376,038.37	38.92	74.44
10	6--	DEBT RETIREMENT	369,236.98	355,252.00	369,724.27	104.07	41.55
10	7--	INSURANCE & JUDGMENTS	410,381.92	421,774.00	417,521.85	98.99	100.41
10	8--	OPERATING TRANSFERS-OUT	5,682,054.86	4,864,052.00	0.00	0.00	0.00
10	9--	OTHER OBJECTS	135,030.11	158,279.00	71,983.14	45.48	48.68
10	---	GENERAL FUND	46,423,976.56	48,438,803.00	16,572,150.91	34.17	35.67
			=====	=====	=====	=====	=====
21		SPECIAL REVENUE FUND					
21	2--	EMPLOYEE BENEFITS	901.16	0.00	86.60	0.00	0.00
21	3--	PURCHASED SERVICES	72,247.79	0.00	26,486.94	0.00	0.00
21	4--	NON-CAPITAL OBJECTS	386,061.65	0.00	224,622.14	0.00	0.00
21	5--	CAPITAL OBJECTS	4,000.00	0.00	0.00	0.00	0.00
21	9--	OTHER OBJECTS	132,432.05	0.00	44,495.20	0.00	0.00
21	---	SPECIAL REVENUE FUND	595,642.65	0.00	295,690.88	0.00	0.00
			=====	=====	=====	=====	=====
27		SPECIAL EDUCATION FUND					
27	1--	EMPLOYEE SALARIES	5,501,524.20	6,006,650.00	2,137,558.32	35.59	34.93
27	2--	EMPLOYEE BENEFITS	2,015,110.21	2,267,870.00	865,684.77	38.17	37.51
27	3--	PURCHASED SERVICES	91,771.23	249,100.00	66,415.27	26.66	29.40
27	4--	NON-CAPITAL OBJECTS	34,321.72	54,700.00	30,590.33	55.92	46.43
27	5--	CAPITAL OBJECTS	0.00	4,221.00	0.00	0.00	0.00
27	9--	OTHER OBJECTS	5,673.70	15,550.00	4,187.99	26.93	20.37
27	---	SPECIAL EDUCATION FUND	7,648,401.06	8,598,091.00	3,104,436.68	36.11	35.52
			=====	=====	=====	=====	=====
39		REFERENDUM APPROVED DEBT SRVC					
39	6--	DEBT RETIREMENT	9,649,192.50	7,146,905.00	1,263,452.50	17.68	8.10
39	---	REFERENDUM APPROVED DEBT	9,649,192.50	7,146,905.00	1,263,452.50	17.68	8.10
			=====	=====	=====	=====	=====
46		LONG TERM CAPTL IMPVMNT TRUST					
46	3--	PURCHASED SERVICES	402,596.45	650,000.00	627,761.21	96.58	37.15
46	5--	CAPITAL OBJECTS	0.00	0.00	43,122.27	0.00	0.00
46	---	LONG TERM CAPTL IMPVMNT T	402,596.45	650,000.00	670,883.48	103.21	37.15
			=====	=====	=====	=====	=====

Fd	Object	Expense Object	2024-25 FY Activity	2025-26 Original Budget	2025-26 FYTD Activity	2025-26 FYTD %	2024-25 FYTD %
49		CONSTRUCTION ACCOUNT					
49	3--	PURCHASED SERVICES	10,787,061.89	17,150,000.00	10,541,418.65	61.47	13.41
49	4--	NON-CAPITAL OBJECTS	21,902.93	0.00	56,665.06	0.00	0.00
49	5--	CAPITAL OBJECTS	668,590.44	0.00	429,839.06	0.00	184.14
49	7--	INSURANCE & JUDGMENTS	13,926.00	0.00	1,069.00	0.00	0.00
49	---	CONSTRUCTION ACCOUNT	11,491,481.26	17,150,000.00	11,028,991.77	64.31	16.88
			=====	=====	=====	=====	=====
50		FOOD SERVICE FUND					
50	1--	EMPLOYEE SALARIES	12,207.03	13,500.00	4,956.66	36.72	34.66
50	2--	EMPLOYEE BENEFITS	1,715.22	1,900.00	650.89	34.26	31.05
50	3--	PURCHASED SERVICES	1,006,192.79	1,018,900.00	371,969.11	36.51	36.93
50	4--	NON-CAPITAL OBJECTS	935,955.42	953,500.00	342,779.44	35.95	41.00
50	9--	OTHER OBJECTS	23,656.02	25,900.00	10,647.55	41.11	32.86
50	---	FOOD SERVICE FUND	1,979,726.48	2,013,700.00	731,003.65	36.30	38.82
			=====	=====	=====	=====	=====
60		CUSTODIAL FUND					
60	2--	EMPLOYEE BENEFITS	0.00	0.00	42.61	0.00	0.00
60	9--	OTHER OBJECTS	115,098.77	0.00	71,042.74	0.00	0.00
60	---	CUSTODIAL FUND	115,098.77	0.00	71,085.35	0.00	0.00
			=====	=====	=====	=====	=====
73		PENSION AND OPEB TRUST FUND					
73	9--	OTHER OBJECTS	580,877.10	565,000.00	0.00	0.00	0.00
73	---	PENSION AND OPEB TRUST FU	580,877.10	565,000.00	0.00	0.00	0.00
			=====	=====	=====	=====	=====
80		COMMUNITY SERVICE FUND					
80	1--	EMPLOYEE SALARIES	787,003.86	820,059.00	412,289.16	50.28	55.73
80	2--	EMPLOYEE BENEFITS	189,331.69	208,884.00	106,203.71	50.84	57.22
80	3--	PURCHASED SERVICES	114,436.85	96,162.00	46,428.56	48.28	51.31
80	4--	NON-CAPITAL OBJECTS	63,424.95	67,050.00	31,215.86	46.56	35.56
80	5--	CAPITAL OBJECTS	16,708.56	850.00	686.40	80.75	0.00
80	9--	OTHER OBJECTS	97,576.82	92,800.00	68,689.02	74.02	66.83
80	---	COMMUNITY SERVICE FUND	1,268,482.73	1,285,805.00	665,512.71	51.76	55.09
			=====	=====	=====	=====	=====
Grand Expense Totals			80,155,475.56	85,848,304.00	34,403,207.93	40.04	30.24

Number of Accounts: 2217

<u>Fd Fund</u>	<u>Beginning Balance</u>	<u>December 2025-26 Beginning Balance</u>	<u>Month End Balance Current Year</u>	<u>Month End Balance Prior Year</u>
10 GENERAL FUND	14,719,728.32CR	4,955,167.90CR	7,506,303.53CR	7,473,183.91CR
21 SPECIAL REVENUE FUND	524,449.03CR	579,404.94CR	561,558.96CR	443,149.30CR
27 SPECIAL EDUCATION FUND	0.00	1,987,376.15	2,353,345.44	2,158,807.35
39 REFERENDUM APPROVED DEBT SRVC	1,831,687.07CR	597,198.94CR	599,550.26CR	2,756,639.04CR
46 LONG TERM CAPTL IMPVMNT TRUST	1,544,226.96CR	898,197.70CR	901,032.50CR	836,801.70CR
49 CONSTRUCTION ACCOUNT	17,361,520.58CR	8,040,974.22CR	6,861,717.78CR	26,290,092.85CR
50 FOOD SERVICE FUND	349,681.44CR	426,775.54CR	394,205.10CR	431,956.71CR
60 CUSTODIAL FUND	54,103.79CR	88,103.57CR	58,985.18CR	66,859.41CR
73 PENSION AND OPEB TRUST FUND	4,572,549.34CR	4,595,364.10CR	4,618,672.52CR	4,766,524.33CR
80 COMMUNITY SERVICE FUND	127,775.43CR	229,384.23CR	239,179.72CR	176,545.10CR
<b>Grand Equity Totals</b>	<b>41,085,721.96CR</b>	<b>18,423,194.99CR</b>	<b>19,387,860.11CR</b>	<b>41,082,945.00CR</b>

**Number of Accounts:** 146

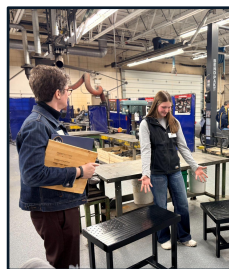
\*\*\*\*\* End of report \*\*\*\*\*

# Superintendent Report

February 23, 2026



## State Superintendent Visit → February 13, 2026



# RFSD Career and Technical Education Programming-RCA



Welcome to the  
**RENAISSANCE CHARTER ACADEMY**

**RF Renaissance CHARTER ACADEMY**  
A SCHOOL OF CHOICE  
Chartered by the US Department of Education

## Technical Education Career Focus

- Home and Auto Maintenance
- CNC Manufacturing
- Woodworking
- Residential Construction
- Innovation Lab

## Technology Focused Curriculum

- Photography and Graphic Design
- Adobe Creative Cloud
- Fusion 360 Software
- Intro to CAD CAM



## 2025-26 Highlights

2nd year of GEDQ2 program for additional pathway to graduation

**50%** Seniors participate in work-based learning.

Students 9-12 showing significant growth in their base reading scores.

**100%** Seniors with a personalized post-secondary plan.



# RFSD Career and Technical Education Programming-RFHS



## ACADEMIC CAREER PLANNING & CAREER TECHNICAL EDUCATION



### ACADEMIC & CAREER PLANNING STUDENT PORTFOLIO & EXIT INTERVIEW

- required
- strengthens academic and career planning
- helps students reflect on learning, articulate strengths and goals, and graduate with a clear postsecondary pathway

### CAREER TECHNICAL EDUCATION

#### ACADEMIC AND TECHNICAL SKILLS

WI Career Readiness Standards embedded into all courses

- 6** content areas of CTE are represented
- Agriculture, Food, and Natural Resources
  - Business and Information Technology
  - Family Consumer Science
  - Health Science
  - Marketing, Management and Entrepreneurship
  - Technology and Engineering

#### CAREER TECHNICAL STUDENT ORGANIZATIONS

- FBLA
- FFA
- HOSA
- Robotics

#### FUNDING

- Carl Perkins
- ACT 99 (Incentive)
- DWD Fast Forward
- Youth Apprenticeship
- Local Grants
- Fundraisers

**3** DWD Fast Forward grants awarded to help support Fab Lab

#### CAPSTONE LEARNING OPPORTUNITIES

- **18** Industry Certifications offered
- **10** Transcribed Credit courses
- **2** Dual-enrollment credit courses
- CTE Capstone
- Supervised Ag Experience
- Youth Apprenticeship
- CVTC High School Academics
- Start College Now
- School Based Enterprise
  - Wiley's Common Grounds
  - Wildcat Design
  - Wiley Works

#### YOUTH APPRENTICESHIP (YA) ST. CROIX VALLEY YOUTH APPRENTICESHIP

	5-School Area	River Falls
Students	225	57
Employers	167	45
Estimated Value in Student Wages	\$1.5 million	>\$340,000

River Falls is the fiscal agent for St. Croix Valley Youth Apprenticeship Consortium, which consists of five area high schools.

- Largest sectors include health science, marketing, HLT
- **54%** of student participants are female



# Character Education-Westside Elementary



Leading with

## CHARACTER

Curiosity

Responsibility

Gratitude

Compassion

Cooperation

Perseverance

Respect

Honesty

Courage



Leading our lives with character -  
at home, at school and in the  
community.  
This is The Wildcat Way.



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

Monday, January 19, 2026 - 6:00 PM  
District Office, 852 E Division Street  
River Falls, Wisconsin 54022

The regularly scheduled meeting of the River Falls School Board was called to order on Monday, January 19, 2026, 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, School Board members Monica LaVold (arrived 6:06 pm), Alison Page, and student representative Jada Radinzel. School Board Member Bo Hirstein was absent. Superintendent David Bell, Director of Human Resources & Leadership Development Nate Schurman, Co-Directors of Academic Services MaryBeth Elliott & Amy Wise, and Director of Finance & Facilities Lynette Coy. River Falls High School Principal Kit Luedtke, Meyer Middle School Principal Mark Chapin, and RFHS teacher Colleen Sowa were also present.

**HEARING OF VISITORS OR DELEGATIONS - None**

**INFORMATIONAL ITEMS**

**A. Spotlight on Education: RFHS WIN-Service Initiative**

Luedtke and Sowa talked about the WIN Service Project initiative, which encourages students and teachers to collaborate on service projects requiring up to four hours of on-site or off-site work. Examples include partnering with Feed My Starving Children and participating in Kinni clean-up efforts.

**B. Superintendent, Administrative, and Student Representative Reports**

1. Student Representative Report

Radinzel provided a brief update on recent events at River Falls High School, including the conclusion of the first semester, winter sports, and planning for the upcoming Spring Fling Week.

2. Superintendent Report

Mid-Year Update

Superintendent Bell provided a midyear update highlighting District progress in academics, operations, and engagement. He also noted ongoing budget challenges related to declining enrollment, increasing special education needs, and limited future revenue growth.

**ACTION ITEMS**

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

Johnson Myers reviewed the minutes, bills, recommended employment, and NEOLA Policies on the agenda. Page moved, seconded by LaVold, that the School Board approve the following:

1. The minutes from the December 15, 2025, Regular School Board Meeting
2. Accounts Payable and Payroll payments in the amount of \$5,400,510.62.
3. Pursuant to School Board Policy, which references Wisconsin Statutes Sections 111, 118, 121, approval of the following employment recommendations: 1. Recommended approval of the employment of Jordan Gotelaere as 1.0 FTE Grade Five Teacher Long Term Substitute at Westside Elementary School, effective approximately December 9, 2025, through February 2, 2026 (for Candice DeBriyn). 2. Recommended approval of the transfer of employment for Betsy Manning from 1.0 FTE Special Education Teacher to 0.625 FTE Limited Term Special Education Teacher at River Falls Public Montessori Elementary School, effective January 12, 2026, through June 9, 2026. 3. Recommended approval of the increased employment of Dawn Hauschild, Limited Term Special Education Teacher at River Falls Public Montessori Elementary School, from 0.5 FTE to 1.0 FTE effective January 12, 2026, through June 9, 2026. 4. Recommended approval of the hiring of the following short-term, on-call Substitute Teachers: a. Ryan Sisko b. McKenzie Ludwig c. Zac Johnson d. Olivia Berger e. Amanda Rowan 5. Recommended acceptance of the resignation of Kari Nutting as a full-time Special Education Teacher at Meyer Middle School, effective January 5, 2026. 6. Recommended acceptance of the resignation of Lori Rosenow as a full-time Third Grade Teacher at Westside Elementary School, effective the end of the 2025-26 year. Ms. Rosenow will retire after 31 years of service with the

district. 7. Recommended acceptance of the resignation of Lisa Goihl as full-time Assistant Principal at River Falls High School, effective June 30, 2026. Ms. Goihl will retire after 7 years of service with the district.

4. Approve second readings of the following NEOLA 2000s Program and 9000s Relations policies: 2271 - *Early College Credit Program*, 2271.01 - *Start College Now Program*, 2271.02 - *High School Technical College Academies*, 2370 - *Educational Options Provided by the District*, 2411 - *School Counseling and Academic and Career Planning*, 2412 - *Homebound Instruction Program*, 2413 - *Health Education*, 2414 - *Human Growth and Development*, 2416 - *Student Privacy and Parental Access to Information*, 2421 - *Career and Technical Education Program*, 2440 - *Summer School*, 2450 - *Community Education*, 2460 - *Programs for Students with Disabilities*, 9120 - *Public Information Program*, 9130 - *Public Complaints*, 9140 - *Citizens' Advisory Committees*, 9150 - *Visitors to School District Buildings*, 9151 - *Use of Cameras and Other Recording Devices in Locker Rooms*, 9160 - *Public Attendance at School Events*, 9211 - *District-Support Organizations*, 9270 - *Home-Based, Private, or Tribal Schooling*, 9700.01 - *Advertising and Commercial Activities*, 9800 - *High School Diplomas to Veterans*, 9800.01 - *Veterans as Classroom Volunteers*.

5. Approve first readings of the following NEOLA 3000s Professional Staff policies: 3111 - *Creating a Position*, 3120 - *Employment of Professional Staff*, 3120.01 - *Job Description*, 3120.05 - *Employment of Personnel in Community Education Programs*, 3121 - *Criminal History Record Check and Employee Self-Reporting Requirements*, 3122 - *Nondiscrimination and Equal Employment Opportunity*, 3122.02 - *Nondiscrimination Based on Genetic Information of the Employee*, 3124 - *Employment Contract*, 3125 - *Educator Licensing*, 3130 - *Assignment and Transfer*, 3131 - *Reduction in Staff*, 3139 - *Staff Discipline*, 3140 - *Non-Renewal, Resignation, and Termination*, 3160 - *Physical Examination*, 3161 - *Unrequested Leaves of Absence/Fitness For Duty*, 3211 - *Whistle-blower Protection*, 3214 - *Staff Gifts*, 3215 - *Use of Tobacco and Nicotine by Professional Staff*, 3216 - *Professional Staff Dress and Appearance* - 3217 - *Weapons Prohibited for Professional Staff*, 3220 - *Staff Evaluation and Educator Effectiveness*, 3230 - *Ethics and Conflict of Interest*, 3231 - *Outside Activities of Professional Staff*, 3310 - *Employee Expression in Non-Instructional Settings*, 3340 - *Grievance Procedure*, 3410.01 - *Compensation for Part-Time Staff*, 3425 - *Benefits*, 3430.01 - *FMLA*, 3440 - *Job-Related Expenses*, 3531 - *Unauthorized Work Stoppage*. Motion carried unanimously (6-0).

#### **B. Consideration and/or Action to approve the January 5, 2026, Ad-Hoc Policy Committee recommendations**

The Ad-Hoc Policy Committee met on January 5, 2026, to review and approve the NEOLA 3000s Professional Staff policy series. Neola Policy 3213 - Student Supervision and Welfare was tabled for a later date.

**Action:** Curtis moved, seconded by Page, to approve the first reading of Neola Policy 3112 - School Board-Staff Communications, 3120.04 - Employment of Substitutes, 3120.10 - Job Sharing, 3122.01 - Drug-Free Workplace, 3362.01 - Threatening Behavior Toward Staff Members. Motion carried unanimously (6-0).

#### **C. Consideration and/or Action to approve the January 12, 2026, Educational Program Committee recommendations**

The Educational Program Committee met on January 12, 2026, to approve the memo to establish seats for open enrollment and the District's Notice of Educational Options.

**Action:**

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

#### **D. Consideration and/or Action to approve the January 12, 2026, Finance & Facilities Committee recommendations**

The Finance and Facilities Committee met on January 12, 2026, to review the 2024-25 financial audit, the 2025-26 budget update, and the 2026-27 budget forecast.

**Action:** No action, informational only.

#### **E. Consideration and/or Action to approve the January 12, 2026, Personnel Committee recommendations**

The Personnel Committee met on January 12, 2026, to review the substitute fill rate, discuss the high school assistant principal vacancy, and review the staff update. The committee also went into closed session to discuss 2025-26 bargaining goals and potential non-renewals.

**Action:** No action, informational only.

#### **F. Acknowledge the actions taken in regard to the 2026 Spring School Board Election**

Pursuant to Wisconsin Statutes, the School District Clerk is responsible for certifying School Board candidates, designating candidate names as they are to appear on the ballot, determining whether a primary election is required, supervising the drawing for ballot placement, and notifying municipal clerks for the Spring School Board Election.

**Action:** School District Clerk Lindsey Curtis acknowledged, for the record, the actions taken regarding the 2026 Spring<sup>23</sup>

School Board Election, including certification of two candidates, Stacy Johnson Myers and Alison Page, for two open seats, with no primary required and ballot order set as Stacy Johnson Myers first and Alison H. Page second.

**G. Begin School Board Self-Evaluation Process**

School Board Policy 153 requires the School Board to annually plan for and conduct an evaluation of its functioning as a School Board.

**Action:** No action, informational only. Superintendent Bell provided an overview of the process for completing the 2026 School Board evaluation. In January, each School Board member will complete an individual self-evaluation. The results, along with feedback for the administrative team, will be reviewed individually and then discussed as a School Board during the meeting on February 23rd.

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

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

**Action:** No suggestions at this time.

**I. Schedule next School Board/Committee meetings**

**Action:** Set the meeting schedule as follows:

Policy Ad-Hoc Committee meeting: Monday, February 2, 2026, 6:00 p.m.

Educational Program Committee meeting: Monday, February 9, 2026, 6:00 p.m.

~~Finance & Facilities Committee meeting: Monday, February 9, 2026, 7:00 p.m. (or immediately following Educational Program)~~ **Canceled**

Personnel Committee meeting: Monday, February 9, 2026, 7:00 p.m. *(or immediately following Educational Program)*

Regular School Board meeting: Monday, February 23, 2026, 6:00 p.m. **Date Change**

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

**ADJOURNMENT**

President Johnson Myers declared the meeting adjourned at 6:54 p.m.

---

Lindsey Curtis, Clerk

**SCHOOL DISTRICT OF RIVER FALLS**  
River Falls , Wisconsin 54022

February 2026 Board Meeting

<b>Accounts Payable</b>	<b>AMOUNT</b>
Checks	\$466,491.68
ACH	\$543,616.73
Wires	\$1,627,679.95
<b>PAYROLL</b>	<b>\$1,678,593.67</b>
<b>Total Expenses (January 2026)</b>	<b>\$4,316,382.03</b>
<b>Total Cash Receipts (January 2026)</b>	<b>\$8,007,362.18</b>

	<b>Actual</b>
FNB - General Money Market Balance	\$10,322,439.38
RCU - Money Market Balance	\$179,415.16

CHECK CHECK		INVOICE	ACCOUNT	AMOUNT	
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER	
224263	01/09/2026	ANDERSON, DYLAN	official; gbb jv & bbb jv3; 12/15/25	10 E 708 310 162105 000 0	70.00
224263	01/09/2026	ANDERSON, DYLAN	official; gbb jv & bbb jv3; 12/15/25	10 E 708 310 162205 000 0	70.00
224264	01/09/2026	ANTCZAK, TONY	official; NB WR; 12/29/25	21 E 400 310 160181 000 0	475.00
224265	01/09/2026	AT & T MOBILITY	Acct # 287354183528 / 287354183528X12262025	10 E 801 355 251000 000 0	65.00
224266	01/09/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0	48.99
224266	01/09/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0	112.99
224266	01/09/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0	49.98
224266	01/09/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0	56.97
224266	01/09/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0	39.38
224266	01/09/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0	51.98
224266	01/09/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0	14.99
224266	01/09/2026	AUTO VALUE	Parts CREDIT	10 E 804 411 256210 000 0	-66.97
224267	01/09/2026	BALDWIN LIGHTSTREAM	1/1/2026-1/31/2026	10 E 801 355 251000 000 0	3.44
224267	01/09/2026	BALDWIN LIGHTSTREAM	1/1/2026-1/31/2026	10 E 705 355 295000 000 0	76.51
224267	01/09/2026	BALDWIN LIGHTSTREAM	1/1/2026-1/31/2026	10 E 801 355 251000 000 0	69.93
224267	01/09/2026	BALDWIN LIGHTSTREAM	1/1/2026-1/31/2026	10 E 705 355 295000 000 0	1,556.30
224268	01/09/2026	BEEN, NICOLAS	official; gbb v; 12/15/25	10 E 708 310 162105 000 0	110.00
224268	01/09/2026	BEEN, NICOLAS	official; bbb v; 1/2/26	10 E 708 310 162205 000 0	110.00
224269	01/09/2026	BONTE, JOLENE	invoice#: 0138; supplies & consulting services	21 E 400 411 160181 000 0	1,375.00
224270	01/09/2026	BOWERS HYNES, SOMMER	Employee Reimbursement- Sommer Bowers- Desserts for staff holiday party- Marks budget	10 E 200 411 129000 000 0	54.97
224271	01/09/2026	BRAINPOP	1504 BrainPOP School Combo Subscription; 12 month school-side subscription to BrainPOP and BrainPOP Jr. This is part of a 5 year agreement with BrainPOP, split between 3 elementary schools. Invoice: US469739.	10 E 102 360 222200 031 0	1,538.67
224271	01/09/2026	BRAINPOP	1504 BrainPOP School Combo Subscription; 12 month school-side subscription to BrainPOP and BrainPOP Jr. This is part of a 5 year agreement with BrainPOP, split between 3 elementary schools. Invoice: US469739.	10 E 101 360 222200 031 0	1,538.64
224271	01/09/2026	BRAINPOP	1504 BrainPOP School Combo Subscription; 12 month school-side subscription to BrainPOP and BrainPOP Jr. This is part of a 5 year agreement with BrainPOP, split between 3 elementary schools. Invoice: US469739.	10 E 103 360 222200 031 0	1,192.22
224272	01/09/2026	BRANDVOLD, DAVID	official; NB WR; 12/29/25	21 E 400 310 160181 000 0	475.00
224273	01/09/2026	BRAUN INTERTEC CORPO	Construction & Material Testing Transportation Center	49 E 804 310 255000 804 0	2,610.00
224274	01/09/2026	BREAKOUT INC	DIGITAL SUBSCRIPTION FOR LMC	10 E 103 360 222200 031 0	99.00
224275	01/09/2026	BRUESEWITZ, KIMBERLY	K. BRUESEWITZ TRAVEL	10 E 701 342 136620 577 0	225.49

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			REIMBURSEMENT		
224276	01/09/2026	BSN SPORTS	Wrestling Mat Subfloor Roll	49 E 400 551 255000 644 0	8,875.00
224276	01/09/2026	BSN SPORTS	invoice#: 932621401; supplies	10 E 708 411 162105 000 0	915.00
224276	01/09/2026	BSN SPORTS	invoice#: 932273259;	21 E 400 411 160181 000 0	5,000.00
			supplies; booster/Track		
224276	01/09/2026	BSN SPORTS	invoice#: 932273259;	21 E 400 411 160244 000 0	3,480.00
			supplies; booster/Track		
224277	01/09/2026	ST CROIX LANES	team building	60 E 400 997 440142 000 0	1,368.50
224278	01/09/2026	BUREAU OF ED & RESEA	Childhood Apraxia of Speech: February 10 Ann Nelson Katrina Loy Kate Dulaney Samantha Giblin Stacey Campbell	27 E 920 310 221300 341 0	1,375.00
224279	01/09/2026	CAMPBELL, GARY	official; gbb jv & bbb jv3; 12/15/25	10 E 708 310 162105 000 0	70.00
224279	01/09/2026	CAMPBELL, GARY	official; gbb jv & bbb jv3; 12/15/25	10 E 708 310 162205 000 0	70.00
224280	01/09/2026	CAREY, BARBARA	official; bbb 8th; 12/16/25	10 E 708 310 162205 000 0	60.00
224281	01/09/2026	CELT, JAMES	official; bbb v; 1/2/26	10 E 708 310 162205 000 0	110.00
224282	01/09/2026	CHAMPION TEAMWEAR	invoice#: 101820011; supplies	21 E 400 411 160118 000 0	720.93
224283	01/09/2026	CHAPIN, MARK	official; bbb 8th; 12/16/25	10 E 708 310 162205 000 0	60.00
224284	01/09/2026	CINTAS	Supplies	10 E 804 411 256210 000 0	160.35
224285	01/09/2026	COLLABORATIVE CLASSR	GRANT MONEY FOR USGAARD FOR COLLABORATIVE LITERACY KITS	21 E 103 411 160511 000 0	120.00
224285	01/09/2026	COLLABORATIVE CLASSR	GRANT MONEY FOR USGAARD FOR COLLABORATIVE LITERACY KITS	10 E 500 411 110207 000 0	1,500.00
224286	01/09/2026	COLUMN SOFTWARE PBC	Legal notices published in the Pierce County Journal for the 2025-26 School Year.	10 E 801 351 251000 000 0	43.77
224286	01/09/2026	COLUMN SOFTWARE PBC	Legal notices published in the Pierce County Journal for the 2025-26 School Year.	10 E 801 351 251000 000 0	80.00
224287	01/09/2026	COOK, MCKENNA	Inner District Mileage for McKenna Cook for July 1, 2025- Dec 31, 2025	10 E 701 342 221200 000 0	69.58
224288	01/09/2026	COUGHLIN, JOSEPH	Employee Reimbursement- Joe Coughlin- Reimbursement for pizza for Jazz rehearsal- Band 21 Account	21 E 200 411 160112 000 0	53.51
224289	01/09/2026	CUMMINS SALE & SERVI	supplies	10 E 804 411 256210 000 0	1,161.73
224290	01/09/2026	DACHEL, PAYTON	official; bbb v; 12/15/25	10 E 708 310 162205 000 0	110.00
224290	01/09/2026	DACHEL, PAYTON	official; bbb v; 1/3/26	10 E 708 310 162205 000 0	110.00
224291	01/09/2026	DECKER, TODD	Windshield Washer Reimbursement	10 E 804 411 256210 000 0	4.26
224292	01/09/2026	DIXEN, TROY	reimburse; supplies	21 E 400 411 160133 000 0	598.25
224293	01/09/2026	DUBOIS, RICHARD	official; gho jv; 12/19/25	10 E 708 310 162123 000 0	70.00
224294	01/09/2026	EAU CLAIRE MEMORIAL	WIAA - BSW - 12/20/25	10 E 708 943 162201 000 0	100.00
224295	01/09/2026	ECKROTH MUSIC CO	BAND SUPPLIES	10 E 400 411 125510 000 0	13.60
224296	01/09/2026	EGAN, ANGEL	reimburse; supplies	21 E 400 411 160133 000 0	215.01
224297	01/09/2026	ETS CONSULTING LLC	invoice#: 1121; partnership	10 E 708 310 162000 000 0	897.00
224298	01/09/2026	EXPRESS SERVICES INC	Substitute Teacher fulfillment for week of 12/7/25-12/13/25. Inv#33273634 12.16.25	10 E 700 313 129000 000 0	2,736.00
224298	01/09/2026	EXPRESS SERVICES INC	Substitute Teacher Fulfillment for week of Dec	10 E 700 313 129000 000 0	1,584.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			14-20, 2025. Inv#33305859 12.22.25		
224299	01/09/2026	FACTORY MOTOR PARTS	Supplies	10 E 804 411 256210 000 0	405.24
224300	01/09/2026	FERN, JARED	official; bbb v; 1/3/26	10 E 708 310 162205 000 0	110.00
224301	01/09/2026	FESTIVAL OF NATIONS	The International Festival of Minnesota- Tickets to attend the Festival of Nations- Field trip account & 7 blue budget	10 E 200 943 110700 000 0	900.00
224301	01/09/2026	FESTIVAL OF NATIONS	The International Festival of Minnesota- Tickets to attend the Festival of Nations- Field trip account & 7 blue budget	10 E 200 943 256270 000 0	400.00
224302	01/09/2026	FOOD SERVICE-SDRF	Holiday Dinner	10 E 804 415 256210 000 0	357.50
224303	01/09/2026	GENESIS TECHNOLOGIES	ADOBE CREATIVE CLOUD LICENSE RENEWAL	10 E 701 360 136000 400 0	2,500.00
224304	01/09/2026	GJERDE, RACHAEL	R. GJERDE - EMPLOYEE REIMBURSEMENT	10 E 400 411 126000 000 0	28.46
224305	01/09/2026	GOMEZ, NATALY	Inner District mileage for Nataly Gomez for July 1, 2025- Dec 31, 2025	10 E 701 342 221200 000 0	132.86
224306	01/09/2026	GURSTEL LAW FIRM PC	Payroll accrual	10 L 811680	348.09
224307	01/09/2026	HAGLUND, KEVIN	official; bbb v; 12/15/25	10 E 708 310 162205 000 0	110.00
224307	01/09/2026	HAGLUND, KEVIN	official; bbb v; 1/2/26 & 1/3/26	10 E 708 310 162205 000 0	220.00
224308	01/09/2026	HAKALA, DANIEL	official; gho v; 12/23/25	10 E 708 310 162123 000 0	110.00
224309	01/09/2026	HASKINS, MAXWELL	official; bbb jv; 12/15/25	10 E 708 310 162205 000 0	120.00
224309	01/09/2026	HASKINS, MAXWELL	official; bbb jv2 & bbb jv; 1/3/26	10 E 708 310 162205 000 0	140.00
224310	01/09/2026	HENNEPIN ARTS	Payment to Hennepin Arts for Les Miserables tickets (34 x \$67)	80 E 890 940 310000 000 0	2,278.00
224311	01/09/2026	HILE, CHARLES	official; NB WR; 12/29/25	21 E 400 411 160181 000 0	475.00
224312	01/09/2026	HILLYARD INC MPLS	Montessori Supplies	10 E 803 411 254300 000 0	8.64
224312	01/09/2026	HILLYARD INC MPLS	District Wide Supplies	10 E 803 411 254300 000 0	90.80
224312	01/09/2026	HILLYARD INC MPLS	District Wide Supplies	10 E 803 411 254300 000 0	674.68
224312	01/09/2026	HILLYARD INC MPLS	District Wide Supplies	10 E 803 411 254300 000 0	131.84
224312	01/09/2026	HILLYARD INC MPLS	MMS Service Call (Upright Cordless Vacuum 1 of 2)	10 E 803 310 254300 000 0	126.00
224312	01/09/2026	HILLYARD INC MPLS	MMS Service Call (Upright Cordless Vacuum 1 of 2)	10 E 803 411 254300 000 0	104.89
224312	01/09/2026	HILLYARD INC MPLS	MMS Service Call (Upright Cordless Vacuum 2 of 2)	10 E 803 310 254300 000 0	252.00
224312	01/09/2026	HILLYARD INC MPLS	MMS Service Call (Upright Cordless Vacuum 2 of 2)	10 E 803 411 254300 000 0	104.89
224312	01/09/2026	HILLYARD INC MPLS	MMS Supplies	10 E 803 411 254300 000 0	126.26
224313	01/09/2026	HOUGHTON MIFFLIN HAR	Student Edition Into Algebra 1	10 E 701 470 124000 604 0	592.96
224314	01/09/2026	INK N THREADZ	invoice#: 20464; supplies	21 E 400 411 160271 000 0	710.00
224315	01/09/2026	J H LARSON COMPANY	Maintenance Supplies	10 E 803 411 254300 000 0	88.29
224316	01/09/2026	KIMBERLY, LOGAN	official; gbb v; 12/15/25	10 E 708 310 162105 000 0	110.00
224317	01/09/2026	KLINGER, JOSH	official; bbb v; 1/3/26	10 E 708 310 162205 000 0	110.00
224318	01/09/2026	KWIK TRIP INC	Fuel	10 E 804 348 256210 000 0	2,076.10
224319	01/09/2026	LALLEMONT, KAYLIN	rembursement; supplies	21 E 400 411 160290 000 0	20.00
224320	01/09/2026	LAUGHERY, NED	official; NB WR; 12/29/25	21 E 400 310 160181 000 0	475.00

CHECK CHECK		INVOICE		ACCOUNT	AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER	
224321	01/09/2026	LEMKE, FRED	official; gho v; 12/23/25	10 E 708 310 162123 000 0	110.00
224322	01/09/2026	LENIUS, DONNA	Inner District mileage for Donna Lenius for July 1, 2025- Dec 31, 2025	10 E 701 342 221200 000 0	63.07
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 200 712 270007 603 0	148.96
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 101 712 270007 601 0	100.35
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 103 712 270007 605 0	100.35
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 102 712 270007 602 0	100.34
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 200 712 270007 603 0	148.96
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 101 712 270007 601 0	100.35
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 103 712 270007 605 0	100.35
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 102 712 270007 602 0	100.34
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 200 712 270007 603 0	148.96
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 101 712 270007 601 0	100.35
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 103 712 270007 605 0	100.35
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 102 712 270007 602 0	100.34
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 200 712 270007 603 0	148.96
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 101 712 270007 601 0	100.35
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 103 712 270007 605 0	100.35
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 102 712 270007 602 0	100.34
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 200 712 270007 603 0	221.12
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 101 712 270007 601 0	148.96
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 103 712 270007 605 0	148.96
224323	01/09/2026	LIBERTY MUTUAL INSUR	Four Builder Risks Renewed on 10/21/25: GW, RB, WS, MMS	49 E 102 712 270007 602 0	148.96
224324	01/09/2026	LOFFLER COMPANIES IN	Printing	10 E 804 360 256100 000 0	8.57
224325	01/09/2026	MACKIN EDUCATIONAL R	Mackin PO for a book order for the Greenwood LMC. Oct 6 2025	10 E 101 432 222200 031 0	150.06
224325	01/09/2026	MACKIN EDUCATIONAL R	Mackin- Library Books- Library CSF	10 E 200 432 222200 031 0	452.71
224325	01/09/2026	MACKIN EDUCATIONAL R	COMIC PLUS SUBSCRIPTION - CSF	10 E 400 360 222200 031 0	1,160.00
224326	01/09/2026	MACSWAIN, JIM	official; NB WR; 12/29/25	21 E 400 310 160181 000 0	475.00
224327	01/09/2026	MANSFIELD SERVICE PA	Fuel	10 E 804 348 256210 000 0	20,854.67
224328	01/09/2026	MARUSAK, BEN	official; NB WR; 12/29/25	21 E 400 310 160181 000 0	475.00
224329	01/09/2026	MARUSAK, MATT	official; NB WR; 12/29/25	21 E 400 310 160181 000 0	475.00
224330	01/09/2026	MCMASTER-CARR	HS Kitchen Steamer Pipes & Fittings	10 E 803 411 254300 000 0	659.09
224330	01/09/2026	MCMASTER-CARR	HS Steamer Leak	10 E 803 411 254300 000 0	229.52
224331	01/09/2026	MENARDS	Maintenance Supplies	10 E 803 411 254300 000 0	31.43
224332	01/09/2026	MEYER, CASSANDRA	Inter District mileage for Cassie Meyer for July 1, 2025-Dec 31, 2025	10 E 701 342 221200 000 0	88.83
224333	01/09/2026	MIDWEST BUS PARTS IN	Parts	10 E 804 411 256210 000 0	584.85
224334	01/09/2026	MOBYMAX EDUCATION LL	MobyMax Math Student Licence	10 E 104 360 129200 000 0	1,003.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			- 1/5/26 - 1/5/27		
224335	01/09/2026	MYWHITEBOARDS	Map and Display Rail Accessories for 1" Map Rail FOR ART ROOM	10 E 103 411 129000 000 0	74.20
224336	01/09/2026	NADEAU, BRIAN	official; bbb v; 1/3/26	10 E 708 310 162205 000 0	110.00
224337	01/09/2026	NELSON'S BUS SERVICE	Bus Idling Issue	10 E 804 310 256210 000 0	234.00
224337	01/09/2026	NELSON'S BUS SERVICE	Bus Idling Issue	10 E 804 411 256210 000 0	23.40
224338	01/09/2026	NEW RICHMOND HIGH SC	WIAA - WR - 1/3/26	10 E 708 943 162222 000 0	250.00
224339	01/09/2026	NYGAARD, SHALYN	invoice#: 121925; photography	21 E 400 310 160133 000 0	500.00
224340	01/09/2026	O'MALLEY, JENNA	reimbursement; supplies	21 E 400 411 160270 000 0	456.67
224341	01/09/2026	O'REILLY AUTO PARTS	Grounds Blade Guide	10 E 803 411 254201 000 0	27.69
224342	01/09/2026	O'ROURKE MEDIA GROUP	Legal notices published in the Hudson Star-Observer for the 2025-2026 School Year.	10 E 801 351 251000 000 0	33.78
224343	01/09/2026	ON DECK SPORTS	quote#: QT5429322; supplies	21 E 400 411 160181 000 0	1,921.02
224344	01/09/2026	OTTO, BRIAN	official; gho v; 12/23/25	10 E 708 310 162123 000 0	110.00
224345	01/09/2026	OTTO, DYLAN	official; gho jv; 12/19/25	10 E 708 310 162123 000 0	70.00
224346	01/09/2026	OVERHEAD DOOR CO OF	HS Overhead Dock Door Repair	10 E 803 310 254300 000 0	991.00
224346	01/09/2026	OVERHEAD DOOR CO OF	HS Overhead Dock Door Repair	10 E 803 411 254300 000 0	568.85
224347	01/09/2026	PARSONS, JEFF	official; NB WR; 12/29/25	21 E 400 310 160181 000 0	475.00
224348	01/09/2026	PLUM, SARAH	reimburse; supplies	21 E 400 411 160133 000 0	201.82
224349	01/09/2026	PREMIER WIRELESS BUS	Peplink PrimeCare 1 year Subscription Trip Bus Wifi	10 E 804 360 256100 000 0	894.00
224350	01/09/2026	PREMIER TRUCK GROUP	Parts	10 E 804 411 256210 000 0	38.59
224351	01/09/2026	PTACEKS FAMILY MARKE	OPEN PO FOR FOOD PRODUCT/PROCESSING CLASS	10 E 400 411 131000 400 0	47.57
224351	01/09/2026	PTACEKS FAMILY MARKE	OPEN PO FOR FCS	10 E 400 411 135000 400 0	106.68
224351	01/09/2026	PTACEKS FAMILY MARKE	OPEN PO FOR SCIENCE	10 E 400 411 126000 000 0	63.50
224351	01/09/2026	PTACEKS FAMILY MARKE	OPEN PO FOR WILEY'S COMMON GROUNDS COFFEE SHOP	21 E 400 411 160515 000 0	236.44
224351	01/09/2026	PTACEKS FAMILY MARKE	OPEN PO FOR VENDING	21 E 400 411 160520 000 0	366.78
224351	01/09/2026	PTACEKS FAMILY MARKE	OPEN PO FOR FOOD FOR SENIOR EXIT INTERVIEWS	10 E 701 415 136620 577 0	578.28
224351	01/09/2026	PTACEKS FAMILY MARKE	OPEN PO Ptakecs Grocery store	80 E 880 411 390000 000 0	10.48
224351	01/09/2026	PTACEKS FAMILY MARKE	Ptakecs- Food for Activity Afternoon- MMS Student Council	60 E 200 997 440208 000 0	55.31
224352	01/09/2026	QUARBERG, DANNY	official; gbb v; 12/15/25	10 E 708 310 162105 000 0	110.00
224353	01/09/2026	REGENTS - UNIV OF MI	University of Mn PO for physics force field trip for 5th grade. Dec 19 2025	10 E 101 943 256270 000 0	130.00
224354	01/09/2026	RIGHT-WAY CAULKING I	HS Exterior Caulking	10 E 803 327 255000 000 0	1,700.00
224355	01/09/2026	RIVER FALLS FOOD PAN	River Falls Food Pantry- Money from the Penny Wars- MMS 21 Account	21 E 200 411 160137 000 0	240.00
224356	01/09/2026	RIVER FALLS ACE HARD	Supplies	10 E 804 411 256210 000 0	5.58
224356	01/09/2026	RIVER FALLS ACE HARD	District Wide Supplies December 2025	10 E 803 411 254300 000 0	563.50
224357	01/09/2026	SCHOOL DISTRICT OF S	WIAA; MMS CC; 9/11/25	10 E 708 943 162308 000 0	125.00
224358	01/09/2026	SCHROYER, TYLER	official; bbb v; 1/2/26	10 E 708 310 162205 000 0	110.00
224359	01/09/2026	SIGNIUS COMMUNICATIO	District Wide Call Center January 2026	10 E 803 310 254300 000 0	83.97
224360	01/09/2026	SISKO, RYAN	official; gho jv; 12/19/25	10 E 708 310 162123 000 0	60.00
224361	01/09/2026	ST CROIX COUNTY PAYR	Payroll accrual	10 L 811680	228.90
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253301 000 0	83.85
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253302 000 0	61.58

CHECK CHECK			INVOICE	ACCOUNT	AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER	
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253304 000 0	166.96
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253305 000 0	89.97
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253307 000 0	7.83
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253308 000 0	21.88
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253310 000 0	4.51
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253314 000 0	202.38
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253320 000 0	34.36
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253306 000 0	13.70
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253301 000 0	139.25
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253302 000 0	102.27
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253304 000 0	277.27
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253305 000 0	149.41
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253307 000 0	13.01
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253308 000 0	36.34
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253310 000 0	7.50
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253314 000 0	336.09
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253320 000 0	57.06
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253306 000 0	22.69
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253301 000 0	1,102.07
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253302 000 0	809.38
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253304 000 0	2,194.43
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253305 000 0	1,182.52
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253307 000 0	102.96
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253308 000 0	287.61
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253310 000 0	59.33
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253314 000 0	2,659.95
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253320 000 0	451.62
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253306 000 0	179.67
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253301 000 0	377.71
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253302 000 0	277.40
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253304 000 0	752.10
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253305 000 0	405.29
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253307 000 0	35.29
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253308 000 0	98.57
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253310 000 0	20.33
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253314 000 0	911.65
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253320 000 0	154.79
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253306 000 0	61.58
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253301 000 0	48.05
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253302 000 0	35.29
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253304 000 0	95.67
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253305 000 0	51.56
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253307 000 0	4.49
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253308 000 0	12.54
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253310 000 0	2.59
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253314 000 0	115.97
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253320 000 0	19.69
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253306 000 0	7.82
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253301 000 0	551.84
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253302 000 0	405.29
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253304 000 0	1,098.83
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253305 000 0	592.13
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253307 000 0	51.56
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253308 000 0	144.02
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253310 000 0	29.71
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253314 000 0	1,331.93

CHECK CHECK		INVOICE		ACCOUNT		AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER		
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253320 000 0		226.14
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253306 000 0		89.97
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253301 000 0		13.02
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253302 000 0		9.56
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253304 000 0		25.92
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253305 000 0		13.97
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253307 000 0		1.22
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253308 000 0		3.40
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253310 000 0		0.70
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253314 000 0		31.42
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253320 000 0		5.33
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253306 000 0		2.11
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253301 000 0		514.30
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253302 000 0		377.71
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253304 000 0		1,024.07
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253305 000 0		551.84
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253307 000 0		48.05
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253308 000 0		134.22
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253310 000 0		27.69
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253314 000 0		1,241.31
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253320 000 0		210.76
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253306 000 0		83.85
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253301 000 0		210.76
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253302 000 0		154.79
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253304 000 0		419.66
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253305 000 0		226.14
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253307 000 0		19.69
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253308 000 0		55.00
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253310 000 0		11.35
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253314 000 0		508.69
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253320 000 0		86.37
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253306 000 0		34.35
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253301 000 0		1,024.07
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253302 000 0		752.10
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253304 000 0		2,039.12
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253305 000 0		1,098.83
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253307 000 0		95.67
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253308 000 0		267.25
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253310 000 0		55.13
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253314 000 0		2,471.69
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253320 000 0		419.66
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253306 000 0		166.97
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253301 000 0		27.69
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253302 000 0		20.33
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253304 000 0		55.13
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253305 000 0		29.71
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253307 000 0		2.59
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253308 000 0		7.23
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253310 000 0		1.49
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253314 000 0		66.82
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253320 000 0		11.35
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253306 000 0		4.50
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253301 000 0		121.20
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253302 000 0		89.01
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253304 000 0		241.33
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253305 000 0		130.05

CHECK CHECK		INVOICE		ACCOUNT		AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER		
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253307 000 0		11.32
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253308 000 0		31.63
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253310 000 0		6.52
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253314 000 0		292.53
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253320 000 0		49.67
224362	01/09/2026	ST CROIX GAS	12/1/2025-12/31/2025	10 E 803 331 253306 000 0		19.77
224363	01/09/2026	STEP SAVER INC	Montessori Salt	10 E 803 411 254300 000 0		42.00
224364	01/09/2026	STICHT, IAN	reimbursement; supplies	21 E 400 411 160270 000 0		296.68
224365	01/09/2026	STOUGHTON AREA SCHOO	WIAA - WR - 12-20-25 GIRLS	10 E 708 943 162222 000 0		300.00
224365	01/09/2026	STOUGHTON AREA SCHOO	WIAA - WR - 12-20-25 BOYS	10 E 708 943 162222 000 0		325.00
224366	01/09/2026	SUPERIOR HIGH SCHOOL	WIAA - BBB - 12/29/25	10 E 708 943 162205 000 0		250.00
224367	01/09/2026	SWANSON, KAREN	Reimbursement to Karen S for Luminary Project Supplies	10 E 104 411 241000 000 0		15.00
224370	01/09/2026	THOMPSON, ERIK	official; bbb v; 1/3/26	10 E 708 310 162205 000 0		110.00
224371	01/09/2026	TWIN CITY HARDWARE C	MONT door hardware	49 E 104 551 254300 606 0		5,250.00
224371	01/09/2026	TWIN CITY HARDWARE C	MONT door hardware	49 E 104 551 254300 606 0		4,750.00
224372	01/09/2026	ULINE	Supplies	10 E 804 411 256210 000 0		529.00
224373	01/09/2026	UNITED PARCEL SERVIC	shipping 11/15/2025-12/13/2025	10 E 801 353 251000 000 0		54.73
224374	01/09/2026	UNITED WAY ST CROIX	Payroll accrual	10 L 811640		210.00
224374	01/09/2026	UNITED WAY ST CROIX	Payroll accrual	27 L 811640		32.00
224374	01/09/2026	UNITED WAY ST CROIX	Payroll accrual	10 L 811640		20.00
224374	01/09/2026	UNITED WAY ST CROIX	Payroll accrual	80 L 811640		5.00
224374	01/09/2026	UNITED WAY ST CROIX	Payroll accrual	10 L 811640		10.00
224374	01/09/2026	UNITED WAY ST CROIX	Payroll accrual	27 L 811640		10.00
224375	01/09/2026	WALKER, RACHAEL	DOT Physical	10 E 804 942 256210 000 0		115.00
224376	01/09/2026	WEICK, MONICA	2025 FFA; supplies	60 E 400 997 440142 000 0		390.00
224377	01/09/2026	WIDIKER, TIMOTHY	official; bbb v; 1/2/26	10 E 708 310 162205 000 0		110.00
224378	01/09/2026	WIERZBA, ANTHONY	official; bbb v; 12/15/25	10 E 708 310 162205 000 0		110.00
224379	01/09/2026	YOUNG-SUBERA, RACHEL	Inner District mileage for Rachel Young for July 1, 2025- Dec 31, 2025	10 E 701 342 221200 000 0		71.33
224380	01/09/2026	ZIMMERMAN, AMANDA	refund; manager only	10 R 801 292 500000 000 0		85.00
224381	01/16/2026	AASPA	Nate Schurman membership dues for American Association of School Personnel Administrators. Inv#34334 11.30.2025	10 E 707 942 264200 000 0		275.00
224382	01/16/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0		84.97
224382	01/16/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0		10.99
224382	01/16/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0		10.58
224382	01/16/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0		57.98
224382	01/16/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0		5.29
224382	01/16/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0		5.29
224382	01/16/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0		5.29
224383	01/16/2026	BAAR, SARAH	official; bsw; 1/8/26	10 E 708 310 162201 000 0		110.00
224384	01/16/2026	BAILEY, SARAH	Sarah License	27 E 920 949 159100 341 0		100.00
224385	01/16/2026	BLB CONSULTING LLC	Map Updates for TC and HS New Addition	10 E 803 310 254300 000 0		1,072.50
224386	01/16/2026	BRANDVOLD, KARIN	Karin Nov-Dec Mileage	10 E 709 342 214900 000 0		104.72
224387	01/16/2026	BRIH DESIGN	HP Outside Eval	27 E 920 310 223390 341 0		690.00
224388	01/16/2026	BUCKWHEAT, KAITLYNN	official; gym; 1/10/26	21 E 400 310 160181 000 0		200.00
224389	01/16/2026	CAMPBELL, STACEY	Stacey Sept-Dec Mileage	27 E 920 342 156600 341 0		77.70
224390	01/16/2026	CANON FINANCIAL SERV	CO Copier Lease	10 E 801 360 251000 000 0		125.63
224390	01/16/2026	CANON FINANCIAL SERV	Cannon PO for Greenwood lease payment. Jan 5 2026	10 E 101 360 241000 000 0		371.11

CHECK CHECK		VENDOR	INVOICE	ACCOUNT	AMOUNT
NUMBER	DATE		DESCRIPTION	NUMBER	
224390	01/16/2026	CANON FINANCIAL SERV	Canon Financial Services - INV for printing- Marks budget	10 E 200 360 241000 000 0	389.66
224390	01/16/2026	CANON FINANCIAL SERV	Canon - Dec Lease	10 E 104 360 129200 000 0	232.79
224390	01/16/2026	CANON FINANCIAL SERV	Monthly lease for the two copiers in the Westside Elementary workroom. Lease payment is \$393.61 per month. Purchase order covers 10 months of lease payments starting with the September 2025 payment.	10 E 102 360 129000 000 0	393.61
224390	01/16/2026	CANON FINANCIAL SERV	Lease	10 E 701 360 122115 000 0	107.78
224390	01/16/2026	CANON FINANCIAL SERV	PRINTER/COPIER LEASE - OPEN PO FOR 25-26 FISCAL YEAR	10 E 400 360 241000 000 0	1,018.35
224390	01/16/2026	CANON FINANCIAL SERV	INVOICE FOR CANON	10 E 103 360 129000 000 0	495.05
224390	01/16/2026	CANON FINANCIAL SERV	Open PO 25/26 Copier monthly invoice	10 E 401 360 129575 000 0	123.58
224391	01/16/2026	CENTURYLINK COMMUNIC	12/1/2025-12/31/2025	10 E 801 355 251000 000 0	8.01
224392	01/16/2026	CESA 11	CESA 11 Quarterly Invoice #260402	10 E 701 386 221200 000 0	1,791.25
224392	01/16/2026	CESA 11	CESA 11 Quarterly Invoice #260402	10 E 801 386 299000 000 0	906.25
224392	01/16/2026	CESA 11	CESA 11 Quarterly Invoice #260402	27 E 920 386 229000 341 0	721.25
224392	01/16/2026	CESA 11	CESA 11 Quarterly Invoice #260402	27 E 920 386 221300 341 0	904.00
224392	01/16/2026	CESA 11	CESA 11 Quarterly Invoice #260402	10 E 701 386 221200 141 0	1,875.00
224392	01/16/2026	CESA 11	CESA 11 Quarterly Invoice #260402	10 E 920 386 221900 341 0	602.50
224392	01/16/2026	CESA 11	CESA 11 Quarterly Invoice #260402	27 E 920 386 156100 341 0	5,052.00
224392	01/16/2026	CESA 11	CESA 11 Quarterly Invoice #260402	27 E 920 386 156700 341 0	1,431.00
224393	01/16/2026	CINTAS	Supplies	10 E 804 411 256210 000 0	0.00
224393	01/16/2026	CINTAS	Supplies	10 E 804 411 256210 000 0	0.00
224393	01/16/2026	CINTAS	Supplies	10 E 804 411 256210 000 0	160.35
224394	01/16/2026	CITY OF EAGAN	Deposit invoice for Cascade Bay summer KC 2026	80 E 880 411 390000 000 0	550.00
224395	01/16/2026	COMPTIA INC	MICROSOFT OFFICE PRO LICENSES	10 E 701 360 136000 400 0	1,235.00
224396	01/16/2026	DECKER, TODD	Driver Meals	10 E 804 342 256240 000 0	126.00
224397	01/16/2026	DIGGERS HOTLINE	Standard Email Fees For Dec 2025	10 E 801 941 251000 000 0	18.00
224398	01/16/2026	DUBOIS, RICHARD	official; bho jv & v; 1/5/26 & gho v & jv; 1/10/26	10 E 708 310 162123 000 0	180.00
224398	01/16/2026	DUBOIS, RICHARD	official; bho jv & v; 1/5/26 & gho v & jv; 1/10/26	10 E 708 310 162223 000 0	180.00
224399	01/16/2026	DULANEY, KATE	Kate ASHA	27 E 920 942 156600 341 0	250.00
224400	01/16/2026	ELLING, BRIAN	BE Sharp Blade Sharpening- Brian Elling- Equipment repair carbide saw- Gate to Tech budget	10 E 200 310 136000 000 0	137.20
224401	01/16/2026	EPSTEIN, GARY	Driver Meals	10 E 804 342 256240 000 0	94.00
224402	01/16/2026	ERICKSON, KARL	Driver Meals	10 E 804 342 256240 000 0	84.00
224403	01/16/2026	FALLS THEATER	Falls Theatre- Inv for 8th	10 E 200 943 256270 000 0	736.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			grade attending movie- 8th grade field trip budget		
224404	01/16/2026	FOOD SERVICE-SDRF	Maintenance Holiday Lunch	10 E 803 310 254300 000 0	37.50
224404	01/16/2026	FOOD SERVICE-SDRF	Maintenance Holiday Lunch	10 E 803 411 254300 000 0	64.00
224404	01/16/2026	FOOD SERVICE-SDRF	NB Concessions	21 E 400 411 160181 000 0	11,070.25
224405	01/16/2026	GERBER LEISURE PRODU	HS Playground Equipment	10 E 803 411 254201 000 0	259.00
224406	01/16/2026	GRAY, TANIA	official; gym; 1/10/26; WW	21 E 400 310 160181 000 0	200.00
224407	01/16/2026	HAMES, JOSEPH	Joe Mileage	27 E 920 342 215200 341 0	129.50
224408	01/16/2026	HANSON, KELLY	Kelly License	27 E 920 949 159100 341 0	100.00
224409	01/16/2026	HAUGLAND, PAUL	Driver Meals	10 E 804 342 256240 000 0	28.00
224410	01/16/2026	HENRY, JAMES	Driver Meals	10 E 804 342 256240 000 0	28.00
224411	01/16/2026	HOENISCH, CINDY	official; gym; 1/10/26; WW	21 E 400 310 160181 000 0	200.00
224412	01/16/2026	HUDSON PHYSICIANS	Pre employment health exams for December 2025. Inv#7064448 1.1.2026	10 E 707 310 264200 000 0	1,014.00
224413	01/16/2026	INOUYE, MARK	Mark Aug-Dec Mileage	27 E 920 342 223390 341 0	170.17
224414	01/16/2026	JIM'S AUTOBODY	2013 Chev Suburban Repair	10 E 804 310 256210 000 0	685.50
224414	01/16/2026	JIM'S AUTOBODY	2013 Chev Suburban Repair	10 E 804 411 256210 000 0	1,470.88
224415	01/16/2026	JOE CARDIN ENTERPRIS	GW Tree Pruning	10 E 803 310 254201 000 0	850.00
224416	01/16/2026	JOHNSON QUALITY PLUM	HS/WS/MMS Service Calls	10 E 803 310 254300 000 0	615.44
224416	01/16/2026	JOHNSON QUALITY PLUM	HS/WS/MMS Service Calls	10 E 803 411 254300 000 0	306.51
224416	01/16/2026	JOHNSON QUALITY PLUM	HS/WS/MMS Service Calls	10 E 803 310 254300 000 0	483.18
224416	01/16/2026	JOHNSON QUALITY PLUM	HS/WS/MMS Service Calls	10 E 803 411 254300 000 0	240.64
224416	01/16/2026	JOHNSON QUALITY PLUM	HS/WS/MMS Service Calls	10 E 803 310 254300 000 0	606.38
224416	01/16/2026	JOHNSON QUALITY PLUM	HS/WS/MMS Service Calls	10 E 803 411 254300 000 0	302.00
224417	01/16/2026	JOSTENS INC	DIPLOMA COVERS - 2026 GRADUATION	10 E 400 411 249000 000 0	2,230.95
224418	01/16/2026	KAHUT-LOOMIS, MICHEL	official; gym; 1/10/26; WW	21 E 400 310 160181 000 0	200.00
224419	01/16/2026	KELSEY, DUSTIN	official; bho v & jv; 1/5/26	10 E 708 310 162223 000 0	180.00
224420	01/16/2026	KOEHLER, KENNETH	official; WR NB; 12/29/25	21 E 400 310 160181 000 0	475.00
224421	01/16/2026	KOSTERMAN, PAUL	Driver Meals	10 E 804 342 256240 000 0	28.00
224422	01/16/2026	KUPKA, EMILY	official; gym; 1/10/26; WW	21 E 400 310 160181 000 0	200.00
224423	01/16/2026	LABADIE, EMILY	Emily Nov-Dec Mileage	27 E 920 342 159300 341 0	28.98
224424	01/16/2026	LARSON, NICHOLE	Nichole Nov-Dec Mileage	27 E 920 342 152000 347 0	157.78
224425	01/16/2026	LINDEVIG, KATHY	Kathy Nov-Dec Mileage	27 E 920 342 156600 341 0	73.00
224426	01/16/2026	LOFFLER COMPANIES IN	Loffler PO for Greenwood overage charges. Jan 5, 2026	10 E 101 360 241000 000 0	319.23
224426	01/16/2026	LOFFLER COMPANIES IN	Loffler- Inv for printing- Marks budget	10 E 200 360 241000 000 0	407.09
224426	01/16/2026	LOFFLER COMPANIES IN	Loffler - Dec Copies	10 E 104 360 129200 000 0	103.68
224426	01/16/2026	LOFFLER COMPANIES IN	Open PO 25/26 copier usage invoice	10 E 401 360 129575 000 0	15.50
224426	01/16/2026	LOFFLER COMPANIES IN	OPEN PO - PRINTING SERVICES	10 E 400 360 241000 000 0	1,214.70
224426	01/16/2026	LOFFLER COMPANIES IN	INVOICE FOR LOFFLER	10 E 103 360 129000 000 0	273.02
224426	01/16/2026	LOFFLER COMPANIES IN	Westside Elementary Copier Fees. Invoice: 5228399; contract base rate charge 12/1/2025 - 12/31/2025; contract overage charge for 12/1/2025 - 12/31/2025.	10 E 102 360 129000 000 0	244.42
224426	01/16/2026	LOFFLER COMPANIES IN	Base/Overages	10 E 701 360 122115 000 0	2.81
224426	01/16/2026	LOFFLER COMPANIES IN	CO Copier Overages	10 E 801 360 251000 000 0	38.85
224426	01/16/2026	LOFFLER COMPANIES IN	Printing	10 E 804 360 256100 000 0	10.44
224426	01/16/2026	LOFFLER COMPANIES IN	CO Copier Overages	10 E 801 360 251000 000 0	33.80
224426	01/16/2026	LOFFLER COMPANIES IN	Loffler PO for Greenwood overage charges. Jan 5, 2026	10 E 101 360 241000 000 0	3.15

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
224426	01/16/2026	LOFFLER COMPANIES IN	Maintenance Printer	10 E 803 360 254300 000 0	13.84
224426	01/16/2026	LOFFLER COMPANIES IN	Loffler- INV for printing- Marks budget	10 E 200 360 241000 000 0	62.88
224426	01/16/2026	LOFFLER COMPANIES IN	Open PO 25/26 copier usage invoice	10 E 401 360 129575 000 0	43.61
224426	01/16/2026	LOFFLER COMPANIES IN	OPEN PO - PRINTING SERVICES	10 E 400 360 241000 000 0	315.85
224426	01/16/2026	LOFFLER COMPANIES IN	LOFFLER INVOICE	10 E 103 360 129000 000 0	223.63
224426	01/16/2026	LOFFLER COMPANIES IN	Loffler copying December 2025	80 E 880 360 390000 000 0	9.40
224426	01/16/2026	LOFFLER COMPANIES IN	base/overages	10 E 701 360 122115 000 0	16.12
224426	01/16/2026	LOFFLER COMPANIES IN	Westside Elementary Printing charges, invoice: 5233324; contract base rate charge 1/5/2026 - 2/4/2026; contract overage charge for 12/5/2025 - 1/4/2026.	10 E 102 360 129000 000 0	73.36
224427	01/16/2026	LUCAS, MARY JEAN	official; gym; 1/10/26; WW	21 E 400 310 160181 000 0	200.00
224428	01/16/2026	LUND, TIANNA	Driver Meals	10 E 804 342 256240 000 0	19.00
224429	01/16/2026	LUSARDI, MARK	MMS Kiln Repair	10 E 803 310 254300 000 0	300.00
224429	01/16/2026	LUSARDI, MARK	MMS Kiln Repair	10 E 803 411 254300 000 0	176.00
224430	01/16/2026	MACKIN EDUCATIONAL R	CSF PO FOR MACKIN LMC	10 E 103 432 222200 031 0	1,718.27
224430	01/16/2026	MACKIN EDUCATIONAL R	BOOKS - CSF	10 E 400 411 241000 000 0	844.08
224430	01/16/2026	MACKIN EDUCATIONAL R	Mackin- Library Books- Library CSF	10 E 200 432 222200 031 0	546.68
224431	01/16/2026	MADER, RACHEL	Reimbursement to Rachel Mader: Staff appreciation/celebration prior to winter break: staff "orange" snack bar, games material for staff and soda bar.	10 E 102 411 241000 000 0	243.95
224432	01/16/2026	MASON, SEEGAR	Driver Meals	10 E 804 342 256240 000 0	19.00
224433	01/16/2026	MASTERCARD CORPORATE	D Bell	10 E 801 342 251000 000 0	315.00
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 411 160181 000 0	11.90
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 411 160181 000 0	75.00
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 411 160181 000 0	89.99
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 411 160181 000 0	65.00
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 411 160181 000 0	1,002.80
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 411 160181 000 0	123.47
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 411 160271 000 0	1,188.00
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 411 160270 000 0	517.06
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253310 000 0	90.15
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253314 000 0	2,433.12
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253320 000 0	206.77
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253301 000 0	85.70
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253302 000 0	83.12
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253304 000 0	76.60
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253305 000 0	138.69
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253307 000 0	9.45
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253308 000 0	9.47
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253310 000 0	10.16
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253314 000 0	231.37
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253320 000 0	56.36
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253301 000 0	66.85
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253302 000 0	72.04
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253304 000 0	133.99
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253305 000 0	72.10

CHECK CHECK		INVOICE		ACCOUNT		AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER		
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253307	000 0	4.89
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253308	000 0	17.42
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253310	000 0	8.36
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253314	000 0	311.22
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253320	000 0	61.10
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253306	000 0	103.47
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253306	000 0	18.13
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253306	000 0	15.02
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253301	000 0	267.70
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253302	000 0	221.12
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253304	000 0	552.57
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253305	000 0	290.26
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253307	000 0	7.63
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253308	000 0	19.02
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253310	000 0	52.66
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253314	000 0	1,421.46
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253320	000 0	120.80
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253301	000 0	50.07
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253302	000 0	48.56
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253304	000 0	44.75
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253305	000 0	81.03
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253307	000 0	5.52
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253308	000 0	5.53
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253310	000 0	5.94
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253314	000 0	135.17
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253320	000 0	32.93
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253301	000 0	39.05
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253302	000 0	42.09
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253304	000 0	78.28
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253305	000 0	42.12
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253307	000 0	2.86
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253308	000 0	10.18
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253310	000 0	4.88
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253314	000 0	181.82
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253320	000 0	35.70
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253306	000 0	60.45
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253306	000 0	10.59
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253306	000 0	8.77
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253301	000 0	88.47
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253302	000 0	73.07
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253304	000 0	182.61
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253305	000 0	95.92
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253307	000 0	2.52
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253308	000 0	6.29
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253310	000 0	17.40
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253314	000 0	469.75
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253320	000 0	39.92
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253301	000 0	16.55
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253302	000 0	16.05
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253304	000 0	14.79
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253305	000 0	26.78
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253307	000 0	1.82
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253308	000 0	1.83
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253310	000 0	1.96
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253314	000 0	44.67
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253320	000 0	10.88

CHECK CHECK		INVOICE		ACCOUNT		AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER		
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253301	000 0	12.91
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253302	000 0	13.91
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253304	000 0	25.87
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253305	000 0	13.92
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253307	000 0	0.94
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253308	000 0	3.36
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253310	000 0	1.61
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253314	000 0	60.09
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253320	000 0	11.80
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253306	000 0	19.98
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253306	000 0	3.50
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253306	000 0	2.90
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253301	000 0	209.96
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253302	000 0	173.43
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253304	000 0	433.37
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253305	000 0	227.65
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253307	000 0	5.99
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253308	000 0	14.92
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253310	000 0	41.30
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253314	000 0	1,114.84
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253320	000 0	94.74
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253301	000 0	39.27
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253302	000 0	38.09
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253304	000 0	35.10
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253305	000 0	63.55
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253307	000 0	4.33
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253308	000 0	4.34
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253310	000 0	4.66
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253314	000 0	106.01
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253320	000 0	25.83
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253301	000 0	30.63
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253302	000 0	33.01
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253304	000 0	61.39
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253305	000 0	33.04
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253307	000 0	2.24
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253308	000 0	7.98
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253310	000 0	3.83
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253314	000 0	142.60
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253320	000 0	28.00
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253306	000 0	47.41
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253306	000 0	8.31
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253306	000 0	6.86
224458	01/16/2026	RIXMANN, JEFFREY	Driver Meals	10 E 804 342 256240	000 0	185.00
224459	01/16/2026	ROGERS, NANCY	Nancy Dec Mileage	27 E 920 342 156100	341 0	174.30
224460	01/16/2026	ROTARY CLUB OF RIVER	Quarterly Dues	10 E 801 942 232100	000 0	125.00
224461	01/16/2026	ROY, JAMES	Nick Dec Mileage	27 E 920 342 158001	341 0	43.26
224462	01/16/2026	SANOCKI, MIRAYLA	MiKayla Sept-Dec Mileage	27 E 920 342 218220	341 0	299.18
224463	01/16/2026	SISKO, RYAN	official; bho v & jv; 1/5/26	10 E 708 310 162223	000 0	170.00
224464	01/16/2026	SMITH, JENNIFER	official; gym; 1/10/26; WW	21 E 400 310 160113	000 0	200.00
224465	01/16/2026	SMITH, MARK	Reimbursement to Mark Smith. Purchase of tickets to the Physics Force Show on January 14th.	10 E 102 943 129000	000 0	132.00
224465	01/16/2026	SMITH, MARK	Reimbursement to Mark Smith; snowshoe bindings for the Forward Foundation Snowshoe	10 E 102 411 129000	000 0	0.98

CHECK NUMBER	CHECK DATE	CHECK VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Grant.		
224465	01/16/2026	SMITH, MARK	Reimbursement to Mark Smith; snowshoe bindings for the Forward Foundation Snowshoe Grant.	10 E 500 411 110196 000 0	52.87
224466	01/16/2026	STANAITIS, MICKAL	Driver Meals	10 E 804 342 256240 000 0	75.00
224467	01/16/2026	STEGER, PAUL	Driver Meals	10 E 804 342 256240 000 0	103.00
224468	01/16/2026	STROBEL, DEREK	DMV Renewal Reimbursement	10 E 804 942 256210 000 0	95.88
224469	01/16/2026	TRANSPARENT CLASSROO	Transparent Classroom - December	10 E 104 360 129200 000 0	386.45
224470	01/16/2026	TURCOTTE, AMBER	official; gym; 1/10/26; WW	21 E 400 310 160181 000 0	200.00
224471	01/16/2026	ULINE	invoice#: 202457160; supplies	10 E 708 411 162000 000 0	337.67
224471	01/16/2026	ULINE	invoice#: 202457160; supplies	10 E 708 411 162000 000 0	312.67
224474	01/16/2026	VERIZON WIRELESS	12/2/2025-1/1/2026	10 E 103 355 241000 000 0	56.81
224474	01/16/2026	VERIZON WIRELESS	12/2/2025-1/1/2026	10 E 400 355 241000 000 0	84.80
224474	01/16/2026	VERIZON WIRELESS	12/2/2025-1/1/2026	10 E 801 355 232100 000 0	50.48
224474	01/16/2026	VERIZON WIRELESS	12/2/2025-1/1/2026	10 E 801 355 251000 000 0	99.60
224474	01/16/2026	VERIZON WIRELESS	12/2/2025-1/1/2026	10 E 803 355 254300 000 0	900.53
224474	01/16/2026	VERIZON WIRELESS	12/2/2025-1/1/2026	10 E 804 355 256210 000 0	49.80
224474	01/16/2026	VERIZON WIRELESS	12/2/2025-1/1/2026	80 E 880 355 390000 000 0	312.26
224474	01/16/2026	VERIZON WIRELESS	12/2/2025-1/1/2026	80 E 890 355 310000 000 0	50.48
224474	01/16/2026	VERIZON WIRELESS	12/2/2025-1/1/2026	10 E 705 355 295000 000 0	297.00
224474	01/16/2026	VERIZON WIRELESS	12/2/2025-1/1/2026	10 E 709 355 212200 000 0	99.60
224474	01/16/2026	VERIZON WIRELESS	12/2/2025-1/1/2026	10 E 709 355 214900 000 0	49.80
224475	01/16/2026	WEBB, JULIE	Reimbursement to Julie for student council supplies for winter solstice celebration.	10 E 104 411 241000 000 0	17.97
224476	01/16/2026	WFEA	Slate registration for Heather Boleman, Mandy Eggert, Bailey Keller, Melissa Fierro, Cat Swanson, Maija Stubbendick, and Jared Groth Olson	10 E 701 310 221200 000 0	299.00
224476	01/16/2026	WFEA	Slate registration for Heather Boleman, Mandy Eggert, Bailey Keller, Melissa Fierro, Cat Swanson, Maija Stubbendick, and Jared Groth Olson	10 E 701 310 221200 000 0	299.00
224476	01/16/2026	WFEA	Slate registration for Heather Boleman, Mandy Eggert, Bailey Keller, Melissa Fierro, Cat Swanson, Maija Stubbendick, and Jared Groth Olson	10 E 701 310 221200 000 0	299.00
224476	01/16/2026	WFEA	Slate registration for Heather Boleman, Mandy Eggert, Bailey Keller, Melissa Fierro, Cat Swanson, Maija Stubbendick, and Jared Groth Olson	10 E 701 310 221200 000 0	299.00
224476	01/16/2026	WFEA	Slate registration for Heather Boleman, Mandy Eggert, Bailey Keller, Melissa Fierro, Cat Swanson, Maija Stubbendick, and Jared Groth Olson	10 E 701 310 221200 000 0	299.00

CHECK CHECK		VENDOR	INVOICE	ACCOUNT	AMOUNT
NUMBER	DATE		DESCRIPTION	NUMBER	
224476	01/16/2026	WFEA	Groth Olson Slate registration for Heather Boleman, Mandy Eggert, Bailey Keller, Melissa Fierro, Cat Swanson, Maija Stubbendick, and Jared Groth Olson	10 E 701 310 221200 000 0	299.00
224476	01/16/2026	WFEA	Slate registration for Heather Boleman, Mandy Eggert, Bailey Keller, Melissa Fierro, Cat Swanson, Maija Stubbendick, and Jared Groth Olson	10 E 701 310 221200 000 0	299.00
224476	01/16/2026	WFEA	Slate registration for Heather Boleman, Mandy Eggert, Bailey Keller, Melissa Fierro, Cat Swanson, Maija Stubbendick, and Jared Groth Olson	10 E 701 310 221200 000 0	299.00
224477	01/16/2026	WISCONSIN EMERGENCY	District Wide Tier II Reporting 2025	10 E 803 941 254300 000 0	275.00
224477	01/16/2026	WISCONSIN EMERGENCY	District Wide Tier II Reporting 2025	10 E 803 941 254300 000 0	275.00
224477	01/16/2026	WISCONSIN EMERGENCY	District Wide Tier II Reporting 2025	10 E 803 941 254300 000 0	275.00
224477	01/16/2026	WISCONSIN EMERGENCY	District Wide Tier II Reporting 2025	10 E 803 941 254300 000 0	275.00
224477	01/16/2026	WISCONSIN EMERGENCY	District Wide Tier II Reporting 2025	10 E 803 941 254300 000 0	550.00
224478	01/16/2026	WL HALL CO INTERIOR	HS Smoke Hatch Repairs	10 E 803 310 254300 000 0	1,100.00
224479	01/23/2026	ALBRECHT, GARY	official; bsw; 1/8/26	10 E 708 310 162201 000 0	110.00
224480	01/23/2026	ALBRECHT, SEAN	official; bho v & jv; 1/12/26	10 E 708 310 162223 000 0	180.00
224481	01/23/2026	ANDERSEN, VICTORIA	Payment to V Andersen for Winter Celebration	80 E 890 411 310000 000 0	600.00
224481	01/23/2026	ANDERSEN, VICTORIA	Payment to V Andersen for Winter Celebration	80 E 890 310 310000 000 0	173.85
224482	01/23/2026	ANTCZAK, STEVE	official; NB WR; 12/29/25	21 E 400 310 160181 000 0	475.00
224483	01/23/2026	AT&T BUSINESS DIRECT	831-001-5426 606	10 E 801 355 251000 000 0	1,768.91
224483	01/23/2026	AT&T BUSINESS DIRECT	831-001-5426 410	10 E 801 355 251000 000 0	1,731.18
224483	01/23/2026	AT&T BUSINESS DIRECT	831-000-4015 778	10 E 801 355 251000 000 0	838.26
224483	01/23/2026	AT&T BUSINESS DIRECT	831-000-4167 552	10 E 801 355 251000 000 0	1,084.87
224484	01/23/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0	8.49
224484	01/23/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0	7.98
224484	01/23/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0	13.99
224484	01/23/2026	AUTO VALUE	Parts	10 E 804 411 256210 000 0	179.99
224485	01/23/2026	AUTODESK INC	Annual PlanGrid Software Subscription	10 E 803 360 254300 000 0	900.00
224486	01/23/2026	BEEN, NICOLAS	official; gbb v; 1/12/26	10 E 708 310 162105 000 0	110.00
224487	01/23/2026	BODHI STUDIOS LLC	Westside Elementary staff yoga event at Bodhi Studios in River Falls on January 15, 2026.	10 L 815901	100.00
224488	01/23/2026	BSN SPORTS	invoice#: 932204466; supplies	21 E 400 411 160270 000 0	686.00
224489	01/23/2026	CADOTT HIGH SCHOOL	WIAA - Girls WR - 1-10-26	10 E 708 943 162222 000 0	125.00
224490	01/23/2026	CAPELLE, SOPHIA	Payment to S Capelle for Preschool Open Gym	80 E 890 310 310000 000 0	240.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
224491	01/23/2026	CHARACTER.ORG	Character.org PO for 10 11 Principal's books for National School of Character application. Jan 15 2026	10 E 101 411 241000 000 0	320.00
224492	01/23/2026	CHIPPEWA VALLEY TECH	MARY MAHNKE MEMORIAL SCHOLARSHIP - CVTC - K. NILL	21 E 400 389 450590 000 0	1,000.00
224493	01/23/2026	CINTAS	Supplies	10 E 804 411 256210 000 0	160.35
224494	01/23/2026	CRISTAN, NICHOLAS	official; gho v & jv; 1/15/26	10 E 708 310 162123 000 0	180.00
224495	01/23/2026	DELUCA, KARI	reimbursement; hotel	21 E 400 943 160128 000 0	119.00
224496	01/23/2026	DONNELLY SOLUTIONS L	WORKSHOP	10 E 701 310 136620 577 0	500.00
224497	01/23/2026	EGGERT, AMANDA	Reimbursement; Mock Trial Scrimmage	10 E 708 943 162404 000 0	314.70
224498	01/23/2026	EXPRESS SERVICES INC	Substitute teacher fulfillment for week of 1/4-1/11/26. Inv#33393789 1.14.26	10 E 700 313 129000 000 0	288.00
224499	01/23/2026	FAST COPY CENTER	DIPLOMA INSERTS AND STUDENT PASSES	10 E 400 411 241000 000 0	119.98
224499	01/23/2026	FAST COPY CENTER	DIPLOMA INSERTS AND STUDENT PASSES	10 E 400 411 249000 000 0	22.36
224499	01/23/2026	FAST COPY CENTER	DIPLOMA INSERTS AND STUDENT PASSES	10 E 400 411 241000 000 0	22.36
224499	01/23/2026	FAST COPY CENTER	DIPLOMA INSERTS AND STUDENT PASSES	10 E 400 411 249000 000 0	4.17
224500	01/23/2026	FENTON, DENNIS	official; bho v & jv; 1/13/26	10 E 708 310 162223 000 0	180.00
224501	01/23/2026	FENTON, ERIN	REIMBURSMENT FOR POISSON ROUGHE LICENCE FOR ERIN FENTON	10 E 103 360 222200 031 0	140.00
224502	01/23/2026	FITE, SONNY	official; MMS WR; 1/13/26	10 E 708 310 162222 000 0	125.00
224503	01/23/2026	FOLLSTAD, JAMIESON	Reimbursement to Jamie Follstad for supplies he purchased for a wellness event. Jan 14 2026	10 L 815901	124.64
224504	01/23/2026	FRANKLIN, LEAH	reimbursement; supplies; gymnastics	21 E 400 411 160181 000 0	123.11
224505	01/23/2026	GRAPHIC DESIGN INC	Payment to Graphic Design Inc. for fall catalog & district newsletter	80 E 890 353 310000 000 0	905.28
224505	01/23/2026	GRAPHIC DESIGN INC	Payment to Graphic Design Inc. for fall catalog & district newsletter	80 E 890 354 310000 000 0	4,966.00
224505	01/23/2026	GRAPHIC DESIGN INC	Payment to Graphic Design Inc. for fall catalog & district newsletter	10 E 806 354 263100 000 0	3,601.00
224505	01/23/2026	GRAPHIC DESIGN INC	Payment to Graphic Design Inc. for fall catalog & district newsletter	10 E 806 353 263100 000 0	905.27
224506	01/23/2026	GURSTEL LAW FIRM PC	Payroll accrual	10 L 811680	360.33
224507	01/23/2026	HAGLUND, KEVIN	official; gbb v; 1/16/26	10 E 708 310 162105 000 0	110.00
224508	01/23/2026	HALLBERG ENGINEERING	Professional Services Rendered through Dec 31, 2025	49 E 200 310 254300 603 0	5,336.00
224508	01/23/2026	HALLBERG ENGINEERING	Professional Services Rendered through Dec 31, 2025	49 E 103 310 254300 605 0	190.00
224508	01/23/2026	HALLBERG ENGINEERING	Professional Services Rendered through Dec 31, 2025	49 E 102 310 254300 602 0	1,049.00
224509	01/23/2026	HASKINS, MAXWELL	official; gbb jv; 1/12/26	10 E 708 310 162105 000 0	70.00

CHECK NUMBER	CHECK DATE	CHECK VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
224510	01/23/2026	JOHNSON CONTROLS FIR	HS Semi Annual Kitchen Hood Inspection	10 E 803 324 254300 000 0	194.67
224511	01/23/2026	KAHVECI, KRISTA	Refund; Bahattin dropped RFHS FB and BBB; 1/14/26	10 R 801 292 500000 000 0	170.00
224512	01/23/2026	KIMBERLY, LOGAN	official; gbb v; 1/12/26	10 E 708 310 162105 000 0	110.00
224513	01/23/2026	KOSKI, JORDAN	official; gho v & jv; 1/10/26	10 E 708 310 162123 000 0	170.00
224514	01/23/2026	LEMKE, FRED	official; bho jv; 1/13/26 & GHO jv & v; 1/15/26	10 E 708 310 162123 000 0	170.00
224514	01/23/2026	LEMKE, FRED	official; bho jv; 1/13/26 & GHO jv & v; 1/15/26	10 E 708 310 162223 000 0	60.00
224515	01/23/2026	LENSING, BRIDGETTE	Reimbursement to Bridgette Lensing for photos for PE. Jan 14 2026	10 E 101 411 143000 000 0	17.35
224515	01/23/2026	LENSING, BRIDGETTE	supplies	21 E 400 411 160277 000 0	349.90
224516	01/23/2026	LEOPOLD, SAVANNAH	official; gbb jv; 1/16/26	10 E 708 310 162105 000 0	70.00
224517	01/23/2026	LUEDTKE, JENNIFER	Reimbursement- Kristopher Luedtke- Per Jenny Luedtke purchasing supplies- 6 Blue budget	10 E 200 411 110600 000 0	49.98
224518	01/23/2026	MACKIN EDUCATIONAL R	Mackin Book Order- CSF	10 E 104 432 222200 031 0	5,000.00
224518	01/23/2026	MACKIN EDUCATIONAL R	MACKIN PO FOR LMC	10 E 103 432 222200 031 0	2,213.70
224519	01/23/2026	MANKATO STATE UNIVER	RFHS LEGACY AWARD - RICCO ALBORES - MANKATO	21 E 400 387 450588 000 0	500.00
224520	01/23/2026	MARK'S PLUMBING PART	RB Valve	10 E 803 411 254300 000 0	164.32
224521	01/23/2026	MCMMASTER-CARR	Maintenance Supplies	10 E 803 411 254300 000 0	333.58
224522	01/23/2026	MENARDS	TECH ED SUPPLIES	10 E 400 411 136000 400 0	474.41
224523	01/23/2026	MIDWEST BUS PARTS IN	Parts	10 E 804 411 256210 000 0	289.00
224523	01/23/2026	MIDWEST BUS PARTS IN	Parts	10 E 804 411 256210 000 0	50.95
224523	01/23/2026	MIDWEST BUS PARTS IN	Parts	10 E 804 411 256210 000 0	130.86
224523	01/23/2026	MIDWEST BUS PARTS IN	Parts	10 E 804 411 256210 000 0	41.80
224524	01/23/2026	MILLER, THOMAS III	official; bsw; 1/15/26	10 E 708 310 162201 000 0	110.00
224525	01/23/2026	MINUTEMAN PRESS	YA SUPPLIES	10 E 701 411 223700 864 0	1,042.96
224525	01/23/2026	MINUTEMAN PRESS	YA SUPPLIES	10 E 701 411 223700 864 0	2,918.11
224526	01/23/2026	MOOSE LODGE #594	MOOSE LODGE BREAKFAST WITH SANTA INVOICE	21 E 103 411 160511 000 0	232.08
224527	01/23/2026	MOUNDS VIEW HIGH SCH	WIAA - Boys WR - 1-10-26	10 E 708 943 162222 000 0	300.00
224528	01/23/2026	MUELLER, TYLER	official; bho v; 1/13/26	10 E 708 310 162223 000 0	110.00
224529	01/23/2026	NATHE, KURT	official; MMS WR; 1/13/26	10 E 708 310 162222 000 0	125.00
224530	01/23/2026	NSPRA	Payment to NSPRA for 2026 membership	10 E 806 942 263100 000 0	315.00
224531	01/23/2026	NATIONAL SPEECH & DE	Membership	10 E 708 943 162403 000 0	40.00
224532	01/23/2026	NEEDHAM, SCOTT	official; gbbjv; 1/16/26	10 E 708 310 162105 000 0	70.00
224533	01/23/2026	NGUYEN-CRAVENS, LINH	DACP COURSE REFUND	10 E 400 387 219000 900 0	440.00
224534	01/23/2026	O'ROURKE MEDIA GROUP	Legal notices published in the Hudson Star-Observer for the 2025-2026 School Year.	10 E 801 351 251000 000 0	54.07
224534	01/23/2026	O'ROURKE MEDIA GROUP	Legal notices published in the Hudson Star-Observer for the 2025-2026 School Year.	10 E 801 351 251000 000 0	15.05
224535	01/23/2026	OLSON, ERIC	official; bsw; 1/15/26	10 E 708 310 162201 000 0	110.00
224536	01/23/2026	OTTO, DYLAN	official; bho v & jv; 1/12/26	10 E 708 310 162223 000 0	160.00
224537	01/23/2026	OVERHEAD DOOR CO OF	Bus Garage Service Call (Door 306)	10 E 803 310 254300 000 0	597.00
224537	01/23/2026	OVERHEAD DOOR CO OF	Bus Garage Service Call (Door 306)	10 E 803 411 254300 000 0	3.95
224538	01/23/2026	PEEK-A-BOO BOXING	Payment to Peek-A-Boo Boxing	80 E 890 310 310000 000 0	213.50

CHECK NUMBER	CHECK DATE	CHECK VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			for first 1/2 of classes		
224539	01/23/2026	PREMIER TRUCK GROUP	Parts	10 E 804 411 256210 000 0	25.28
224539	01/23/2026	PREMIER TRUCK GROUP	Parts	10 E 804 411 256210 000 0	728.70
224540	01/23/2026	RASMUSSEN, LEILA	Refund to L Rasmussen for cancelled Word of Year class	80 R 890 272 500000 000 0	35.00
224541	01/23/2026	RICHARTZ, GRAYDON	official; bho v & jv; 1/12/26	10 E 708 310 162223 000 0	180.00
224542	01/23/2026	RICHISON, JAMES II	official; gho v & jv; 1/15/26	10 E 708 310 162123 000 0	180.00
224543	01/23/2026	RICE LAKE GLASS AND	TC Install Window Film	10 E 803 327 255000 000 0	4,277.00
224544	01/23/2026	RUETZ, KEVIN	official; gbb jv; 1/12/26	10 E 708 310 162105 000 0	70.00
224545	01/23/2026	SCHURMAN, NATHAN	Reimbursement to Nate Schurman for mileage to Thrive Together Collaboratively meeting in New Richmond WI on Jan 13, 2026, as well as mileage and breakfast for HR Directors Breakfast in Menomonie WI on Jan 16, 2026.	10 E 707 342 264200 000 0	31.90
224545	01/23/2026	SCHURMAN, NATHAN	Reimbursement to Nate Schurman for mileage to Thrive Together Collaboratively meeting in New Richmond WI on Jan 13, 2026, as well as mileage and breakfast for HR Directors Breakfast in Menomonie WI on Jan 16, 2026.	10 E 707 342 264200 000 0	76.60
224546	01/23/2026	SOLBERG, STACY	Payment to S Solberg for Yoga (fall 2)	80 E 890 310 310000 000 0	360.00
224547	01/23/2026	ST CROIX COUNTY PAYR	Payroll accrual	10 L 811680	104.34
224548	01/23/2026	STAR-OBSERVER	Hudson Star-Observer Subscription renewal - AT	10 E 801 942 232100 000 0	88.00
224549	01/23/2026	STUBBENDICK, MAIJA	Employee Reimbursement- Maija Stubbendick- TPT Lessons purchased- STEM budget	10 E 200 411 124400 000 0	29.00
224549	01/23/2026	STUBBENDICK, MAIJA	Employee Reimbursement- Maija Stubbendick- STEM Lessons- STEM budget	10 E 200 411 124400 000 0	67.40
224549	01/23/2026	STUBBENDICK, MAIJA	Employee Reimbursement - Maija Stubbendick - Supplies- Library budget	10 E 200 411 222200 000 0	33.58
224549	01/23/2026	STUBBENDICK, MAIJA	Employee Reimbursement- Maija Stubbendick- Supplies- STEM budget	10 E 200 411 124400 000 0	9.64
224550	01/23/2026	SWANEPOEL, ADAM	official; gbb v; 1/12/26	10 E 708 310 162105 000 0	110.00
224552	01/23/2026	TOMLINSON, MARK	Payment to M Tomlinson for Tai Chi (fall 2)	80 E 890 310 310000 000 0	952.00
224553	01/23/2026	UNITED PARCEL SERVIC	12/20/2025-1/10/2026	10 E 801 353 251000 000 0	5.00
224554	01/23/2026	UNITED WAY ST CROIX	Payroll accrual	10 L 811640	110.00
224554	01/23/2026	UNITED WAY ST CROIX	Payroll accrual	27 L 811640	32.00
224554	01/23/2026	UNITED WAY ST CROIX	Payroll accrual	10 L 811640	20.00
224554	01/23/2026	UNITED WAY ST CROIX	Payroll accrual	80 L 811640	5.00
224554	01/23/2026	UNITED WAY ST CROIX	Payroll accrual	10 L 811640	10.00
224554	01/23/2026	UNITED WAY ST CROIX	Payroll accrual	27 L 811640	10.00
224555	01/23/2026	UW-RIVER FALLS STUDE	NHS SCHOLARSHIP - CIANNA BUTTERFASS - UWRF	60 E 400 997 440126 000 0	250.00

CHECK CHECK		INVOICE		ACCOUNT		AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER		
224556	01/23/2026	WAUSAU WEST HIGH SCH	WIAA - Girls WR - 1-17-26	10 E 708 943 162222 000 0		200.00
224557	01/23/2026	WDNR	PO to Devil's Lake State park for 13 Wi State Park passes. These passes will be raffled off at a wellness event led by Steph Heinen. Jan 7 2026	10 L 815901		364.00
224558	01/23/2026	WEMTA	WEMTA- Maija Stubbendicks registration for 2026 WEMTA annual conference 3/1/26-3/3/2026- Marks budget	10 E 200 310 129000 000 0		375.00
224559	01/23/2026	WIDIKER, TIMOTHY	official; gbb v; 1/16/26	10 E 708 310 162105 000 0		110.00
224560	01/23/2026	WIERZBA, ANTHONY	official; gbb v; 1/16/26	10 E 708 310 162105 000 0		110.00
224561	01/23/2026	WSBA	Case of 64 Pre-Trip Books	10 E 804 411 256210 000 0		740.00
224562	01/23/2026	YOURMEMBERSHIP.COM I	Job posting for HS Assistant Principal on WSLC Career Center. Invoice#R76019685 1.13.26	10 E 707 350 264200 000 0		279.00
224563	01/30/2026	ADA SPORTS & RACKETS	PE SUPPLIES	10 E 400 411 143000 000 0		2,176.00
224564	01/30/2026	BERNDT, TROY	official; bbb v; 1/22/26	10 E 708 310 162205 000 0		110.00
224565	01/30/2026	BINGENHEIMER, ASHLEY	REIMBURSEMENT FOR SUPPLIES BINGENHEIMER	10 E 103 411 129000 000 0		15.07
224566	01/30/2026	BRENNAN-BOBERT, EMIL	Emma Nov-Dec Mileage	27 E 920 342 152000 347 0		35.28
224567	01/30/2026	BUCKWHEAT, KAITLYNN	official; gym; 1/22/26	10 E 708 310 162113 000 0		110.00
224568	01/30/2026	CAMPBELL, GARY	official; gbb 8th; 1/20/26	10 E 708 310 162105 000 0		110.00
224569	01/30/2026	CAMPBELL, ZACHARY	official; bbb jv; 1/22/26	10 E 708 310 162205 000 0		70.00
224570	01/30/2026	CAPELLE, SOPHIA	Reimbursement to S Capelle for open gym snacks	80 E 890 310 310000 000 0		24.37
224571	01/30/2026	CAREY, BARBARA	official; gbb 8th; 1/20/26 & 1/22/26	10 E 708 310 162105 000 0		220.00
224572	01/30/2026	CHAPIN, MARK	Employee Reimbursement- Mark Chapin- Food for staff breakfast on 1/19/26- Marks budget	10 E 200 411 129000 000 0		42.77
224573	01/30/2026	CHIPPEWA VALLEY TECH	CVTC GED PRE COURSES	10 E 801 389 431000 000 0		814.75
224574	01/30/2026	CINTAS	Supplies	10 E 804 411 256210 000 0		160.35
224575	01/30/2026	CORY GREENWOOD SPEAK	Cory Greenwood Speaks- Inv for presenter at MMS- MMS 21 Account (\$2,000)/Marks budget (\$1000)/ MMS Student Council (\$250)	10 E 200 310 129000 000 0		1,000.00
224575	01/30/2026	CORY GREENWOOD SPEAK	Cory Greenwood Speaks- Inv for presenter at MMS- MMS 21 Account (\$2,000)/Marks budget (\$1000)/ MMS Student Council (\$250)	21 E 200 310 160137 000 0		2,000.00
224575	01/30/2026	CORY GREENWOOD SPEAK	Cory Greenwood Speaks- Inv for presenter at MMS- MMS 21 Account (\$2,000)/Marks budget (\$1000)/ MMS Student Council (\$250)	60 E 200 997 440208 000 0		250.00
224576	01/30/2026	COY, LYNETTE	State Ed Convention Lyfts to/from Dinner	10 E 801 342 251000 000 0		25.80
224577	01/30/2026	CRISTAN, NICHOLAS	official; bho jv & v; 1/19/26	10 E 708 310 162223 000 0		180.00
224578	01/30/2026	CRITICAL REPNSE GRO	MACRO Collaborative Response, Floor Plans, Site Visit, Implementation and	10 E 801 310 253000 701 0		15,662.50

CHECK CHECK		VENDOR	INVOICE	ACCOUNT	AMOUNT
NUMBER	DATE		DESCRIPTION	NUMBER	
			Maintenance		
224579	01/30/2026	DARROW, LEIGH	official; bho v; 1/22/26	10 E 708 310 162223 000 0	110.00
224580	01/30/2026	DUBOIS, RICHARD	official; bho v; 1/22/26	10 E 708 310 162223 000 0	110.00
224581	01/30/2026	EVANS, MATT	Lunch account refund	50 L 816901	96.70
224582	01/30/2026	EXPRESS SERVICES INC	Substitute teacher fulfillment including missed hours for week of January 4-10, 2026 and week of January 11-17, 2026. Inv#33410868 1.20.2026	10 E 700 313 129000 000 0	1,728.00
224583	01/30/2026	FENTON, DENNIS	official; bho v; 1/22/26	10 E 708 310 162223 000 0	110.00
224584	01/30/2026	FOOD SERVICE-SDRF	concessions; water	21 E 400 411 160181 000 0	1,338.00
224584	01/30/2026	FOOD SERVICE-SDRF	RFSD Food Service- Inv for supplies provided for staff breakfast & food from staff christmas party- Marks budget	10 E 200 411 129000 000 0	127.50
224584	01/30/2026	FOOD SERVICE-SDRF	Meal Coupon Cards - RFSD Staff	10 E 801 415 232100 000 0	849.65
224585	01/30/2026	GARDYN INC	Gardyn Inc- Supplies for classroom- 8 Blue budget	10 E 200 411 110800 000 0	170.97
224586	01/30/2026	GRAHAM, JACQUELINE	J. GRAHAM REIMBURSEMENT FOR WILEY'S WARDROBE SUPPLIES	21 E 400 411 160150 000 0	245.74
224586	01/30/2026	GRAHAM, JACQUELINE	Graham Reimbursement	27 E 920 310 223390 341 0	179.99
224587	01/30/2026	GRAY, TANIA	official; gym; 1/20/26	10 E 708 310 162113 000 0	110.00
224588	01/30/2026	HAKALA, DANIEL	official; gho v & jv; 1/24/26	10 E 708 310 162123 000 0	180.00
224589	01/30/2026	HANSEN, MELISA	REIMBURSEMENT FOR COURSEBOOK SOFTWARE SUBSCRIPTION	10 E 701 360 223700 864 0	456.00
224590	01/30/2026	HARTMON, BRENDA	lunch account refund	50 L 816901	48.45
224591	01/30/2026	HASKINS, MAXWELL	official; bbb jv; 1/22/26	10 E 708 310 162205 000 0	70.00
224592	01/30/2026	HENNEN, SCOTT	official; bho jv & v; 1/19/26	10 E 708 310 162223 000 0	180.00
224593	01/30/2026	HERMANN, SUSAN	RF4C Teacher Inservice Jan 19, 2026 - Susan Hermann	10 E 100 310 110000 000 0	63.00
224594	01/30/2026	HIAWATHA HOMECARE	CC Services	27 E 920 310 214900 341 0	1,917.50
224594	01/30/2026	HIAWATHA HOMECARE	CC Services	27 E 920 310 214900 341 0	910.00
224594	01/30/2026	HIAWATHA HOMECARE	CC Services	27 E 920 310 214900 341 0	1,560.00
224594	01/30/2026	HIAWATHA HOMECARE	CC Services	27 E 920 310 214900 341 0	1,251.25
224594	01/30/2026	HIAWATHA HOMECARE	CC Services	27 E 920 310 214900 341 0	308.75
224594	01/30/2026	HIAWATHA HOMECARE	CC Services	27 E 920 310 214900 341 0	1,657.50
224594	01/30/2026	HIAWATHA HOMECARE	CC Services	27 E 920 310 214900 341 0	2,063.75
224594	01/30/2026	HIAWATHA HOMECARE	CC Services	27 E 920 310 214900 341 0	243.75
224595	01/30/2026	HILLYARD INC MPLS	MMS & Montessori Supplies	10 E 803 411 254300 000 0	851.82
224595	01/30/2026	HILLYARD INC MPLS	MMS & Montessori Supplies	10 E 803 411 254300 000 0	831.20
224596	01/30/2026	HUDSON PHYSICIANS	invoice#: 2234; training services	10 E 708 310 162010 000 0	3,394.58
224597	01/30/2026	HUPPERT, ERIN	reimbursement; supplies	21 E 400 411 160132 000 0	68.15
224598	01/30/2026	HUPPERT, HALEY	RF4C Teacher Inservice Jan 19, 2026 - Haley Huppert	10 E 100 310 110000 000 0	63.00
224599	01/30/2026	KAHUT-LOOMIS, MICHEL	official; gym; 1/20/26	10 E 708 310 162113 000 0	110.00
224600	01/30/2026	KAMINSKI, LAUREN	Reimbursement to L Kaminski for stamps	80 E 890 353 310000 000 0	31.20
224601	01/30/2026	KAMRATH, SONJA	Sonja Mileage	27 E 920 342 215200 341 0	61.13
224602	01/30/2026	KIMBERLY, LOGAN	official; bbb v; 1/22/26	10 E 708 310 162205 000 0	110.00
224603	01/30/2026	KINNI SPORT & POWER	order#: 21241; supplies	10 E 708 411 162204 000 0	1,150.00
224604	01/30/2026	KOSKI, JORDAN	official; bho jv; 1/20/26	10 E 708 310 162223 000 0	60.00
224605	01/30/2026	KRAHENBUHL, ANDREW	official; bho jv & v; 1/13/26	10 E 708 310 162223 000 0	180.00
224606	01/30/2026	KUPKA, EMILY	official; gym; 1/20/26	10 E 708 310 162113 000 0	110.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
224607	01/30/2026	LACROSSE LOGAN HIGH	WIAA - GYM - 1-31-26	10 E 708 943 162113 000 0	225.00
224608	01/30/2026	LARSON'S APPLIANCE C	OVEN - sales tax (tax exempt)	10 E 701 411 136000 400 0	1,774.00
224609	01/30/2026	LEBO SIGN WORKS INC	HS New Addition Room Signs	10 E 803 411 254300 000 0	476.60
224610	01/30/2026	LOFFLER COMPANIES IN	DO Color Printer Cartridge	10 E 801 411 251000 000 0	123.10
224611	01/30/2026	LUCAS, MARY JEAN	official; gym; 1/20/26	10 E 708 310 162113 000 0	110.00
224612	01/30/2026	MANKATO STATE UNIVER	WILEY'S COMMON GROUNDS SCHOLARSHIP - RICCO ALBORES - MANKATO STATE	21 E 400 411 160520 000 0	500.00
224613	01/30/2026	MARK'S PLUMBING PART	Maintenance Optipure Filters	10 E 803 411 254300 000 0	1,421.83
224614	01/30/2026	MASSA, MARIO	lunch account refund	50 L 816901	75.00
224615	01/30/2026	MCCONE FOODS INC	invoice#: 5413; supplies	60 E 400 997 440142 000 0	3,300.00
224616	01/30/2026	MENARDS	Maintenance Supplies	10 E 803 411 254300 000 0	106.62
224616	01/30/2026	MENARDS	Grounds Shop Supplies	10 E 803 411 254201 000 0	62.00
224616	01/30/2026	MENARDS	TECH ED SUPPLIES	10 E 400 411 136000 400 0	259.89
224616	01/30/2026	MENARDS	TECH ED SUPPLIES	10 E 400 411 136000 400 0	69.53
224617	01/30/2026	MENOMONIE HIGH SCHOO	WIAA - WR - 1-30-26	10 E 708 943 162222 000 0	250.00
224618	01/30/2026	MENOMONIE WRESTLING	MMS WR; 1/31/26	10 E 708 943 162222 000 0	100.00
224619	01/30/2026	MIDWEST BUS PARTS IN	Parts	10 E 804 411 256210 000 0	67.95
224620	01/30/2026	MINNESOTA COACHES IN	GBB Coach Bus to Marshall	21 E 400 310 160270 000 0	952.37
224620	01/30/2026	MINNESOTA COACHES IN	GBB Coach Bus to Marshall	10 E 804 310 256240 000 0	545.22
224621	01/30/2026	NATIONAL FFA ORGANIZ	supplies: #MDS377044	60 E 400 997 440142 000 0	428.98
224622	01/30/2026	NCMPS	National Center for Mont - conference fee for Brooke & Kai	10 E 104 310 129200 000 0	1,300.00
224623	01/30/2026	NEUBERG, HANNA	official; gho jv & v; 1/24/26	10 E 708 310 162123 000 0	160.00
224624	01/30/2026	OLSON, ERIC	official; bsw; 1/20/26	10 E 708 310 162201 000 0	110.00
224625	01/30/2026	OLSON, JESSICA	Employee Reimbursement- Jessica Olson- Registering for Wisconsin Society of Science Teachers- Marks budget	10 E 200 310 129000 000 0	135.00
224626	01/30/2026	ORKIN	TC Pest Control January 2026	10 E 803 310 254300 000 0	70.00
224627	01/30/2026	OTTO, DYLAN	official; gho v & jv; 1/24/26	10 E 708 310 162123 000 0	180.00
224628	01/30/2026	PACK, NICHOLAS	official; bbb v; 1/22/26	10 E 708 310 162205 000 0	110.00
224629	01/30/2026	PAOLI CLAY COMPANY I	CLAY FOR ART CLASS	10 E 400 411 121000 000 0	445.00
224630	01/30/2026	PEARSON, PAYTEN	official; bsw; 1/20/26	10 E 708 310 162201 000 0	60.00
224631	01/30/2026	PECHACEK, ROBERT	official; gbb 8th; 1/22/26	10 E 708 310 162105 000 0	110.00
224632	01/30/2026	PECHACEK, RYAN	Reimbursement; hotel	60 E 400 997 440142 000 0	196.00
224633	01/30/2026	PENN STATE INDUSTRIE	Penn State Industries - Supplies for class- Gate to Tech budget	10 E 200 411 136000 000 0	142.45
224634	01/30/2026	PIERCE COUNTY HIGHWA	HS Spray Patched ADA Access Points	10 E 803 327 255000 000 0	492.85
224635	01/30/2026	RIVER FALLS YOUTH HO	invoice#: 10607; HS Ice Time	10 E 708 328 255000 000 0	20,000.00
224636	01/30/2026	RICHARDT, JOCELYN	official; bsw; 1/20/26	10 E 708 310 162201 000 0	110.00
224637	01/30/2026	RIDDELL/ALL AMERICA	invoice#: 6124; supplies	10 E 708 411 162210 000 0	9,049.00
224638	01/30/2026	RIVER FALLS MUNICIPA	Transportation Center Invoice From Kraus-Anderson (12/1/2025-1/2/2026)	10 E 803 336 253308 000 0	908.88
224638	01/30/2026	RIVER FALLS MUNICIPA	Transportation Center Invoice From Kraus-Anderson (12/1/2025-1/2/2026)	10 E 803 337 253308 000 0	184.00
224638	01/30/2026	RIVER FALLS MUNICIPA	Transportation Center Invoice From Kraus-Anderson (12/1/2025-1/2/2026)	10 E 803 338 253308 000 0	278.43
224639	01/30/2026	RUTLEDGE, TERRY	lunch account refund	50 L 816901	49.35

CHECK NUMBER	CHECK DATE	CHECK VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
224640	01/30/2026	SCHOOL HEALTH CORPOR	PE SUPPLIES	10 E 400 411 143000 000 0	160.06
224641	01/30/2026	SISKO, RYAN	official; bho jv & v; 1/19/26; bho jv; 1/20/26	10 E 708 310 162223 000 0	240.00
224642	01/30/2026	SKOGLUND OIL CO INC	240 Gallons of DEF	10 E 804 411 256210 000 0	696.00
224643	01/30/2026	ST CROIX FALLS HIGH	WIAA Event - WR - 1/23/26 & 1/24/26	10 E 708 943 162222 000 0	200.00
224643	01/30/2026	ST CROIX FALLS HIGH	WIAA Event - WR - 1/23/26 & 1/24/26	10 E 708 943 162222 000 0	200.00
224643	01/30/2026	ST CROIX FALLS HIGH	WIAA Event - WR - 1/23/26 & 1/24/26	10 E 708 943 162222 000 0	50.00
224644	01/30/2026	STAR-OBSERVER	Payment to Star-Observer for subscription	80 E 890 940 310000 000 0	88.00
224645	01/30/2026	STICHT, IAN	reimbursement; team meals; gbb	21 E 400 411 160270 000 0	851.00
224646	01/30/2026	STOECKEL, HELEN	Helen Nov-Dec Mileage	27 E 920 342 158001 341 0	34.02
224647	01/30/2026	TEACHER SYNERGY LLC	Asia & Stephanie Supplies	27 E 920 411 158001 341 0	15.75
224647	01/30/2026	TEACHER SYNERGY LLC	Carly Supplies	27 E 920 411 158000 341 0	55.99
224648	01/30/2026	TUMBLEWEED COLLECTIV	Tumbleweed- INV for T Shirts for Math Counts - MMS 21 Account	21 E 200 411 160137 000 0	390.00
224649	01/30/2026	UETZ, MICHELLE	lunch account refund	50 L 816901	29.10
224650	01/30/2026	ULINE	Additional Beams for Pallet Racks	49 E 400 411 255000 644 0	362.67
224651	01/30/2026	UW-RIVER FALLS STUDE	WILEY'S COMMON GROUND SCHOLARSHIP - CIANNA BUTTERFASS - UWRF	21 E 400 411 160520 000 0	500.00
224652	01/30/2026	VAN RANST, CHASE	official; bho jv; 1/20/26	10 E 708 310 162223 000 0	70.00
224653	01/30/2026	WFEA	Slate registration for Heather Boleman, Mandy Eggert, Bailey Keller, Melissa Fierro, Cat Swanson, Maija Stubbendick, and Jared Groth Olson	10 E 701 310 221200 000 0	299.00
224369	01/09/2026	T-MOBILE	WiFi	10 E 804 355 256210 000 0	172.20
224368	01/09/2026	T-MOBILE	11/21/2025-12/20/2025	10 E 801 355 251000 000 0	303.40
224434	01/16/2026	MATH MASTERS	Math Masters Team Registrations for Greenwood and Meyer Middle School	10 E 701 943 221200 000 0	375.00
224435	01/16/2026	MATH MASTERS	Math Masters Team Registrations for Greenwood and Meyer Middle School	10 E 701 943 221200 000 0	375.00
224472	01/16/2026	UNIVERSITY OF WI-STO	WILEY'S COMMON GROUNDS SCHOLARSHIP AWARDED TO LINCOLN TREMAIN - UW STOUT	21 E 400 411 160520 000 0	500.00
224473	01/16/2026	UNIVERSITY OF WI-STO	RISING STAR AWARD TO LINCOLN TREMAIN - UW STOUT	21 E 400 387 450570 000 0	500.00
224551	01/23/2026	T-MOBILE	WiFi	10 E 804 355 256210 000 0	172.20
223934	01/09/2026	KETTLE MORAIN HIGH	wiaa - gbb 11/29/25	10 E 708 943 162105 000 0	-150.00
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 411 160181 000 0	470.00
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	60 E 400 997 440139 000 0	-306.00
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 943 160181 000 0	136.50
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 411 160181 000 0	1,590.38
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 943 160181 000 0	273.00
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 411 160181 000 0	9.98
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 411 160181 000 0	1.79
224433	01/16/2026	MASTERCARD CORPORATE	D Crail	21 E 400 411 160114 000 0	277.20

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	21 E 400 411 160187 000 0	75.00
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	21 E 400 411 160206 000 0	508.51
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	21 E 400 411 160181 000 0	981.29
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	21 E 400 411 160181 000 0	5.37
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	21 E 400 411 160181 000 0	1,186.02
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	10 E 708 411 162000 000 0	125.00
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	60 E 400 997 440139 000 0	68.00
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	60 E 400 997 440139 000 0	17.00
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	21 E 400 411 160114 000 0	2,374.01
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	60 E 400 997 440139 000 0	306.00
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	60 E 400 997 440139 000 0	17.00
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	21 E 400 411 160133 000 0	840.45
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	21 E 400 411 160181 000 0	148.82
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	21 E 400 411 160181 000 0	5.37
224433	01/16/2026	MASTERCARD CORPORATE	D Craill	21 E 400 943 160277 000 0	540.60
224433	01/16/2026	MASTERCARD CORPORATE	K Luedtke	10 E 400 411 135000 400 0	155.99
224433	01/16/2026	MASTERCARD CORPORATE	K Luedtke	10 E 400 411 135000 400 0	150.24
224433	01/16/2026	MASTERCARD CORPORATE	K Luedtke	10 E 400 411 241000 000 0	43.15
224433	01/16/2026	MASTERCARD CORPORATE	K Luedtke	10 E 400 342 222200 000 0	139.00
224433	01/16/2026	MASTERCARD CORPORATE	K Luedtke	10 E 400 360 127000 000 0	-216.00
224433	01/16/2026	MASTERCARD CORPORATE	K Luedtke	10 E 400 581 222200 031 0	7,499.00
224433	01/16/2026	MASTERCARD CORPORATE	K Luedtke	10 E 400 411 135000 400 0	149.33
224433	01/16/2026	MASTERCARD CORPORATE	Central Office	10 E 705 342 295000 000 0	134.46
224433	01/16/2026	MASTERCARD CORPORATE	Central Office	10 E 705 342 295000 000 0	-26.46
224433	01/16/2026	MASTERCARD CORPORATE	Central Office	10 E 705 342 295000 000 0	108.00
224433	01/16/2026	MASTERCARD CORPORATE	Middle School	60 E 200 997 440208 000 0	196.74
224433	01/16/2026	MASTERCARD CORPORATE	Middle School	60 E 200 997 440208 000 0	503.76
224433	01/16/2026	MASTERCARD CORPORATE	Middle School	10 E 200 411 129000 000 0	23.92
224433	01/16/2026	MASTERCARD CORPORATE	REN	21 E 401 411 160888 000 0	431.96
224433	01/16/2026	MASTERCARD CORPORATE	Westside	10 E 102 360 222200 031 0	59.88
224433	01/16/2026	MASTERCARD CORPORATE	T Burnap	10 E 804 310 256210 000 0	130.00
224433	01/16/2026	MASTERCARD CORPORATE	Wileys	21 E 400 411 160520 000 0	110.00
224433	01/16/2026	MASTERCARD CORPORATE	Wileys	21 E 400 411 160515 000 0	174.80
224433	01/16/2026	MASTERCARD CORPORATE	Wileys	21 E 400 411 160515 000 0	43.47
224433	01/16/2026	MASTERCARD CORPORATE	Wileys	21 E 400 411 160515 000 0	178.53
224433	01/16/2026	MASTERCARD CORPORATE	Wileys	21 E 400 411 160520 000 0	994.48
224433	01/16/2026	MASTERCARD CORPORATE	Wileys	21 E 400 411 160515 000 0	83.09
224433	01/16/2026	MASTERCARD CORPORATE	Wileys	21 E 400 411 160515 000 0	352.30
224433	01/16/2026	MASTERCARD CORPORATE	Wileys	21 E 400 411 160520 000 0	234.69
224433	01/16/2026	MASTERCARD CORPORATE	Wileys	21 E 400 411 160515 000 0	54.44
224436	01/16/2026	MENARDS	Grounds Supplies	10 E 803 411 254201 000 0	5.91
224436	01/16/2026	MENARDS	TECH ED SUPPLIES	10 E 400 411 136000 400 0	50.88
224437	01/16/2026	MERIDIAN CONSULTING	District Wide Health & Safety December 2025	10 E 803 324 254300 000 0	1,330.00
224438	01/16/2026	MID-AMERICAN RESEARC	Illness Odor Absorbent	10 E 804 411 256210 000 0	719.36
224439	01/16/2026	MINNESOTA COACHES IN	Fusion Hockey Trip to Verona Ice Center	10 E 804 310 256210 000 0	2,224.36
224439	01/16/2026	MINNESOTA COACHES IN	Fusion Hockey Trip to Verona Ice Center	21 E 400 310 160272 000 0	2,161.00
224440	01/16/2026	MITHUN, TERESA	PIANO ACCOMPANIST	10 E 400 310 125400 000 0	300.00
224441	01/16/2026	NAREN WISCONSIN	Naren conference for Peggy Webb, Josh Weiss, Mitchell Kallenbach	10 E 701 310 221200 000 0	750.00
224442	01/16/2026	NATIONAL ART EDUCATI	NAEA SUBSCRIPTION RENEWAL WITH SQUARE ONE ART FUNDS	21 E 103 411 160511 000 0	125.00
224443	01/16/2026	NCS PEARSON INCORPOR	GFTA-3 Forms	27 E 920 411 156600 341 0	70.20

CHECK NUMBER	CHECK DATE	CHECK VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
224443	01/16/2026	NCS PEARSON INCORPOR	ACU CLASSROOM LICENSE FOR PRACTICE TEST	10 E 701 360 136000 400 0	3,310.00
224444	01/16/2026	NELSON, BRIAN	Driver Meals	10 E 804 342 256240 000 0	187.00
224445	01/16/2026	NELSON, CRAIG	Driver Meals	10 E 804 342 256240 000 0	112.00
224446	01/16/2026	NELSON, CRAIG	Driver Meals	10 E 804 342 256240 000 0	166.00
224447	01/16/2026	NOVEL EFFECT INC	The Novel Effect subscription for the GW LMC. Dec 15 2025	10 E 101 360 222200 031 0	49.99
224448	01/16/2026	O'REILLY AUTO PARTS	Parts	10 E 804 411 256210 000 0	13.99
224449	01/16/2026	O'ROURKE MEDIA GROUP	Legal notices published in the Hudson Star-Observer for the 2025-2026 School Year.	10 E 801 351 251000 000 0	60.31
224449	01/16/2026	O'ROURKE MEDIA GROUP	Legal notices published in the Hudson Star-Observer for the 2025-2026 School Year.	10 E 801 351 251000 000 0	35.34
224449	01/16/2026	O'ROURKE MEDIA GROUP	Legal notices published in the Hudson Star-Observer for the 2025-2026 School Year.	10 E 801 351 251000 000 0	33.78
224450	01/16/2026	ORKIN	TC Pest Control December 2025/Acct 33220305	10 E 803 310 254300 000 0	70.00
224451	01/16/2026	OTTO, DYLAN	official; gho jv & v; 1/10/26	10 E 708 310 162123 000 0	180.00
224452	01/16/2026	PARTS TOWN LLC	Maintenance Supplies (descaler and steamer parts)	10 E 803 411 254300 000 0	419.07
224452	01/16/2026	PARTS TOWN LLC	Maintenance Descaler	10 E 803 411 254300 000 0	832.32
224452	01/16/2026	PARTS TOWN LLC	Maintenance Supplies (descaler and steamer parts)	10 E 803 411 254300 000 0	-34.50
224453	01/16/2026	PREMIER TRUCK GROUP	Parts	10 E 804 411 256210 000 0	332.21
224454	01/16/2026	PRO 3 SOLUTIONS NORT	Pro 3 Solutions North-Cleaning of wrestling mats inv - MMS Athletic budget	10 E 208 310 162000 000 0	675.00
224455	01/16/2026	REID, MONICA	Monica Fundraiser Reimbursement	21 E 401 411 160890 000 0	85.50
224455	01/16/2026	REID, MONICA	Gingerbread Houses connections reimbursement	27 E 920 411 158001 341 0	30.75
224456	01/16/2026	RIVER FALLS ACE HARD	Misc items for the shop DEC 2025	21 E 401 411 160888 000 0	32.96
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253301 000 0	77.87
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253302 000 0	64.32
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253304 000 0	160.74
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253305 000 0	84.43
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253307 000 0	2.22
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253308 000 0	5.53
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253310 000 0	15.32
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253314 000 0	413.49
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253320 000 0	35.14
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253301 000 0	14.56
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253302 000 0	14.13
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253304 000 0	13.02
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253305 000 0	23.57
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253307 000 0	1.61
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253308 000 0	1.61
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253310 000 0	1.73
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253314 000 0	39.32
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253320 000 0	9.58
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253301 000 0	11.36
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253302 000 0	12.24
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253304 000 0	22.77

CHECK CHECK		INVOICE				ACCOUNT		AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION		NUMBER			
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224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253307 000 0		0.83	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253308 000 0		2.96	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253310 000 0		1.42	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253314 000 0		52.89	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253320 000 0		10.38	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253306 000 0		17.58	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253306 000 0		3.08	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253306 000 0		2.56	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253301 000 0		1.74	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253302 000 0		1.44	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253304 000 0		3.59	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253305 000 0		1.89	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253307 000 0		0.05	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253308 000 0		0.12	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253310 000 0		0.34	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253314 000 0		9.23	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253320 000 0		0.78	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253301 000 0		0.33	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253302 000 0		0.32	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253304 000 0		0.29	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253305 000 0		0.53	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253307 000 0		0.04	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253308 000 0		0.04	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253310 000 0		0.04	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253314 000 0		0.88	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253320 000 0		0.21	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253301 000 0		0.25	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253302 000 0		0.27	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253304 000 0		0.51	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253305 000 0		0.27	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253307 000 0		0.02	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253308 000 0		0.07	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253310 000 0		0.03	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253314 000 0		1.18	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253320 000 0		0.23	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253306 000 0		0.39	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253306 000 0		0.07	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 338 253306 000 0		0.05	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253301 000 0		4.86	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253302 000 0		4.02	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253304 000 0		10.04	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253305 000 0		5.27	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253307 000 0		0.14	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253308 000 0		0.35	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253310 000 0		0.96	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253314 000 0		25.82	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 336 253320 000 0		2.19	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253301 000 0		0.91	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253302 000 0		0.88	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253304 000 0		0.81	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253305 000 0		1.47	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253307 000 0		0.10	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253308 000 0		0.10	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026		10 E 803 337 253310 000 0		0.11	
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CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253320 000 0	0.60
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253301 000 0	0.71
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253302 000 0	0.76
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253304 000 0	1.42
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253305 000 0	0.77
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253307 000 0	0.05
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253308 000 0	0.18
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253310 000 0	0.09
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253314 000 0	3.30
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253320 000 0	0.65
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253306 000 0	1.10
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253306 000 0	0.19
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253306 000 0	0.16
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253301 000 0	1,575.55
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253302 000 0	1,301.42
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253304 000 0	3,252.12
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253305 000 0	1,708.33
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253307 000 0	44.94
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253308 000 0	111.94
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253310 000 0	309.95
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253314 000 0	8,365.99
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253320 000 0	710.94
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253301 000 0	294.69
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253302 000 0	285.82
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253304 000 0	263.37
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253305 000 0	476.88
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253307 000 0	32.49
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253308 000 0	32.57
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253310 000 0	34.94
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224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253320 000 0	193.80
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224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253302 000 0	247.72
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253304 000 0	460.71
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253305 000 0	247.91
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253307 000 0	16.81
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253308 000 0	59.90
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253310 000 0	28.73
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253314 000 0	1,070.09
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253320 000 0	210.10
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253306 000 0	355.78
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253306 000 0	62.35
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253306 000 0	51.61
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253301 000 0	344.75
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253302 000 0	284.76
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253304 000 0	711.60
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253305 000 0	373.80
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253307 000 0	9.83
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253308 000 0	24.49
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253310 000 0	67.82
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253314 000 0	1,830.56
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253320 000 0	155.56
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253301 000 0	64.48
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253302 000 0	62.54
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253304 000 0	57.63
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224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253308 000 0	7.13
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253310 000 0	7.65
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253314 000 0	174.07
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253320 000 0	42.41
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253301 000 0	50.29
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253302 000 0	54.20
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253304 000 0	100.81
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253305 000 0	54.24
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253307 000 0	3.68
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253308 000 0	13.11
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253310 000 0	6.29
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253314 000 0	234.15
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253320 000 0	45.97
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253306 000 0	77.85
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253306 000 0	13.64
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253306 000 0	11.28
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224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253302 000 0	28.58
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253304 000 0	71.42
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253305 000 0	37.52
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253307 000 0	0.99
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253308 000 0	2.46
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253310 000 0	6.81
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253314 000 0	183.72
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253320 000 0	15.61
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253301 000 0	6.47
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253302 000 0	6.28
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253304 000 0	5.78
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253305 000 0	10.47
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253307 000 0	0.71
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253308 000 0	0.72
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253310 000 0	0.77
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253314 000 0	17.47
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253320 000 0	4.26
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253301 000 0	5.05
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253302 000 0	5.44
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253304 000 0	10.12
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253305 000 0	5.44
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253307 000 0	0.37
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253308 000 0	1.32
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253310 000 0	0.63
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224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253306 000 0	7.81
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253306 000 0	1.37
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253306 000 0	1.12
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253301 000 0	3.90
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224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253304 000 0	8.04
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253305 000 0	4.23
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253307 000 0	0.11
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253308 000 0	0.28
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253310 000 0	0.77
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253314 000 0	20.69
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253320 000 0	1.76

CHECK CHECK		INVOICE		ACCOUNT		AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER		
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224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253302	000 0	0.71
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253304	000 0	0.65
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253305	000 0	1.18
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253307	000 0	0.08
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253308	000 0	0.08
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253310	000 0	0.09
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253314	000 0	1.97
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253320	000 0	0.48
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253301	000 0	0.57
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253302	000 0	0.61
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253304	000 0	1.14
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253305	000 0	0.61
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253307	000 0	0.04
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253308	000 0	0.15
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253310	000 0	0.07
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253314	000 0	2.65
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253320	000 0	0.52
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253306	000 0	0.88
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253306	000 0	0.15
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253306	000 0	0.11
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253301	000 0	17.75
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253302	000 0	14.66
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253304	000 0	36.63
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253305	000 0	19.24
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253307	000 0	0.51
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253308	000 0	1.26
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253310	000 0	3.49
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253314	000 0	94.23
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253320	000 0	8.01
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253301	000 0	3.32
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253302	000 0	3.22
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253304	000 0	2.97
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253305	000 0	5.37
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253307	000 0	0.37
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253308	000 0	0.37
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253310	000 0	0.39
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253314	000 0	8.96
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253320	000 0	2.18
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253301	000 0	2.59
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253302	000 0	2.79
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253304	000 0	5.19
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253305	000 0	2.79
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253307	000 0	0.19
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253308	000 0	0.67
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253310	000 0	0.32
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253314	000 0	12.05
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253320	000 0	2.37
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253306	000 0	4.01
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253306	000 0	0.70
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253306	000 0	0.58
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253301	000 0	136.37
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253302	000 0	112.64
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253304	000 0	281.47
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253305	000 0	147.86
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253307	000 0	3.89

CHECK CHECK		INVOICE				ACCOUNT		AMOUNT
NUMBER	DATE	VENDOR			DESCRIPTION	NUMBER		
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224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 336 253310 000 0		26.83
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 336 253314 000 0		724.08
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 336 253320 000 0		61.53
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 337 253301 000 0		25.51
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 337 253302 000 0		24.74
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 337 253304 000 0		22.80
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 337 253305 000 0		41.27
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 337 253307 000 0		2.81
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 337 253308 000 0		2.82
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 337 253310 000 0		3.02
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 337 253314 000 0		68.85
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 337 253320 000 0		16.77
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253301 000 0		19.89
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253302 000 0		21.44
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253304 000 0		39.87
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253305 000 0		21.46
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224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253308 000 0		5.18
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253310 000 0		2.49
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253314 000 0		92.62
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253320 000 0		18.18
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 336 253306 000 0		30.79
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224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 336 253301 000 0		612.47
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 336 253302 000 0		505.90
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 336 253304 000 0		1,264.20
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 336 253305 000 0		664.08
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 336 253307 000 0		17.47
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224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 336 253310 000 0		120.49
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 336 253314 000 0		3,252.12
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 336 253320 000 0		276.37
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 337 253301 000 0		114.55
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224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 337 253314 000 0		309.25
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 337 253320 000 0		75.34
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224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253302 000 0		96.30
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253304 000 0		179.09
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253305 000 0		96.37
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253307 000 0		6.53
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253308 000 0		23.28
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253310 000 0		11.17
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253314 000 0		415.98
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253320 000 0		81.67
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 336 253306 000 0		138.30
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 337 253306 000 0		24.24
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 338 253306 000 0		20.05
224457	01/16/2026	RIVER FALLS MUNICIPA			12/01/2025-1/2/2026	10 E 803 336 253301 000 0		395.51

CHECK CHECK		INVOICE		ACCOUNT		AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER		
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253302	000 0	326.69
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253304	000 0	816.37
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253305	000 0	428.84
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253307	000 0	11.28
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253308	000 0	28.10
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253310	000 0	77.81
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253314	000 0	2,100.09
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253320	000 0	178.47
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253301	000 0	73.97
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253302	000 0	71.75
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253304	000 0	66.11
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253305	000 0	119.71
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253307	000 0	8.16
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253308	000 0	8.18
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253310	000 0	8.77
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253314	000 0	199.70
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253320	000 0	48.65
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253301	000 0	57.70
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253302	000 0	62.18
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253304	000 0	115.65
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253305	000 0	62.23
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253307	000 0	4.22
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253308	000 0	15.04
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253310	000 0	7.21
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253314	000 0	268.62
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253320	000 0	52.74
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253306	000 0	89.31
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253306	000 0	15.65
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253306	000 0	12.94
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253301	000 0	70.36
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253302	000 0	58.12
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253304	000 0	145.24
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253305	000 0	76.29
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253307	000 0	2.01
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253308	000 0	5.00
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253310	000 0	13.84
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253314	000 0	373.62
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 336 253320	000 0	31.75
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253301	000 0	13.16
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253302	000 0	12.76
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253304	000 0	11.76
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253305	000 0	21.30
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253307	000 0	1.45
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253308	000 0	1.45
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253310	000 0	1.56
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253314	000 0	35.53
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 337 253320	000 0	8.66
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253301	000 0	10.27
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253302	000 0	11.06
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253304	000 0	20.58
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253305	000 0	11.07
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253307	000 0	0.75
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253308	000 0	2.67
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253310	000 0	1.28
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253314	000 0	47.79
224457	01/16/2026	RIVER FALLS MUNICIPAL	12/01/2025-1/2/2026	10 E 803 338 253320	000 0	9.38

CHECK CHECK			INVOICE	ACCOUNT	AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER	
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253306 000 0	15.89
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 337 253306 000 0	2.78
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 338 253306 000 0	2.33
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253301 000 0	458.22
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253302 000 0	378.50
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253304 000 0	945.83
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253305 000 0	496.84
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253307 000 0	13.07
224457	01/16/2026	RIVER FALLS MUNICIPA	12/01/2025-1/2/2026	10 E 803 336 253308 000 0	32.56
Totals for checks					466,491.68

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	2,010.30	255.00	330,031.83	332,297.13
21	SPECIAL REVENUE FUND	0.00	0.00	62,347.44	62,347.44
27	SPECIAL EDUCATION FUND	84.00	0.00	22,172.73	22,256.73
49	CONSTRUCTION ACCOUNT	0.00	0.00	30,440.67	30,440.67
50	FOOD SERVICE FUND	298.60	0.00	0.00	298.60
60	CUSTODIAL FUND	0.00	0.00	7,041.29	7,041.29
80	COMMUNITY SERVICE FUND	10.00	35.00	11,764.82	11,809.82
***	Fund Summary Totals ***	2,402.90	290.00	463,798.78	466,491.68

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

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
252600578	01/09/2026	ACCESS SECURITY INC	HS Service Call (Connect new wire to dialer)	10 E 803 310 254300 000 0	556.00
252600578	01/09/2026	ACCESS SECURITY INC	District Wide Monitoring Jan 2026-Dec 2026	10 E 803 310 254300 000 0	2,304.00
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 400 581 254300 604 0	753.11
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 200 581 254300 603 0	314.68
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 101 581 254300 601 0	322.33
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 104 581 254300 606 0	189.76
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 102 581 254300 602 0	406.21
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 103 581 254300 605 0	305.91
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 400 581 254300 604 0	1,991.93
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 200 581 254300 603 0	1,239.75
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 101 581 254300 601 0	1,015.76
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 104 581 254300 606 0	1,414.57
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 102 581 254300 602 0	1,164.79
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 103 581 254300 605 0	1,731.50
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 801 581 254300 801 0	600.84
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 401 581 254300 401 0	860.61
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 804 581 254300 804 0	1,036.86
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 803 581 254300 803 0	320.89
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 400 581 254300 604 0	1,465.80
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 200 581 254300 603 0	612.47
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 101 581 254300 601 0	627.36
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 104 581 254300 606 0	369.33
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 102 581 254300 602 0	790.61
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 103 581 254300 605 0	595.43
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 400 581 254300 604 0	1,179.93
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 200 581 254300 603 0	493.03
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 101 581 254300 601 0	505.01
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 104 581 254300 606 0	297.30

CHECK CHECK		VENDOR	INVOICE	ACCOUNT	AMOUNT
NUMBER	DATE		DESCRIPTION	NUMBER	
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 102 581 254300 602 0	636.42
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 103 581 254300 605 0	479.31
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 400 581 254300 604 0	150.74
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 200 581 254300 603 0	93.82
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 101 581 254300 601 0	76.87
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 104 581 254300 606 0	107.05
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 102 581 254300 602 0	88.15
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 103 581 254300 605 0	131.03
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 801 581 254300 801 0	45.47
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 401 581 254300 401 0	65.13
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 804 581 254300 804 0	78.47
252600579	01/09/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 803 581 254300 803 0	24.27
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 400 581 254300 604 0	491.89
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 200 581 254300 603 0	205.53
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 101 581 254300 601 0	210.52
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 104 581 254300 606 0	123.94
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 102 581 254300 602 0	265.31
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 103 581 254300 605 0	199.81
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 400 581 254300 604 0	1,022.71
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 200 581 254300 603 0	427.33
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 101 581 254300 601 0	437.71
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 104 581 254300 606 0	257.69
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 102 581 254300 602 0	551.62
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 103 581 254300 605 0	415.44
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 400 581 254300 604 0	70.48
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 200 581 254300 603 0	29.45
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 101 581 254300 601 0	30.17
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 104 581 254300 606 0	17.76

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 102 581 254300 602 0	38.02
252600579	01/09/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 103 581 254300 605 0	28.62
252600580	01/09/2026	ALL ABOUT LEARNING P	All About Learning Press - Letter Tiles for Sara	10 E 104 411 241000 000 0	30.90
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon- labels for FFA buckboard & whiteboard erasers- Marks budget	10 E 200 411 129000 000 0	24.80
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon order for more whistles and trout supplies. Dec 11 2025	10 E 101 411 241000 000 0	25.46
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon- Supplies- 7 Gold budget	10 E 200 411 110770 000 0	29.43
252600581	01/09/2026	AMAZON CAPITAL SERVI	SUPPLIES FOR LMC WITH CSF	10 E 103 480 222200 031 0	118.41
252600581	01/09/2026	AMAZON CAPITAL SERVI	FOLDERS FOR COUNSELING	10 E 400 411 213200 000 0	326.85
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon RF4C Teacher Supply Order - Haley at Little Adventures 2 CREDIT	10 E 100 411 110000 000 0	-22.99
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon- Popcorn for Student Council- MMS Student Council	60 E 200 997 440208 000 0	120.40
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon RF4C Teacher Supply Order - Haley at Little Adventures 2 CREDIT	10 E 100 411 110000 000 0	-18.99
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon-Supplies for classroom- Gate to Tech budget	10 E 200 411 136000 000 0	19.98
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon- Storm Runners 1 library book- Library books CSF budget	10 E 200 432 222200 031 0	19.89
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon- Teacher presentation books B Buck- Marks budget	10 E 200 411 129000 000 0	157.21
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon- Supplies for classroom- 7 Blue budget	10 E 200 411 110700 000 0	37.66
252600581	01/09/2026	AMAZON CAPITAL SERVI	PRINTER - ANN MARIE GRANT - PETER	21 E 400 411 160156 000 0	679.95
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon- Supplies for classroom- 7 Blue budget	10 E 200 411 110700 000 0	13.44
252600581	01/09/2026	AMAZON CAPITAL SERVI	Laptop Mouse	10 E 803 411 254300 000 0	27.99
252600581	01/09/2026	AMAZON CAPITAL SERVI	Laptop Mouse - CREDIT	10 E 803 411 254300 000 0	-27.99
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon RF4C Teacher Supply Order - Haley at Little Adventures 2 CREDIT	10 E 100 411 110000 000 0	-16.99
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon- microwave for kitchen- Marks budget	10 E 200 411 129000 000 0	68.99
252600581	01/09/2026	AMAZON CAPITAL SERVI	File Folders	10 E 803 411 254300 000 0	20.66
252600581	01/09/2026	AMAZON CAPITAL SERVI	DO Supplies	10 E 801 411 251000 000 0	23.98
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon- Supplies for classroom- Gate to tech budget	10 E 200 411 136000 000 0	63.59
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon- Supplies for classroom- 6 gold budget	10 E 200 411 110660 000 0	67.57
252600581	01/09/2026	AMAZON CAPITAL SERVI	supplies	21 E 400 411 160181 000 0	346.49
252600581	01/09/2026	AMAZON CAPITAL SERVI	MIX MASTERS - ACCOUNT 577	10 E 701 411 136620 577 0	338.97
252600581	01/09/2026	AMAZON CAPITAL SERVI	Books and magnetic mazes for the Westside Media Center.	10 E 102 432 222200 031 0	7.35

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
252600581	01/09/2026	AMAZON CAPITAL SERVI	Books and magnetic mazes for the Westside Media Center.	10 E 102 439 222200 031 0	7.97
252600581	01/09/2026	AMAZON CAPITAL SERVI	Amazon- Computer monitor for B Zuber- Marks budget	10 E 200 480 129000 000 0	123.49
252600581	01/09/2026	AMAZON CAPITAL SERVI	Supplies for Peggy Kugel's 2nd grade classroom at Westside Elementary.	10 E 102 411 129000 000 0	13.40
252600581	01/09/2026	AMAZON CAPITAL SERVI	Laptop Mouse	10 E 803 411 254300 000 0	27.99
252600582	01/09/2026	BAKER TILLY US LLP	Final billing for services provided in connection with the 6/30/2025 financial audit.	10 E 801 310 251000 000 0	13,408.50
252600583	01/09/2026	BAUER BUILT INC	Supplies	10 E 804 411 256210 000 0	33.00
252600584	01/09/2026	C & L COMMUNICATIONS	Dec 2025 Locates	10 E 801 310 251000 000 0	1,727.00
252600585	01/09/2026	COMPUTER INTEGRATION	Agreement managed services standard 2023.2 Site Monitoring Agreement DMARC Monitoring CIT Email Domain Monitoring \$980.00 monthly payment	10 E 705 360 295000 000 0	1,155.00
252600585	01/09/2026	COMPUTER INTEGRATION	Agreement Managed Backup-SIRIS 4-P4000	10 E 705 360 295000 000 0	832.00
252600586	01/09/2026	CITY OF RIVER FALLS	Pole Attachment Fees 2025-26	10 E 801 940 251000 000 0	203.12
252600587	01/09/2026	COMMUNITY INSURANCE	additional insureds and endorsements to policy SGL22314-25	10 E 801 711 270007 000 0	25.00
252600588	01/09/2026	DNA AV INTEGRATORS L	1 bluetooth plate in each of the 2 weight rooms, 2 speakers in each room, conduit, wiring, programming.	49 E 400 310 255000 644 0	7,576.33
252600588	01/09/2026	DNA AV INTEGRATORS L	1 bluetooth plate in each of the 2 weight rooms, 2 speakers in each room, conduit, wiring, programming.	49 E 400 581 255000 644 0	5,789.00
252600589	01/09/2026	FORK FARMS LLC	invoice#: 3085; supplies	60 E 400 997 440142 000 0	589.50
252600590	01/09/2026	GENERAL PARTS LLC	RB Service Call (Alto Shaam)	10 E 803 310 254300 000 0	597.50
252600590	01/09/2026	GENERAL PARTS LLC	RB Service Call (Alto Shaam)	10 E 803 411 254300 000 0	10.95
252600591	01/09/2026	GRAINGER	HS Supplies for water heater #2	10 E 803 411 254300 000 0	140.22
252600592	01/09/2026	HARRIS ST PAUL INC	GW Service Call (Boiler #1)	10 E 803 310 254300 000 0	1,000.00
252600592	01/09/2026	HARRIS ST PAUL INC	GW Service Call (Boiler #1)	10 E 803 411 254300 000 0	301.24
252600593	01/09/2026	HORIZON COMMERCIAL P	HS Pool Chemical	10 E 803 411 254300 000 0	1,162.17
252600594	01/09/2026	KRAUS-ANDERSON CONST	Proj # 2410298 - Addition & Renovations to RFHS/ Pay App #11	49 E 400 310 255000 644 0	36,975.09
252600595	01/09/2026	LAFORCE	Maintenance Supplies	10 E 803 411 254300 000 0	211.56
252600596	01/09/2026	LEXIA LEARNING SYSTE	Lexia renewal subscription 10/1/25-9/30/26	10 E 701 360 221300 381 0	1,150.00
252600597	01/09/2026	LUCKING, ANGELA	A Lucking Travel Expenses For WASBO Conference	10 E 801 342 251000 000 0	59.46
252600598	01/09/2026	MISSISSIPPI WELDERS	WELDING GAS CYLINDER RENTAL	10 E 400 411 136000 400 0	21.39
252600599	01/09/2026	NEO ELECTRICAL SOLUT	WS LED Light Out	10 E 803 310 254300 000 0	203.00
252600599	01/09/2026	NEO ELECTRICAL SOLUT	HS Add cord drop to custodial closet	10 E 803 310 254300 000 0	483.00
252600599	01/09/2026	NEO ELECTRICAL SOLUT	HS Add cord drop to custodial closet	10 E 803 411 254300 000 0	211.69

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
252600599	01/09/2026	NEO ELECTRICAL SOLUT	Renaissance Add ceiling receptacle to Room 160	10 E 803 310 254300 000 0	315.00
252600599	01/09/2026	NEO ELECTRICAL SOLUT	Renaissance Add ceiling receptacle to Room 160	10 E 803 411 254300 000 0	92.23
252600600	01/09/2026	NORTH CENTRAL INTERN	Parts	10 E 804 411 256210 000 0	211.80
252600600	01/09/2026	NORTH CENTRAL INTERN	Parts	10 E 804 411 256210 000 0	95.18
252600600	01/09/2026	NORTH CENTRAL INTERN	Parts	10 E 804 411 256210 000 0	11.08
252600600	01/09/2026	NORTH CENTRAL INTERN	Parts	10 E 804 411 256210 000 0	8.58
252600600	01/09/2026	NORTH CENTRAL INTERN	Parts	10 E 804 411 256210 000 0	631.07
252600601	01/09/2026	PARAGON DEVELOPMENT	Probook 4 G11 16gb 16"	80 E 880 480 390000 000 0	1,044.00
252600601	01/09/2026	PARAGON DEVELOPMENT	Pro Desk 4 mini G1 - quantity 2 799 each for a total of 1,598	80 E 880 480 390000 000 0	1,598.00
252600601	01/09/2026	PARAGON DEVELOPMENT	Fortis Chromebook 11 G10 N100 8 GB 11.6" 20 units, Google Chrome Management Console License - EDU 20	80 E 880 480 390000 000 0	5,980.00
252600601	01/09/2026	PARAGON DEVELOPMENT	Fortis Chromebook 11 G10 N100 8 GB 11.6" 20 units, Google Chrome Management Console License - EDU 20	80 E 880 480 390000 000 0	608.40
252600602	01/09/2026	RIESTER REFRIGERATIO	WS Service Calls (Walk In Cooler)	10 E 803 310 254300 000 0	1,168.42
252600602	01/09/2026	RIESTER REFRIGERATIO	WS Service Calls (Walk In Cooler)	10 E 803 411 254300 000 0	1,417.58
252600602	01/09/2026	RIESTER REFRIGERATIO	WS Service Calls (Walk In Cooler)	10 E 803 310 254300 000 0	266.58
252600602	01/09/2026	RIESTER REFRIGERATIO	WS Service Calls (Walk In Cooler)	10 E 803 411 254300 000 0	323.42
252600603	01/09/2026	RIVER CITY DISPOSAL	District Wide Garbage/Recycling December 2025	10 E 803 329 253001 000 0	3,308.13
252600604	01/09/2026	RIVERLAND LASER LLC	invoice#: 43595; supplies; gymnastics	21 E 400 411 160181 000 0	690.74
252600605	01/09/2026	SECURITY CHECK ME LL	Background checks run for pre employment and alternate vehicle driver authorizations in December 2025. Inv#34178 1.1.2026	10 E 707 310 264200 000 0	105.00
252600606	01/09/2026	STAPLES - (PAPER)	OPEN PO Staples	80 E 880 411 390000 000 0	373.08
252600606	01/09/2026	STAPLES - (PAPER)	OPEN PO Staples	80 E 880 411 390000 000 0	37.38
252600606	01/09/2026	STAPLES - (PAPER)	Payment to Staples for supplies	80 E 890 411 310000 000 0	123.45
252600606	01/09/2026	STAPLES - (PAPER)	DO Supplies	10 E 801 411 251000 000 0	89.92
252600606	01/09/2026	STAPLES - (PAPER)	SCIENCE SUPPLIES - IMRIE	10 E 400 411 126000 000 0	173.46
252600606	01/09/2026	STAPLES - (PAPER)	11X17 PAPER	10 E 400 411 241000 000 0	51.56
252600606	01/09/2026	STAPLES - (PAPER)	Staples - white copy paper & tape	10 E 104 411 241000 000 0	182.45
252600606	01/09/2026	STAPLES - (PAPER)	SUPPLIES FOR OFFICE	10 E 103 411 129000 000 0	19.04
252600606	01/09/2026	STAPLES - (PAPER)	SUPPLIES FOR OFFICE	10 E 103 411 129000 000 0	21.06
252600606	01/09/2026	STAPLES - (PAPER)	Staples order for paper. Dec 11 2025	10 E 101 417 241000 000 0	957.19
252600606	01/09/2026	STAPLES - (PAPER)	Staples order for paper. Dec 11 2025	10 E 101 417 241000 000 0	35.24
252600606	01/09/2026	STAPLES - (PAPER)	PAPER FOR WORKROOM	10 E 103 411 129000 000 0	421.44
252600607	01/09/2026	TOTAL EXCAVATING AND	District Wide Push back snow	10 E 803 329 253002 000 0	1,080.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			piles		
252600608	01/09/2026	UWRF	DACP COURSE	10 E 400 387 219000 900 0	440.00
252600609	01/09/2026	WESTERN PSYCHOLOGICA	SPM-2 Child School Print Form SKU: W-708B	27 E 920 411 218100 341 0	96.80
252600610	01/16/2026	AIR COMMUNICATIONS O	Supply Repeater Rent	10 E 804 411 256210 000 0	1,392.00
252600611	01/16/2026	AMAZON CAPITAL SERVI	SUPPLY FOR GYM KOLB	10 E 103 411 129000 000 0	4.99
252600611	01/16/2026	AMAZON CAPITAL SERVI	Amazon- supplies- Gate to Tech budget CREDIT	10 E 200 411 136000 000 0	-19.95
252600611	01/16/2026	AMAZON CAPITAL SERVI	SUPPLY ORDER FOR LMC WITH CSF	10 E 103 480 222200 031 0	34.99
252600611	01/16/2026	AMAZON CAPITAL SERVI	DO Supplies	10 E 801 411 251000 000 0	15.28
252600611	01/16/2026	AMAZON CAPITAL SERVI	Health Aide Order	10 E 709 411 214900 000 0	376.57
252600611	01/16/2026	AMAZON CAPITAL SERVI	DO Supplies	10 E 801 411 251000 000 0	25.89
252600611	01/16/2026	AMAZON CAPITAL SERVI	WJ Devices	27 E 920 481 158000 341 0	957.82
252600611	01/16/2026	AMAZON CAPITAL SERVI	Sydney Supplies	27 E 920 411 158001 341 0	99.95
252600611	01/16/2026	AMAZON CAPITAL SERVI	Amazon- supplies for class- PE budget	10 E 200 411 143000 000 0	67.96
252600611	01/16/2026	AMAZON CAPITAL SERVI	Amazon Supplies	80 E 880 411 390000 000 0	292.03
252600611	01/16/2026	AMAZON CAPITAL SERVI	Silent Wireless Mouse (3)	27 E 920 411 158000 341 0	42.61
252600611	01/16/2026	AMAZON CAPITAL SERVI	supplies	21 E 400 411 160181 000 0	30.25
252600611	01/16/2026	AMAZON CAPITAL SERVI	COFFEE SHOP SUPPLIES	21 E 400 411 160515 000 0	95.92
252600611	01/16/2026	AMAZON CAPITAL SERVI	TECH ED SUPPLIES	10 E 400 411 136000 400 0	64.95
252600611	01/16/2026	AMAZON CAPITAL SERVI	MIX MASTERS - ACCOUNT 577	10 E 701 411 136620 577 0	669.94
252600611	01/16/2026	AMAZON CAPITAL SERVI	LIBRARY - CSF	10 E 400 432 222200 031 0	103.63
252600611	01/16/2026	AMAZON CAPITAL SERVI	LIBRARY - CSF	10 E 400 439 222200 031 0	102.15
252600611	01/16/2026	AMAZON CAPITAL SERVI	Water Hardness Test Kit	10 E 803 411 254300 000 0	55.99
252600611	01/16/2026	AMAZON CAPITAL SERVI	ART SUPPLIES	10 E 400 411 121000 000 0	115.42
252600611	01/16/2026	AMAZON CAPITAL SERVI	Amazon- Supplies for classroom- 7 Blue budget	10 E 200 411 110700 000 0	51.72
252600612	01/16/2026	ARCHKEY TECHNOLOGIES	Disable weekly reports	10 E 803 310 254300 000 0	245.00
252600613	01/16/2026	AWSA	2026 ASSOCIATE PRINCIPAL CONFERENCE REGISTRATION	10 E 400 310 129000 000 0	279.00
252600614	01/16/2026	BAUER BUILT INC	Bibtread & Tire Mount Labor and Supplies	10 E 804 310 256210 000 0	254.14
252600614	01/16/2026	BAUER BUILT INC	Bibtread & Tire Mount Labor and Supplies	10 E 804 411 256210 000 0	1,772.22
252600614	01/16/2026	BAUER BUILT INC	Bibtread & Tire Mount Labor and Supplies	10 E 804 310 256210 000 0	167.66
252600614	01/16/2026	BAUER BUILT INC	Bibtread & Tire Mount Labor and Supplies	10 E 804 411 256210 000 0	1,169.14
252600615	01/16/2026	CESA 9	WVS COURSES FOR NOVEMBER	10 E 801 386 431000 000 0	19,040.00
252600616	01/16/2026	COMPUTER INTEGRATION	Prepaid Recurring retainer agreement \$1760.00 per month	10 E 705 360 295000 000 0	1,760.00
252600617	01/16/2026	CR SHRED	CO Shredding 1/5/2026	10 E 801 310 251000 000 0	60.56
252600617	01/16/2026	CR SHRED	OPEN PO FOR SHREDDING AT THE HIGH SCHOOL	10 E 400 310 241000 000 0	48.26
252600617	01/16/2026	CR SHRED	Shredding services for Westside Elementary School, date of service 1/5/2026; invoice number:0013845	10 E 102 310 129000 000 0	48.26
252600617	01/16/2026	CR SHRED	CR Shred- INV for shredding- Marks budget	10 E 200 310 241000 000 0	48.26
252600618	01/16/2026	HAUG WASH LLC	supplies; FB Awards	21 E 400 411 160146 000 0	500.00
252600619	01/16/2026	IDENTISYS INC	DO Badges	10 E 801 411 251000 000 0	826.59
252600620	01/16/2026	INSTRUMENTAL MUSIC C	BAND EQUIPMENT - BELLS	10 E 400 411 125510 000 0	4,464.05
252600621	01/16/2026	MISSISSIPPI WELDERS	Cylinder Maintenance Billing	10 E 804 411 256210 000 0	60.00
252600622	01/16/2026	NORTHWEST COUNSELING	AW Treatment December	27 E 920 310 219000 341 0	2,250.00

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
252600623	01/16/2026	ONEMONROE	HS Casters	10 E 803 411 254300 000 0	726.27
252600624	01/16/2026	RELIANCE ELECTRIC MO	MMS UH-2 Motor	10 E 803 411 254300 000 0	185.58
252600625	01/16/2026	RENNING, LEWIS & LAC	Student Services Matter 15006.00100	10 E 801 310 231500 000 0	2,184.00
252600626	01/16/2026	RIVER CITY DISPOSAL	invoice#: 102169; service	21 E 400 310 160133 000 0	410.00
252600627	01/16/2026	RIVER MOON COFFEE RO	Coffee to ID Fundraiser	21 E 401 411 160890 000 0	120.00
252600628	01/16/2026	SCHOOL DISTRICT OF H	November Homeless Transportation	10 E 709 382 256710 000 0	1,292.93
252600629	01/16/2026	TOTAL EXCAVATING AND	District Wide Snow Removal 12/29/25-1/2/26	10 E 803 329 253002 000 0	19,527.50
252600630	01/16/2026	TRI STATE BOBCAT INC	Tool Cat Repair	10 E 803 310 254201 000 0	678.30
252600630	01/16/2026	TRI STATE BOBCAT INC	Tool Cat Repair	10 E 803 411 254201 000 0	119.04
252600631	01/16/2026	UWRF	J-TERM ECCP COURSE	10 E 801 387 431000 000 0	541.27
252600631	01/16/2026	UWRF	ENTREPRENEURIAL TRAINING PROGRAM - SBDC	10 E 701 310 136620 577 0	1,000.00
252600632	01/16/2026	WILS	BookFlix subscription for the three elementary schools: Greenwood, Rocky Branch, Westside. Start date: 1/1/2026 - 12/31/2026. Price includes the WILS Service Fee.	10 E 102 360 222200 031 0	1,593.90
252600632	01/16/2026	WILS	BookFlix subscription for the three elementary schools: Greenwood, Rocky Branch, Westside. Start date: 1/1/2026 - 12/31/2026. Price includes the WILS Service Fee.	10 E 101 360 222200 031 0	1,593.90
252600632	01/16/2026	WILS	BookFlix subscription for the three elementary schools: Greenwood, Rocky Branch, Westside. Start date: 1/1/2026 - 12/31/2026. Price includes the WILS Service Fee.	10 E 103 360 222200 031 0	1,593.90
252600633	01/16/2026	WILLIAM V MACGILL AN	Health Aide Order	10 E 709 411 214900 000 0	2,751.31
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 400 581 254300 604 0	1,151.57
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 200 581 254300 603 0	716.72
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 101 581 254300 601 0	587.23
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 104 581 254300 606 0	817.78
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 102 581 254300 602 0	673.38
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 103 581 254300 605 0	1,001.01
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 801 581 254300 801 0	347.35
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 401 581 254300 401 0	497.53
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 804 581 254300 804 0	599.43
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District	49 E 803 581 254300 803 0	185.50

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 400 581 254300 604 0	685.58
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 200 581 254300 603 0	286.47
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 101 581 254300 601 0	293.43
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 104 581 254300 606 0	172.74
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 102 581 254300 602 0	369.79
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 103 581 254300 605 0	278.49
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 400 581 254300 604 0	804.86
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 200 581 254300 603 0	336.30
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 101 581 254300 601 0	344.47
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 104 581 254300 606 0	202.80
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 102 581 254300 602 0	434.12
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 103 581 254300 605 0	326.95
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 400 581 254300 604 0	4,022.81
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 200 581 254300 603 0	1,680.90
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 101 581 254300 601 0	1,721.74
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 104 581 254300 606 0	1,013.60
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 102 581 254300 602 0	2,169.80
252600634	01/23/2026	ADVANCED LIGHT & SOU	Wide Supplemental Door Access System	49 E 103 581 254300 605 0	1,634.15
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 400 581 254300 604 0	675.97
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 200 581 254300 603 0	420.72
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 101 581 254300 601 0	344.70
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 104 581 254300 606 0	480.04
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 102 581 254300 602 0	395.27
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 103 581 254300 605 0	587.59
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 801 581 254300 801 0	203.90
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 401 581 254300 401 0	292.05
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 804 581 254300 804 0	351.86
252600634	01/23/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 803 581 254300 803 0	108.90

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Wide		
252600635	01/23/2026	AMAZON CAPITAL SERVI	HP Goldfish (4 boxes)	27 E 920 411 158001 341 0	33.08
252600635	01/23/2026	AMAZON CAPITAL SERVI	OFFICE	10 E 400 411 241000 000 0	68.99
252600635	01/23/2026	AMAZON CAPITAL SERVI	Maintenance Office Supplies	10 E 803 411 254300 000 0	115.49
252600635	01/23/2026	AMAZON CAPITAL SERVI	SCIENCE SUPPLIES - RAND	10 E 400 411 126000 000 0	99.77
252600635	01/23/2026	AMAZON CAPITAL SERVI	Sydney Supplies	27 E 920 411 158001 341 0	42.99
252600635	01/23/2026	AMAZON CAPITAL SERVI	Sydney Supplies	27 E 920 411 158001 341 0	106.86
252600635	01/23/2026	AMAZON CAPITAL SERVI	Amazon- Supplies- MMS Student Council	60 E 200 997 440208 000 0	33.20
252600635	01/23/2026	AMAZON CAPITAL SERVI	Amazon- Supplies for classroom- 7 Blue budget	10 E 200 411 110700 000 0	13.82
252600635	01/23/2026	AMAZON CAPITAL SERVI	Reinforcement cards for Westside Elementary staff.	10 E 102 411 241000 000 0	9.99
252600635	01/23/2026	AMAZON CAPITAL SERVI	Amazon - Supplies for science - 8 Blue budget	10 E 200 411 110800 000 0	31.17
252600635	01/23/2026	AMAZON CAPITAL SERVI	Amazon- Supplies for science lab - 7 Blue budget	10 E 200 411 110700 000 0	127.51
252600635	01/23/2026	AMAZON CAPITAL SERVI	Amazon- Supplies for Wrestling- MMS Athletic budget	10 E 208 411 162000 000 0	16.99
252600635	01/23/2026	AMAZON CAPITAL SERVI	Amazon - Supplies for science - 8 Blue budget	10 E 200 411 110800 000 0	14.93
252600635	01/23/2026	AMAZON CAPITAL SERVI	Sweet treats for Lauren Feyereisen's classroom to be used during Forward Exam testing. They will be used each day of testing to help them focus and give a positive note of encouragement.	10 E 102 411 129000 000 0	36.13
252600635	01/23/2026	AMAZON CAPITAL SERVI	Amazon order for books for GW lmc and office supplies. Jan 8 2026	10 E 101 411 241000 000 0	112.38
252600635	01/23/2026	AMAZON CAPITAL SERVI	Amazon order for books for GW lmc and office supplies. Jan 8 2026	10 E 101 432 222200 031 0	420.98
252600635	01/23/2026	AMAZON CAPITAL SERVI	PT Supplies	27 E 920 411 218220 341 0	37.47
252600635	01/23/2026	AMAZON CAPITAL SERVI	BOT-3 Supplies	27 E 920 411 218220 341 0	21.80
252600635	01/23/2026	AMAZON CAPITAL SERVI	Amazon- Supplies for classroom- 7 Blue budget CREDIT	10 E 200 411 110700 000 0	-12.19
252600635	01/23/2026	AMAZON CAPITAL SERVI	Amazon- Supplies for wrestling- MMS Athletic budget	10 E 208 411 162000 000 0	318.98
252600635	01/23/2026	AMAZON CAPITAL SERVI	ear buds, scissors	10 E 701 411 122115 000 0	34.28
252600635	01/23/2026	AMAZON CAPITAL SERVI	supplies; wildcat booster	21 E 400 411 160181 000 0	192.92
252600635	01/23/2026	AMAZON CAPITAL SERVI	IK Supplies	27 E 920 411 158001 341 0	28.06
252600635	01/23/2026	AMAZON CAPITAL SERVI	Samantha Supplies	27 E 920 411 156600 341 0	14.37
252600635	01/23/2026	AMAZON CAPITAL SERVI	Jill Supplies	27 E 920 411 158000 341 0	134.44
252600635	01/23/2026	AMAZON CAPITAL SERVI	Sydney Supplies	27 E 920 411 158001 341 0	23.99
252600635	01/23/2026	AMAZON CAPITAL SERVI	LIBRARY - CSF	10 E 400 432 222200 031 0	80.85
252600635	01/23/2026	AMAZON CAPITAL SERVI	LIBRARY - CSF	10 E 400 439 222200 031 0	79.69
252600635	01/23/2026	AMAZON CAPITAL SERVI	Supplies for Salena White's Art Classroom at Westside Elementary.	21 E 102 411 160510 000 0	179.05
252600635	01/23/2026	AMAZON CAPITAL SERVI	Amazon - Supply order for	10 E 100 411 110000 000 0	32.99

CHECK NUMBER	CHECK DATE	CHECK VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Jacobs Ladder		
252600635	01/23/2026	AMAZON CAPITAL SERVI	COFFEE SHOP SUPPLIES	21 E 400 411 160515 000 0	38.41
252600635	01/23/2026	AMAZON CAPITAL SERVI	Supplies for Tessa Rauch's 1st Grade Classroom.	10 E 102 411 129000 000 0	70.38
252600635	01/23/2026	AMAZON CAPITAL SERVI	Amazon OPEN PO for 2025-2026	80 E 880 411 390000 000 0	89.33
252600635	01/23/2026	AMAZON CAPITAL SERVI	MMS Supplies	10 E 803 411 254300 000 0	19.88
252600635	01/23/2026	AMAZON CAPITAL SERVI	BOOKS FOR LMC WITH CSF	10 E 103 432 222200 031 0	16.71
252600635	01/23/2026	AMAZON CAPITAL SERVI	SUPPLIES FOR ART ROOM WITH SQUARE 1 FUNDS	21 E 103 411 160511 000 0	49.48
252600635	01/23/2026	AMAZON CAPITAL SERVI	LIBRARY BOOKS	10 E 400 432 222200 031 0	87.32
252600635	01/23/2026	AMAZON CAPITAL SERVI	COFFEE SHOP SUPPLIES	21 E 400 411 160515 000 0	95.92
252600635	01/23/2026	AMAZON CAPITAL SERVI	Supplies for Tessa Rauch's 1st Grade Classroom.	10 E 102 411 129000 000 0	35.43
252600636	01/23/2026	BOARDMAN & CLARK LLP	General Law - December 2025	10 E 801 310 231500 000 0	1,020.00
252600637	01/23/2026	CHARTWELLS	CHARTWELLS INVOICE FOR DEC 25	50 E 850 310 257200 000 0	97,186.19
252600637	01/23/2026	CHARTWELLS	CHARTWELLS INVOICE FOR DEC 25	50 E 850 342 257200 000 0	151.80
252600637	01/23/2026	CHARTWELLS	CHARTWELLS INVOICE FOR DEC 25	50 E 850 353 257200 000 0	50.00
252600637	01/23/2026	CHARTWELLS	CHARTWELLS INVOICE FOR DEC 25	50 E 850 411 257200 000 0	0.00
252600637	01/23/2026	CHARTWELLS	CHARTWELLS INVOICE FOR DEC 25	50 E 850 415 257200 000 0	90,019.92
252600637	01/23/2026	CHARTWELLS	CHARTWELLS INVOICE FOR DEC 25	50 E 850 310 257201 000 0	7,747.37
252600637	01/23/2026	CHARTWELLS	CHARTWELLS INVOICE FOR DEC 25	50 E 850 940 257200 000 0	1,680.12
252600637	01/23/2026	CHARTWELLS	CHARTWELLS INVOICE FOR DEC 25	50 E 850 411 257201 000 0	4,363.83
252600637	01/23/2026	CHARTWELLS	CHARTWELLS INVOICE FOR DEC 25	50 E 850 420 257200 000 0	-37.96
252600637	01/23/2026	CHARTWELLS	CHARTWELLS INVOICE FOR DEC 25	50 E 850 411 257202 000 0	23.00
252600637	01/23/2026	CHARTWELLS	CHARTWELLS INVOICE FOR DEC 25	50 E 850 310 257202 000 0	1,278.73
252600638	01/23/2026	COMPUTER INTEGRATION	Agreement Managed Backup-SIRIS 4-P4000	10 E 705 360 295000 000 0	832.00
252600638	01/23/2026	COMPUTER INTEGRATION	Agreement managed services standard 2023.2 Site Monitoring Agreement DMARC Monitoring CIT Email Domain Monitoring \$980.00 monthly payment	10 E 705 360 295000 000 0	1,155.00
252600639	01/23/2026	GALLAGHER BENEFIT SE	January 2026 Consulting Services	10 E 801 310 251000 000 0	5,000.00
252600640	01/23/2026	GRAINGER	Maintenance Supplies	10 E 803 411 254300 000 0	54.60
252600641	01/23/2026	HUB 70 DESIGN AND PR	Hub70 PO for GW character posters. Invoice #34856. Jan 19 2026	10 E 101 310 241000 000 0	75.00
252600641	01/23/2026	HUB 70 DESIGN AND PR	Hub70 PO for GW character posters. Invoice #34856. Jan 19 2026	10 E 101 411 241000 000 0	177.05
252600642	01/23/2026	IDENTISYS INC	Badge order	80 E 880 411 390000 000 0	826.59
252600643	01/23/2026	J W PEPPER & SON INC	JW Pepper - INV for E print Music Sheets - MMS Athletic budget	10 E 208 411 162000 000 0	195.00
252600644	01/23/2026	MISSISSIPPI WELDERS	REPAIRS AND SUPPLIES FOR WELDING	10 E 400 310 136000 400 0	69.70
252600644	01/23/2026	MISSISSIPPI WELDERS	REPAIRS AND SUPPLIES FOR WELDING	10 E 400 411 136000 400 0	5.27
252600644	01/23/2026	MISSISSIPPI WELDERS	REPAIRS AND SUPPLIES FOR WELDING	10 E 400 310 136000 400 0	52.76
252600644	01/23/2026	MISSISSIPPI WELDERS	REPAIRS AND SUPPLIES FOR WELDING	10 E 400 411 136000 400 0	3.99
252600644	01/23/2026	MISSISSIPPI WELDERS	REPAIRS AND SUPPLIES FOR WELDING	10 E 400 310 136000 400 0	1,618.14

CHECK CHECK		VENDOR	INVOICE	ACCOUNT	AMOUNT
NUMBER	DATE		DESCRIPTION	NUMBER	
252600644	01/23/2026	MISSISSIPPI WELDERS	REPAIRS AND SUPPLIES FOR WELDING	10 E 400 411 136000 400 0	122.45
252600645	01/23/2026	PARTS TOWN LLC	Maintenance Descaler and Delimer	10 E 803 411 254300 000 0	1,162.73
252600646	01/23/2026	REINDERS	Grounds Salt	10 E 803 411 254201 000 0	3,825.92
252600647	01/23/2026	RF REN PROJECT LLC	Real Estate Property Taxes 2025 / Parcel #276-01302-0401; Bill 2389	10 E 801 328 255000 401 0	19,364.84
252600647	01/23/2026	RF REN PROJECT LLC	Feb 2026 Base Rent & Insurance	10 E 801 678 281000 401 0	18,396.00
252600647	01/23/2026	RF REN PROJECT LLC	Feb 2026 Base Rent & Insurance	10 E 801 712 270007 401 0	456.41
252600648	01/23/2026	RIVER CITY STITCH LL	River Falls apparel for new staff. Inv#38886 1.13.26	10 E 707 411 264200 000 0	497.00
252600649	01/23/2026	SECURITY CHECK ME LL	Payment to SecurityCheckMe for Dec background checks	80 E 890 310 310000 000 0	217.00
252600650	01/23/2026	STAPLES -(PAPER)	2 PALLETS OF PAPER	10 E 400 411 241000 000 0	3,199.20
252600650	01/23/2026	STAPLES -(PAPER)	DO Supplies	10 E 801 411 251000 000 0	292.20
252600650	01/23/2026	STAPLES -(PAPER)	Staples	80 E 880 411 390000 000 0	35.69
252600650	01/23/2026	STAPLES -(PAPER)	Staples	80 E 880 411 390000 000 0	26.99
252600650	01/23/2026	STAPLES -(PAPER)	Staples- copier paper for main office - Marks budget	10 E 200 411 241000 000 0	394.90
252600651	01/23/2026	TOTAL EXCAVATING AND	Montessori Blow Out Snow Piles (1/6/26)	10 E 803 329 253002 000 0	570.00
252600652	01/23/2026	WILS	WILS- Technology License Fee- Rosen Teen Health & Wellness- Library CSF Software & Technology Services	10 E 200 360 222200 031 0	561.75
252600653	01/30/2026	A & C KITCHEN EXHAUS	HS & MS Semi Annual Kitchen Hood Cleaning	10 E 803 310 254300 000 0	2,000.00
252600654	01/30/2026	ADVANCED LIGHT & SOU	Front Door Control for Todd's Office	49 E 804 310 255000 804 0	750.00
252600654	01/30/2026	ADVANCED LIGHT & SOU	Front Door Control for Todd's Office	49 E 804 411 255000 804 0	560.02
252600654	01/30/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 400 581 254300 604 0	783.63
252600654	01/30/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 200 581 254300 603 0	487.72
252600654	01/30/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 101 581 254300 601 0	399.60
252600654	01/30/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 104 581 254300 606 0	556.50
252600654	01/30/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 102 581 254300 602 0	458.25
252600654	01/30/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 103 581 254300 605 0	681.19
252600654	01/30/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 801 581 254300 801 0	236.38
252600654	01/30/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 401 581 254300 401 0	338.58
252600654	01/30/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 804 581 254300 804 0	407.91
252600654	01/30/2026	ADVANCED LIGHT & SOU	S2 to PDK Conversion District Wide	49 E 803 581 254300 803 0	126.24
252600654	01/30/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 400 581 254300 604 0	1,194.50

CHECK CHECK		VENDOR	INVOICE	ACCOUNT	AMOUNT
NUMBER	DATE		DESCRIPTION	NUMBER	
252600654	01/30/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 200 581 254300 603 0	1,194.50
252600654	01/30/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 101 581 254300 601 0	1,194.50
252600654	01/30/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 104 581 254300 606 0	1,194.50
252600654	01/30/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 102 581 254300 602 0	1,194.50
252600654	01/30/2026	ADVANCED LIGHT & SOU	Supplemental Door Access System	49 E 103 581 254300 605 0	1,194.50
252600655	01/30/2026	AMAZON CAPITAL SERVI	Amazon - 100th Day of School supplies for Student Council	10 E 104 411 241000 000 0	33.98
252600655	01/30/2026	AMAZON CAPITAL SERVI	ENGLISH SUPPLIES	10 E 400 411 122100 000 0	138.36
252600655	01/30/2026	AMAZON CAPITAL SERVI	Amazon- Supplies for science lab - 7 Blue budget	10 E 200 411 110700 000 0	22.78
252600655	01/30/2026	AMAZON CAPITAL SERVI	Amazon- Pencil sharpener for H Nauhaus- Marks budget	10 E 200 411 129000 000 0	28.99
252600655	01/30/2026	AMAZON CAPITAL SERVI	Amazon- Supplies- Band budget	10 E 200 411 125510 000 0	30.39
252600655	01/30/2026	AMAZON CAPITAL SERVI	Amazon- Supplies- 6 Gold budget	10 E 200 411 110660 000 0	61.98
252600655	01/30/2026	AMAZON CAPITAL SERVI	TECH ED SUPPLIES	10 E 400 411 136000 400 0	113.95
252600655	01/30/2026	AMAZON CAPITAL SERVI	3D printer for library (reorder)	10 E 401 480 222200 031 0	1,119.00
252600655	01/30/2026	AMAZON CAPITAL SERVI	Amazon- Lamination film - rolls of paper- Marks budget	10 E 200 411 129000 000 0	298.20
252600655	01/30/2026	AMAZON CAPITAL SERVI	Amazon- Plastic report covers Fletcher- Marks budget	10 E 200 411 129000 000 0	194.97
252600655	01/30/2026	AMAZON CAPITAL SERVI	Amazon - teacher supply for Becky	10 E 100 411 110000 000 0	129.88
252600655	01/30/2026	AMAZON CAPITAL SERVI	Sydney Supplies	27 E 920 411 158001 341 0	59.15
252600655	01/30/2026	AMAZON CAPITAL SERVI	Amazon- Supplies- Stem budget	10 E 200 411 124400 000 0	77.87
252600655	01/30/2026	AMAZON CAPITAL SERVI	Amazon-Supplies- MMS Student Council	60 E 200 997 440208 000 0	95.48
252600655	01/30/2026	AMAZON CAPITAL SERVI	Amazon order for office supplies and a new pencil sharpener for Lexi Schulte's room. Jan 20 2026	10 E 101 411 110300 000 0	25.00
252600655	01/30/2026	AMAZON CAPITAL SERVI	Amazon order for office supplies and a new pencil sharpener for Lexi Schulte's room. Jan 20 2026	10 E 101 411 241000 000 0	149.46
252600655	01/30/2026	AMAZON CAPITAL SERVI	HDMI cables	10 E 705 480 295000 000 0	288.00
252600655	01/30/2026	AMAZON CAPITAL SERVI	iPads for WJ Testing	27 E 920 481 158000 341 0	726.06
252600655	01/30/2026	AMAZON CAPITAL SERVI	Envelopes	27 E 920 411 223390 341 0	20.23
252600655	01/30/2026	AMAZON CAPITAL SERVI	supplies	21 E 400 411 160146 000 0	262.20
252600655	01/30/2026	AMAZON CAPITAL SERVI	ART SUPPLIES	10 E 400 411 121000 000 0	63.99
252600655	01/30/2026	AMAZON CAPITAL SERVI	SCIENCE SUPPLIES - RAND	10 E 400 411 126000 000 0	28.93
252600655	01/30/2026	AMAZON CAPITAL SERVI	Chili cook off supplies for Westside Creating Community events through the Wellness Dollars program.	10 L 815901	73.69
252600655	01/30/2026	AMAZON CAPITAL SERVI	PE SUPPLIES	10 E 400 411 143000 000 0	83.48
252600655	01/30/2026	AMAZON CAPITAL SERVI	Amazon- Supplies- Library budget	10 E 200 411 222200 000 0	168.68
252600655	01/30/2026	AMAZON CAPITAL SERVI	Amazon - Library Books- Library CSF budget	10 E 200 432 222200 031 0	7.99

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
252600655	01/30/2026	AMAZON CAPITAL SERVI	supplies	21 E 400 411 160181 000 0	13.90
252600655	01/30/2026	AMAZON CAPITAL SERVI	Chargers	27 E 920 411 158000 341 0	89.80
252600655	01/30/2026	AMAZON CAPITAL SERVI	COFFEE SHOP SUPPLIES	21 E 400 411 160515 000 0	73.60
252600655	01/30/2026	AMAZON CAPITAL SERVI	iPads for WJ Testing CREDIT	27 E 920 481 158000 341 0	-42.68
252600655	01/30/2026	AMAZON CAPITAL SERVI	Samantha Supplies	27 E 920 411 156600 341 0	58.79
252600655	01/30/2026	AMAZON CAPITAL SERVI	PE SUPPLIES	10 E 400 411 143000 000 0	496.38
252600656	01/30/2026	BRAY ASSOCIATES ARCH	Architectural services for MMS seclusion room and ongoing architectural services	46 E 801 327 255000 000 0	3,152.50
252600657	01/30/2026	DUET RESOURCE GROUP	FILE CABINET FOR WILEY'S WARDROBE	21 E 400 411 160156 000 0	1,040.51
252600658	01/30/2026	FORKLIFTS OF MINNESO	Forklift Annual PM and Emissions Test	10 E 803 310 254300 000 0	169.74
252600659	01/30/2026	FOX DEN BOOKS	SUPPLIES FOR 5TH GRADE TOPPLE	10 E 103 411 129000 000 0	180.00
252600659	01/30/2026	FOX DEN BOOKS	Payment to Fox Den/Sixth Chamber for puzzle contest puzzles	80 E 890 310 310000 000 0	425.00
252600660	01/30/2026	FULLER, KAHLA	RF4C Teacher Inservice Jan 19, 2026 - Kahla Fuller	10 E 100 310 110000 000 0	63.00
252600661	01/30/2026	IDENTISYS INC	District Office Badge Printer Ink	10 E 801 411 251000 000 0	107.50
252600661	01/30/2026	IDENTISYS INC	District Office Lanyards	10 E 801 411 251000 000 0	875.00
252600662	01/30/2026	INSTRUMENTAL MUSIC C	BAND MUSIC	10 E 400 411 125510 000 0	15.00
252600662	01/30/2026	INSTRUMENTAL MUSIC C	BAND MUSIC	10 E 400 411 125510 000 0	17.99
252600662	01/30/2026	INSTRUMENTAL MUSIC C	BAND MUSIC	10 E 400 411 125510 000 0	94.97
252600662	01/30/2026	INSTRUMENTAL MUSIC C	BAND MUSIC	10 E 400 411 125510 000 0	130.64
252600662	01/30/2026	INSTRUMENTAL MUSIC C	BAND MUSIC	10 E 400 411 125510 000 0	52.94
252600662	01/30/2026	INSTRUMENTAL MUSIC C	BAND INSTRUMENT REPAIR	10 E 400 310 125510 000 0	89.00
252600662	01/30/2026	INSTRUMENTAL MUSIC C	BAND INSTRUMENT REPAIR	10 E 400 310 125510 000 0	417.65
252600663	01/30/2026	J W PEPPER & SON INC	BAND MUSIC	10 E 400 411 125510 000 0	80.00
252600663	01/30/2026	J W PEPPER & SON INC	JW Pepper- Inv for Eprint sheet music- Band budget	10 E 200 411 125510 000 0	58.00
252600663	01/30/2026	J W PEPPER & SON INC	BAND MUSIC	10 E 400 411 125510 000 0	82.40
252600663	01/30/2026	J W PEPPER & SON INC	JW Pepper- Inv for E Print sheet music- Band budget	10 E 200 411 125510 000 0	65.00
252600664	01/30/2026	KAISER-HOLBROOK, ANG	RF4C Teacher Inservice Jan 19, 2026 - Angela Kaiser	10 E 100 310 110000 000 0	63.00
252600665	01/30/2026	MEI MEI'S COOKIES &	Mei Mei's - 6th Grade FT 1/29/26	10 E 104 943 129200 000 0	250.00
252600666	01/30/2026	NARDINI FIRE EQUIPME	MMS Semi Annual Kitchen Hood Inspection	10 E 803 310 254300 000 0	393.20
252600666	01/30/2026	NARDINI FIRE EQUIPME	MMS Semi Annual Kitchen Hood Inspection	10 E 803 411 254300 000 0	196.00
252600666	01/30/2026	NARDINI FIRE EQUIPME	Montessori Semi Annual Kitchen Hood Inspection	10 E 803 310 254300 000 0	279.20
252600666	01/30/2026	NARDINI FIRE EQUIPME	Montessori Semi Annual Kitchen Hood Inspection	10 E 803 411 254300 000 0	130.40
252600667	01/30/2026	NCS PEARSON INCORPOR	BOT-3 Protocols	27 E 920 411 218100 341 0	204.38
252600668	01/30/2026	NEO ELECTRICAL SOLUT	HS Service Call (D Wing Lights)	10 E 803 310 254300 000 0	448.00
252600668	01/30/2026	NEO ELECTRICAL SOLUT	HS Service Call (D Wing Lights)	10 E 803 411 254300 000 0	2.60
252600669	01/30/2026	NORTH CENTRAL INTERN	Parts	10 E 804 411 256210 000 0	57.38
252600670	01/30/2026	NORTHWEST COUNSELING	AW Day Treatment	27 E 920 310 219000 341 0	950.00
252600670	01/30/2026	NORTHWEST COUNSELING	AW Day Treatment	27 E 920 310 219000 341 0	950.00

CHECK CHECK		VENDOR	INVOICE	ACCOUNT	AMOUNT
NUMBER	DATE		DESCRIPTION	NUMBER	
252600671	01/30/2026	PAR INC	BRIEF2 Protocols	27 E 920 411 215200 341 0	309.00
252600672	01/30/2026	PARTS TOWN LLC	Maintenance (Food Service) Repair Parts	10 E 803 411 254300 000 0	319.63
252600673	01/30/2026	RENNING, LEWIS & LAC	Student Services - Matter No. 15006.00100	10 E 801 310 231500 000 0	120.00
252600674	01/30/2026	SCHOOL DISTRICT OF H	Hudson Homeless Transportation	10 E 709 382 256710 000 0	988.71
252600675	01/30/2026	SIMPSON, RACHEL	RF4C Teacher Inservice Jan 19, 2026 - Rachel Simpson	10 E 100 310 110000 000 0	63.00
252600676	01/30/2026	STAPLES -(PAPER)	Staples	80 E 880 411 390000 000 0	25.80
252600676	01/30/2026	STAPLES -(PAPER)	Staples	80 E 880 411 390000 000 0	11.43
252600676	01/30/2026	STAPLES -(PAPER)	10 cases of copy paper for the Westside Elementary workroom.	10 E 102 411 129000 000 0	394.90
252600676	01/30/2026	STAPLES -(PAPER)	DO Supplies	10 E 801 411 251000 000 0	107.89
252600677	01/30/2026	STEEL TOWNE RF	TECH ED SUPPLIES	10 E 400 411 136000 400 0	70.36
252600678	01/30/2026	TIMM, ERIN	RF4C Teacher Inservice Jan 19, 2026 - Erin Timm	10 E 100 310 110000 000 0	63.00
252600679	01/30/2026	TORMACH INC	CLAMP HANDLE - TECH ED	10 E 400 411 136000 400 0	106.95
252600680	01/30/2026	TOTAL EXCAVATING AND	District Wide Snow Plowing 1/18/26-1/24/26	10 E 803 329 253002 000 0	10,420.00
252600681	01/30/2026	UW-RIVER FALLS STUDE	OUTDOOR ED - CLIMBING WALL FIELD TRIP	10 E 400 943 143000 000 0	1,800.00
252600682	01/30/2026	UWRF	UWRF - Staff Conference	10 E 104 310 129200 000 0	119.00
252600682	01/30/2026	UWRF	UWRF - Staff Conference	10 E 104 310 129200 000 0	119.00
252600682	01/30/2026	UWRF	UWRF - Staff Conference	10 E 104 310 129200 000 0	119.00
252600682	01/30/2026	UWRF	UWRF - Staff Conference	10 E 104 310 129200 000 0	119.00
252600682	01/30/2026	UWRF	UWRF - Staff Conference	10 E 104 310 129200 000 0	119.00
252600683	01/30/2026	VENTRIS LEARNING LLC	Teacher manual for Kaylin Lallemont	10 E 701 411 221970 335 0	90.00
252600684	01/30/2026	VERNIER SOFTWARE & T	LIBRARY TABLETS - CSF - MARY MILLER	10 E 400 480 222200 031 0	1,826.73
252600684	01/30/2026	VERNIER SOFTWARE & T	4 ADDITIONAL TABLETS FOR THE LIBRARY - CSF - MARY MILLER	10 E 400 480 222200 031 0	1,818.80
Totals for checks					543,616.73

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	73.69	0.00	195,423.04	195,496.73
21	SPECIAL REVENUE FUND	0.00	0.00	4,819.34	4,819.34
27	SPECIAL EDUCATION FUND	0.00	0.00	7,214.97	7,214.97
46	LONG TERM CAPTL IMPVMNT TRUST	0.00	0.00	3,152.50	3,152.50
49	CONSTRUCTION ACCOUNT	0.00	0.00	117,917.44	117,917.44
50	FOOD SERVICE FUND	0.00	0.00	202,463.00	202,463.00
60	CUSTODIAL FUND	0.00	0.00	838.58	838.58
80	COMMUNITY SERVICE FUND	0.00	0.00	11,714.17	11,714.17
***	Fund Summary Totals ***	73.69	0.00	543,543.04	543,616.73

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

CHECK CHECK		INVOICE		ACCOUNT		AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER		
202500487	01/31/2026	EYEMED	Ins. Tracking Billing	10 L	811638	2,570.25
202500483	01/31/2026	HEALTH PARTNERS	Ins. Tracking Billing	10 L	811631	312,800.51
202500483	01/31/2026	HEALTH PARTNERS	Ins. Tracking Billing	10 L	811619	10,357.66
202500484	01/31/2026	HEALTH PARTNERS	Ins. Tracking Billing	10 L	811631	50,612.38
202500484	01/31/2026	HEALTH PARTNERS	Ins. Tracking Billing	10 L	811619	3,835.18
202500485	01/31/2026	HEALTH PARTNERS	Ins. Tracking Billing	10 L	811631	138,058.54
202500485	01/31/2026	HEALTH PARTNERS	Ins. Tracking Billing	10 L	811619	-1,177.32
202500486	01/31/2026	HEALTH PARTNERS	Ins. Tracking Billing	10 L	811631	49,732.98
202500486	01/31/2026	HEALTH PARTNERS	Ins. Tracking Billing	10 L	811619	3,605.06
202500520	01/31/2026	HEALTH PARTNERS	DENTAL FOR JAN 2026	10 L	811632	2,525.25
202500520	01/31/2026	HEALTH PARTNERS	DENTAL FOR JAN 2026	10 L	811618	264.18
202500440	01/05/2026	HSA BANK	Payroll accrual	10 L	811637	9,811.81
202500440	01/05/2026	HSA BANK	Payroll accrual	27 L	811637	3,892.00
202500446	01/05/2026	HSA BANK	Payroll accrual	10 L	811637	4,665.57
202500446	01/05/2026	HSA BANK	Payroll accrual	27 L	811637	289.55
202500446	01/05/2026	HSA BANK	Payroll accrual	80 L	811637	530.00
202500452	01/05/2026	HSA BANK	Payroll accrual	10 L	811637	451.20
202500452	01/05/2026	HSA BANK	Payroll accrual	27 L	811637	810.78
202500452	01/05/2026	HSA BANK	Payroll accrual	80 L	811637	3.80
202500468	01/20/2026	HSA BANK	Payroll accrual	10 L	811637	9,811.81
202500468	01/20/2026	HSA BANK	Payroll accrual	27 L	811637	4,092.00
202500480	01/20/2026	HSA BANK	Payroll accrual	27 L	811637	1,350.00
202500474	01/20/2026	HSA BANK	Payroll accrual	10 L	811637	5,735.86
202500474	01/20/2026	HSA BANK	Payroll accrual	27 L	811637	289.55
202500474	01/20/2026	HSA BANK	Payroll accrual	80 L	811637	530.00
202500480	01/20/2026	HSA BANK	Payroll accrual	10 L	811637	445.59
202500480	01/20/2026	HSA BANK	Payroll accrual	27 L	811637	510.78
202500480	01/20/2026	HSA BANK	Payroll accrual	80 L	811637	9.41
202500512	01/31/2026	MINNESOTA LIFE INSUR	Ins. Tracking Billing	10 L	811634	382.40
202500513	01/31/2026	MINNESOTA LIFE INSUR	Ins. Tracking Billing	10 L	811634	795.45
202500514	01/31/2026	MINNESOTA LIFE INSUR	Ins. Tracking Billing	10 L	811634	20.88
202500515	01/31/2026	MINNESOTA LIFE INSUR	Ins. Tracking Billing	10 L	811634	3,977.26
202500516	01/31/2026	MINNESOTA LIFE INSUR	Ins. Tracking Billing	10 L	811634	600.16
202500517	01/31/2026	MINNESOTA LIFE INSUR	Ins. Tracking Billing	10 L	811634	243.86
202500518	01/31/2026	MINNESOTA LIFE INSUR	Ins. Tracking Billing	10 L	811634	1,759.44
202500519	01/31/2026	MINNESOTA LIFE INSUR	Ins. Tracking Billing	10 L	811634	773.72
202500435	01/05/2026	GREAT WEST	Payroll accrual	10 L	811639	479.00
202500441	01/05/2026	GREAT WEST	Payroll accrual	10 L	811639	397.21
202500441	01/05/2026	GREAT WEST	Payroll accrual	27 L	811639	0.00
202500435	01/05/2026	GREAT WEST	Payroll accrual	10 L	811639	500.00
202500435	01/05/2026	GREAT WEST	Payroll accrual	10 L	811639	32.97
202500441	01/05/2026	GREAT WEST	Payroll accrual	10 L	811639	175.00
202500441	01/05/2026	GREAT WEST	Payroll accrual	27 L	811639	1,354.15
202500447	01/05/2026	GREAT WEST	Payroll accrual	27 L	811639	94.14
202500441	01/05/2026	GREAT WEST	Payroll accrual	10 L	811639	75.00
202500441	01/05/2026	GREAT WEST	Payroll accrual	27 L	811639	0.00
202500441	01/05/2026	GREAT WEST	Payroll accrual	10 L	811639	397.21
202500441	01/05/2026	GREAT WEST	Payroll accrual	27 L	811639	0.00
202500447	01/05/2026	GREAT WEST	Payroll accrual	10 L	811639	50.00
202500463	01/20/2026	GREAT WEST	Payroll accrual	10 L	811639	479.00
202500469	01/20/2026	GREAT WEST	Payroll accrual	10 L	811639	397.21
202500469	01/20/2026	GREAT WEST	Payroll accrual	27 L	811639	0.00
202500463	01/20/2026	GREAT WEST	Payroll accrual	10 L	811639	500.00
202500463	01/20/2026	GREAT WEST	Payroll accrual	10 L	811639	32.97
202500469	01/20/2026	GREAT WEST	Payroll accrual	10 L	811639	175.00
202500469	01/20/2026	GREAT WEST	Payroll accrual	27 L	811639	1,354.15

CHECK CHECK		VENDOR	INVOICE	ACCOUNT		AMOUNT
NUMBER	DATE		DESCRIPTION	NUMBER		
202500475	01/20/2026	GREAT WEST	Payroll accrual	27 L	811639	65.90
202500469	01/20/2026	GREAT WEST	Payroll accrual	10 L	811639	75.00
202500469	01/20/2026	GREAT WEST	Payroll accrual	27 L	811639	0.00
202500469	01/20/2026	GREAT WEST	Payroll accrual	10 L	811639	397.21
202500469	01/20/2026	GREAT WEST	Payroll accrual	27 L	811639	0.00
202500475	01/20/2026	GREAT WEST	Payroll accrual	10 L	811639	50.00
202500488	01/31/2026	THE STANDARD	Ins. Tracking Billing	10 L	811641	883.35
202500489	01/31/2026	THE STANDARD	Ins. Tracking Billing	10 L	811641	208.40
202500490	01/31/2026	THE STANDARD	Ins. Tracking Billing	10 L	811641	19.50
202500491	01/31/2026	THE STANDARD	Ins. Tracking Billing	10 L	811641	299.20
202500492	01/31/2026	THE STANDARD	Ins. Tracking Billing	10 L	811641	40.25
202500493	01/31/2026	THE STANDARD	Ins. Tracking Billing	10 L	811641	813.92
202500481	01/31/2026	THE STANDARD	Ins. Tracking Billing	10 L	811633	7,979.28
202500482	01/31/2026	THE STANDARD	Ins. Tracking Billing	10 L	811633	3,351.78
202500436	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811611	31,189.40
202500436	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811611	8,319.39
202500436	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811612	2,502.25
202500436	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811612	426.87
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811612	102.16
202500436	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811612	33,481.91
202500436	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811612	8,888.07
202500436	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811611	7,294.34
202500436	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811611	1,945.65
202500436	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811611	7,294.34
202500436	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811611	1,945.65
202500436	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811611	31,189.40
202500436	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811611	8,319.39
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811611	12,410.75
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811611	517.50
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	80 L	811611	571.52
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811612	2,640.00
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	80 L	811612	360.00
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811612	16,085.41
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811612	379.19
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	80 L	811612	485.90
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811611	2,902.52
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811611	121.03
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	80 L	811611	133.66
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811611	2,902.52
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811611	121.03
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	80 L	811611	133.66
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811611	12,410.75
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811611	517.50
202500442	01/05/2026	UNITED STATES	TREASU Payroll accrual	80 L	811611	571.52
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811611	9,621.89
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811611	5,929.83
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	50 L	811611	36.77
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	80 L	811611	665.54
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811612	1,428.44
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811612	950.82
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811612	5,069.72
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811612	3,957.74
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	50 L	811612	0.00
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	80 L	811612	118.70
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L	811611	2,250.27
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L	811611	1,386.78

CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	50 L 811611	8.60
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	80 L 811611	155.62
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	2,250.27
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L 811611	1,386.78
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	50 L 811611	8.60
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	80 L 811611	155.62
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	9,621.89
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	27 L 811611	5,929.83
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	50 L 811611	36.77
202500448	01/05/2026	UNITED STATES	TREASU Payroll accrual	80 L 811611	665.54
202500453	01/09/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	45.75
202500453	01/09/2026	UNITED STATES	TREASU Payroll accrual	10 L 811612	6.70
202500453	01/09/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	10.70
202500453	01/09/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	10.70
202500453	01/09/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	45.75
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	31,786.78
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L 811611	8,389.44
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L 811611	7.90
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L 811612	2,502.17
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L 811612	426.95
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L 811612	145.48
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L 811612	32,471.74
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L 811612	8,504.75
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L 811612	10.19
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	7,434.04
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L 811611	1,962.02
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L 811611	1.85
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	7,434.04
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L 811611	1,962.02
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L 811611	1.85
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	31,786.78
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L 811611	8,389.44
202500464	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L 811611	7.90
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	12,309.81
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L 811611	517.50
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L 811611	571.52
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	21 L 811611	13.00
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L 811612	2,590.00
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L 811612	360.00
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L 811612	15,107.05
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L 811612	354.89
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L 811612	450.03
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	21 L 811612	0.00
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	2,878.90
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L 811611	121.03
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L 811611	133.66
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	21 L 811611	3.04
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	2,878.90
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L 811611	121.03
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L 811611	133.66
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	21 L 811611	3.04
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	12,309.81
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L 811611	517.50
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L 811611	571.52
202500470	01/20/2026	UNITED STATES	TREASU Payroll accrual	21 L 811611	13.00
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L 811611	6,740.94

CHECK CHECK		INVOICE		ACCOUNT		AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER		
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L	811611	4,101.41
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	50 L	811611	31.85
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L	811611	512.13
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L	811612	1,226.21
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L	811612	946.51
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L	811612	1,600.97
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L	811612	1,378.69
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	50 L	811612	0.00
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L	811612	120.82
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L	811611	1,576.52
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L	811611	959.19
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	50 L	811611	7.45
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L	811611	119.78
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L	811611	1,576.52
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L	811611	959.19
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	50 L	811611	7.45
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L	811611	119.78
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	10 L	811611	6,740.94
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	27 L	811611	4,101.41
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	50 L	811611	31.85
202500476	01/20/2026	UNITED STATES	TREASU Payroll accrual	80 L	811611	512.13
202500439	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	8,219.00
202500439	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	3,295.00
202500439	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	2,525.83
202500439	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	4,813.00
202500439	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	2,558.33
202500439	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	4,129.39
202500439	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	601.04
202500445	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	6,165.56
202500445	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	429.36
202500445	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	1,375.00
202500445	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	679.15
202500445	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	343.60
202500445	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	0.00
202500445	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	1,590.00
202500445	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	675.00
202500445	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	80 L	811639	10.00
202500445	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	1,014.03
202500445	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	0.00
202500445	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	80 L	811639	945.78
202500451	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	50.00
202500451	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	1,100.00
202500451	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	74.22
202500451	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	165.45
202500451	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	170.00
202500451	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	150.00
202500451	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	90.00
202500451	01/05/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	126.03
202500467	01/20/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	8,219.00
202500467	01/20/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	3,295.00
202500467	01/20/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	2,525.83
202500467	01/20/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	4,813.00
202500467	01/20/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	2,558.33
202500467	01/20/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	4,129.39
202500467	01/20/2026	WEA TRUST MEMBER	BEN Payroll accrual	27 L	811639	601.04
202500473	01/20/2026	WEA TRUST MEMBER	BEN Payroll accrual	10 L	811639	6,165.56

CHECK CHECK		INVOICE		ACCOUNT		AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER		
202500473	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	27 L	811639	429.36
202500473	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	10 L	811639	1,375.00
202500473	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	27 L	811639	679.15
202500473	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	10 L	811639	343.60
202500473	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	27 L	811639	0.00
202500473	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	10 L	811639	1,590.00
202500473	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	27 L	811639	675.00
202500473	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	80 L	811639	10.00
202500473	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	10 L	811639	1,014.03
202500473	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	27 L	811639	0.00
202500473	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	80 L	811639	945.78
202500479	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	10 L	811639	50.00
202500479	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	27 L	811639	900.00
202500479	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	10 L	811639	40.65
202500479	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	27 L	811639	116.47
202500479	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	10 L	811639	170.00
202500479	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	27 L	811639	150.00
202500479	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	10 L	811639	60.00
202500479	01/20/2026	WEA TRUST MEMBER BEN	Payroll accrual	27 L	811639	67.22
202500437	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	21,743.62
202500437	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	27 L	811613	5,812.13
202500437	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	77.10
202500437	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	27 L	811613	57.90
202500449	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	75.76
202500443	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	8,670.82
202500443	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	27 L	811613	263.50
202500443	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	80 L	811613	348.20
202500443	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	230.00
202500443	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	80 L	811613	210.00
202500449	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	4,069.60
202500449	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	27 L	811613	3,091.67
202500449	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	50 L	811613	7.04
202500449	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	80 L	811613	137.56
202500449	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	222.18
202500449	01/05/2026	WISCONSIN DEPT OF RE	Payroll accrual	27 L	811613	122.82
202500454	01/09/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	16.24
202500465	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	22,235.57
202500465	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	27 L	811613	5,849.81
202500465	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	80 L	811613	5.65
202500465	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	77.10
202500465	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	27 L	811613	57.90
202500477	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	93.26
202500471	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	8,609.85
202500471	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	27 L	811613	263.41
202500471	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	80 L	811613	348.06
202500471	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	21 L	811613	5.85
202500471	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	205.00
202500471	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	80 L	811613	210.00
202500477	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	1,807.80
202500477	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	27 L	811613	1,563.63
202500477	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	50 L	811613	4.23
202500477	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	80 L	811613	129.03
202500477	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	10 L	811613	201.49
202500477	01/20/2026	WISCONSIN DEPT OF RE	Payroll accrual	27 L	811613	48.51
202500444	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811623	10,451.46
202500444	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811623	282.73

CHECK CHECK		INVOICE		ACCOUNT		AMOUNT
NUMBER	DATE	VENDOR	DESCRIPTION	NUMBER		
202500444	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	80 L	811623	799.70
202500438	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811620	41,087.62
202500438	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811620	11,010.90
202500444	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811622	10,451.46
202500444	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811622	282.73
202500444	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	80 L	811622	799.70
202500438	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811621	41,087.62
202500438	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811621	11,010.90
202500450	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811623	7,479.37
202500450	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811623	7,945.03
202500450	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	80 L	811623	260.84
202500450	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	50 L	811623	46.02
202500444	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811620	6,031.51
202500444	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811620	420.03
202500450	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811622	7,479.37
202500450	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811622	7,945.03
202500450	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	50 L	811622	46.02
202500450	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	80 L	811622	260.84
202500444	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811621	6,031.51
202500444	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811621	420.03
202500450	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811620	198.39
202500450	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811620	26.26
202500450	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811621	198.39
202500450	01/05/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811621	26.26
202500472	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811623	10,434.71
202500472	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811623	282.73
202500472	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	80 L	811623	799.70
202500472	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	21 L	811623	21.60
202500466	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811620	41,792.78
202500466	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811620	11,107.53
202500466	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	80 L	811620	10.15
202500472	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811622	10,434.71
202500472	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811622	282.73
202500472	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	80 L	811622	799.70
202500472	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	21 L	811622	21.60
202500466	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811621	41,792.78
202500466	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811621	11,107.53
202500466	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	80 L	811621	10.15
202500478	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811623	5,245.89
202500478	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811623	5,550.11
202500478	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	80 L	811623	334.83
202500478	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	50 L	811623	39.86
202500472	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811620	6,031.51
202500472	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811620	420.03
202500478	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811622	5,245.89
202500478	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811622	5,550.11
202500478	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	50 L	811622	39.86
202500478	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	80 L	811622	334.83
202500472	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811621	6,031.51
202500472	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811621	420.03
202500478	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811620	103.09
202500478	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811620	20.75
202500478	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	10 L	811621	103.09
202500478	01/20/2026	WISC RETIREMENT SYST	Payroll accrual	27 L	811621	20.75

Totals for checks 1,627,679.95

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	1,391,437.31	0.00	0.00	1,391,437.31
21	SPECIAL REVENUE FUND	81.13	0.00	0.00	81.13
27	SPECIAL EDUCATION FUND	219,373.43	0.00	0.00	219,373.43
50	FOOD SERVICE FUND	352.37	0.00	0.00	352.37
80	COMMUNITY SERVICE FUND	16,435.71	0.00	0.00	16,435.71
***	Fund Summary Totals ***	1,627,679.95	0.00	0.00	1,627,679.95

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

Full Name	Check Number	Check Date	Net Pay Amount
AAMODT, KATHLEEN S	997412451	01/05/2026	1,223.38
AAMODT, KATHLEEN S	997413103	01/20/2026	892.91
ADAMS, SONJA	997412662	01/05/2026	691.20
ADAMS, SONJA	997413317	01/20/2026	209.23
ADELSDORF-NUDD, SAM MICHAEL	997412306	01/05/2026	1,453.23
ADELSDORF-NUDD, SAM MICHAEL	997412958	01/20/2026	1,459.12
ALLEN, ZACHARY S	997412541	01/05/2026	128.94
ALLEN, ZACHARY S	997413193	01/20/2026	128.94
AMES, JENNIFER L	997412385	01/05/2026	1,357.61
AMES, JENNIFER L	997413037	01/20/2026	1,367.94
AMUNDSON, TESSA L	997412307	01/05/2026	2,231.43
AMUNDSON, TESSA L	997412959	01/20/2026	2,243.22
ANDERSON, CHRISTY N	997412133	01/05/2026	1,807.08
ANDERSON, CHRISTY N	997412786	01/20/2026	1,822.04
ANDERSON, MUFFI M	997412452	01/05/2026	1,277.40
ANDERSON, MUFFI M	997413104	01/20/2026	820.58
ANDERSON, TERRI L	997412453	01/05/2026	1,206.74
ANDERSON, TERRI L	997413105	01/20/2026	960.74
ANDLER, KELLEN G	997412612	01/05/2026	486.70
ANDLER, KELLEN G	997413265	01/20/2026	281.56
ANDRASTEK, JOHN PHILLIP	997412663	01/05/2026	230.87
ANDREWS, HOLLY DOSDALL	997412664	01/05/2026	277.05
ANDREWS, HOLLY DOSDALL	997413318	01/20/2026	92.35
ANDRLE PITZEN, TAMMY MARIE	997412374	01/05/2026	1,161.53
ANDRLE PITZEN, TAMMY MARIE	997413026	01/20/2026	1,170.45
ANTON, SALLY M	997413319	01/20/2026	80.35
ARF, AARON R	997413320	01/20/2026	346.31
ARMBRUST, KYLEE MAE	997412097	01/05/2026	1,207.46
ARMBRUST, KYLEE MAE	997412750	01/20/2026	1,213.35
ARNDORFER, BRADLEY MICHAEL	997413237	01/20/2026	127.35
ARNDORFER, BRADLEY MICHAEL	997412585	01/05/2026	81.86
ARNE, CHERYL M	997412542	01/05/2026	665.89
ARNE, CHERYL M	997413194	01/20/2026	482.36
ARP, ROBERT EDWARD	997412665	01/05/2026	1,185.88
ARP, ROBERT EDWARD	997413321	01/20/2026	599.70
BAILEY, SARAH KATHLYN	997412666	01/05/2026	595.45
BAILEY, SARAH KATHLYN	997413322	01/20/2026	210.78
BARRETT, KRISTIN BRIANNE	997412649	01/05/2026	633.78
BARRETT, KRISTIN BRIANNE	997413303	01/20/2026	654.89
BARRY, RAINBOW A	997412347	01/05/2026	1,748.40
BARRY, RAINBOW A	997412999	01/20/2026	1,857.56
BARRY, WILLA MM	997412516	01/05/2026	173.15
BARRY, WILLA MM	997413169	01/20/2026	159.30
BARTLEIN, SIRI JANE	997412667	01/05/2026	277.05
BAUSCHELT, KADY A	997412222	01/05/2026	2,131.43
BAUSCHELT, KADY A	997412874	01/20/2026	2,143.22
BEACHEY, BARBARA J	997413323	01/20/2026	184.70
BEAUCHMAN, EUNICE MARY	997412517	01/05/2026	1,032.80
BEAUCHMAN, EUNICE MARY	997413170	01/20/2026	712.47

BECHTOLD, HEATHER A.	997412588 01/05/2026	1,081.03
BECHTOLD, HEATHER A.	997413240 01/20/2026	786.12
BECHTOLD, NOLAN J	997412668 01/05/2026	365.72
BEHNKE, KEITH PATRICK	997412368 01/05/2026	1,271.33
BEHNKE, KEITH PATRICK	997413020 01/20/2026	1,282.72
BELL, DAVID T	997412411 01/05/2026	5,232.55
BELL, DAVID T	997413063 01/20/2026	5,269.55
BELL, KATRINA A	997412167 01/05/2026	1,599.38
BELL, KATRINA A	997412819 01/20/2026	1,605.28
BENNETT, RONALD J	997412431 01/05/2026	2,436.64
BENNETT, RONALD J	997413082 01/20/2026	2,479.95
BERES, TIMOTHY MICHAEL	997413324 01/20/2026	1,321.76
BERG, STEPHEN MYRON	997412543 01/05/2026	1,297.88
BERG, STEPHEN MYRON	997413195 01/20/2026	906.20
BERGQUIST, ANDREW S	997412544 01/05/2026	1,447.24
BERGQUIST, ANDREW S	997413196 01/20/2026	1,047.80
BERNER, MELISSA A	997412476 01/05/2026	411.71
BERNER, MELISSA A	997413128 01/20/2026	41.00
BEYER, MEADOW ISABELLA	997412613 01/05/2026	278.42
BEYER, MEADOW ISABELLA	997413266 01/20/2026	46.99
BINGENHEIMER, ASHLEY MAE	997412440 01/05/2026	3,868.35
BINGENHEIMER, ASHLEY MAE	997413092 01/20/2026	3,884.85
BINGENHEIMER, NATHAN SCOTT	997412223 01/05/2026	1,778.65
BINGENHEIMER, NATHAN SCOTT	997412875 01/20/2026	1,790.44
BIRENBAUM, MICHAEL J	997412224 01/05/2026	2,216.67
BIRENBAUM, MICHAEL J	997412876 01/20/2026	2,235.17
BISHOP, BAILEE MAE	997412669 01/05/2026	124.67
BISHOP, BAILEE MAE	997413325 01/20/2026	488.30
BISHOP, RYAN D	997412225 01/05/2026	2,249.07
BISHOP, RYAN D	997412877 01/20/2026	2,260.87
BITTER, ERIN L	997413304 01/20/2026	216.69
BJORNSTAL, CARL J	997412670 01/05/2026	202.11
BJORNSTAL, CARL J	997413326 01/20/2026	70.30
BOCHE, AARON J	997412168 01/05/2026	2,112.29
BOCHE, AARON J	997412820 01/20/2026	2,124.08
BOHNERT, ANGELA D	997412441 01/05/2026	1,748.34
BOHNERT, ANGELA D	997413093 01/20/2026	1,758.97
BOLEMAN, HEATHER D	997412226 01/05/2026	2,398.90
BOLEMAN, HEATHER D	997412878 01/20/2026	2,424.90
BORCHARDT, KAYTE A	997412227 01/05/2026	1,946.62
BORCHARDT, KAYTE A	997412879 01/20/2026	1,952.51
BOSSHART, MADISON MARIE	997412308 01/05/2026	1,562.34
BOSSHART, MADISON MARIE	997412960 01/20/2026	1,568.24
BOTELLO, EMMA BRAELYN	997412614 01/05/2026	95.60
BOTELLO, EMMA BRAELYN	997413267 01/20/2026	50.36
BOWERS HYNES, SOMMER L	997412169 01/05/2026	2,030.03
BOWERS HYNES, SOMMER L	997412821 01/20/2026	2,048.53
BOYER, LUCAS W	997412432 01/05/2026	1,562.84
BOYER, LUCAS W	997413083 01/20/2026	1,562.84
BRAGER, JOANNE M	997412477 01/05/2026	936.45

BRAGER, JOANNE M	997413129 01/20/2026	538.85
BRANDVOLD, DAVID DONALD	997412671 01/05/2026	459.18
BRANDVOLD, KARIN R	997412298 01/05/2026	2,142.73
BRANDVOLD, KARIN R	997412950 01/20/2026	2,154.52
BRAULT, KELLY A	997412589 01/05/2026	1,380.52
BRAULT, KELLY A	997413241 01/20/2026	2,072.29
BREDAHL, WAYNE ALAN	997412545 01/05/2026	316.95
BREDAHL, WAYNE ALAN	997413197 01/20/2026	316.95
BRENNAN-BOBERT, EMILY ELIZABETH	997412309 01/05/2026	1,200.32
BRENNAN-BOBERT, EMILY ELIZABETH	997412961 01/20/2026	1,212.82
BRIESE, BECKY A	997412228 01/05/2026	2,292.55
BRIESE, BECKY A	997412880 01/20/2026	2,304.34
BRILL, RYAN D	997412229 01/05/2026	2,093.46
BRILL, RYAN D	997412881 01/20/2026	2,105.25
BRITTAIN, CARRIE J	997412098 01/05/2026	2,837.86
BRITTAIN, CARRIE J	997412751 01/20/2026	2,837.86
BROWN, KATIE S	997412454 01/05/2026	686.60
BROWN, KATIE S	997413106 01/20/2026	416.46
BROWN, NATHAN M	997412170 01/05/2026	1,592.12
BROWN, NATHAN M	997412822 01/20/2026	1,598.02
BRUECKER, JACOB SCOTT	997412518 01/05/2026	1,392.27
BRUECKER, JACOB SCOTT	997413171 01/20/2026	1,581.38
BRUESEWITZ, KEVIN ERICK	997412672 01/05/2026	536.37
BRUESEWITZ, KEVIN ERICK	997413327 01/20/2026	267.84
BRUESEWITZ, KIMBERLY SUE	997412230 01/05/2026	1,555.32
BRUESEWITZ, KIMBERLY SUE	997412882 01/20/2026	1,564.15
BUCK, BRIAN P	997412375 01/05/2026	3,469.57
BUCK, BRIAN P	997413027 01/20/2026	3,481.36
BURKHARDT, CHRISTOPHER MICHAEL	997412673 01/05/2026	250.09
BURKHART, SUSAN MARY	997413328 01/20/2026	159.70
BURNAP, TODD A	997412407 01/05/2026	2,615.93
BURNAP, TODD A	997413059 01/20/2026	2,627.72
BUROW, MITCHEL D	997412674 01/05/2026	651.59
BUROW, MITCHEL D	997413329 01/20/2026	199.94
BYRAM, CHANTELE MARIE	997412478 01/05/2026	682.20
BYRAM, CHANTELE MARIE	997413130 01/20/2026	435.57
CABLE, CASSANDRA L	997412495 01/05/2026	1,175.63
CABLE, CASSANDRA L	997413147 01/20/2026	813.43
CADMAN, ASHTON ANN	997412171 01/05/2026	1,554.56
CADMAN, ASHTON ANN	997412823 01/20/2026	1,543.70
CALLANDER, LILIANA ELIZABETH	997413148 01/20/2026	279.13
CAMPBELL, GARY J	997412172 01/05/2026	1,935.58
CAMPBELL, GARY J	997412824 01/20/2026	1,929.93
CAMPBELL, PATRICIA M	997412496 01/05/2026	1,041.70
CAMPBELL, PATRICIA M	997413149 01/20/2026	589.19
CAMPBELL, STACEY L	997412310 01/05/2026	2,303.38
CAMPBELL, STACEY L	997412962 01/20/2026	2,321.88
CAMPBELL, ZACHARY R	997412231 01/05/2026	2,018.59
CAMPBELL, ZACHARY R	997412883 01/20/2026	3,274.59
CAMPEAU, TRISTAN JOE	997412615 01/05/2026	90.64

CAMPEAU, TRISTAN JOE	997413268 01/20/2026	36.93
CARLEY, CHRISTOPHER W	997412546 01/05/2026	1,513.85
CARLEY, CHRISTOPHER W	997413198 01/20/2026	1,080.19
CARLSON, HOPE M	997412232 01/05/2026	1,751.80
CARLSON, HOPE M	997412884 01/20/2026	1,718.92
CARROLL, JOHN HENRY	997413199 01/20/2026	149.91
CARROLL, THOMAS A	997412675 01/05/2026	480.43
CARROLL, THOMAS A	997413330 01/20/2026	613.41
CARTIER, CHELSEA A	997412173 01/05/2026	1,633.79
CARTIER, CHELSEA A	997412825 01/20/2026	1,645.58
CASPAR, TRENTON JEFFREY	997413331 01/20/2026	692.62
CAVANESS, HEIDI MARIE	997413242 01/20/2026	193.20
CELT, JAMES	997412547 01/05/2026	342.82
CELT, JAMES	997413200 01/20/2026	198.21
CHAFFEE, ANDREA G	997412233 01/05/2026	2,017.57
CHAFFEE, ANDREA G	997412885 01/20/2026	2,036.07
CHAFFEE, LARA JEAN	997412616 01/05/2026	213.46
CHAFFEE, LARA JEAN	997413269 01/20/2026	110.54
CHAFFEE, LUKE B	997412234 01/05/2026	2,306.54
CHAFFEE, LUKE B	997412886 01/20/2026	2,318.33
CHAPIN, MARK R	997412376 01/05/2026	4,034.86
CHAPIN, MARK R	997413028 01/20/2026	4,046.66
CHEEVER, LISA KAY	997412650 01/05/2026	1,247.23
CHEEVER, LISA KAY	997413305 01/20/2026	882.90
CLARK, ANNA A	997412099 01/05/2026	1,779.68
CLARK, ANNA A	997412752 01/20/2026	1,791.47
CLEVEN, AUDREY L	997412235 01/05/2026	1,516.93
CLEVEN, AUDREY L	997412887 01/20/2026	1,522.83
COLSON, CAROLYN	997412676 01/05/2026	77.68
CONLEY, CHARLES R	997412236 01/05/2026	1,858.88
CONLEY, CHARLES R	997412888 01/20/2026	1,690.46
COOK, LINDSAY D	997412134 01/05/2026	1,344.86
COOK, LINDSAY D	997412787 01/20/2026	1,481.79
COOK, MCKENNA RENEE	997412100 01/05/2026	1,560.45
COOK, MCKENNA RENEE	997412753 01/20/2026	1,566.28
COPPENBARGER, CURT S	997412677 01/05/2026	366.03
CORNELL, SARAH M	997412237 01/05/2026	2,042.45
CORNELL, SARAH M	997412889 01/20/2026	2,054.24
COUGHLIN, JOSEPH D	997412174 01/05/2026	2,205.45
COUGHLIN, JOSEPH D	997412826 01/20/2026	2,217.24
COUGHLIN, MOLLY B	997412238 01/05/2026	1,730.54
COUGHLIN, MOLLY B	997412890 01/20/2026	1,742.33
COY, LYNETTE KATHERINE	997412412 01/05/2026	3,622.75
COY, LYNETTE KATHERINE	997413064 01/20/2026	3,644.13
CRAIG, KIM E	997412239 01/05/2026	2,188.78
CRAIG, KIM E	997412891 01/20/2026	2,200.57
CRAIL, DAVID T	997412386 01/05/2026	3,168.55
CRAIL, DAVID T	997413038 01/20/2026	3,180.34
CROSBY, MARY M	997412678 01/05/2026	722.47
CROSBY, MARY M	997413332 01/20/2026	545.11

CRUCIANI, EMMA J	997412311 01/05/2026	1,599.08
CRUCIANI, EMMA J	997412963 01/20/2026	1,616.15
CUMMINGS, BLAKE ASHLEY	997412312 01/05/2026	1,443.94
CUMMINGS, BLAKE ASHLEY	997412964 01/20/2026	1,453.11
CUNNINGHAM, REBECCA N	997412135 01/05/2026	2,321.79
CUNNINGHAM, REBECCA N	997412788 01/20/2026	2,330.44
CUPP, BROOKE J	997412455 01/05/2026	1,183.49
CUPP, BROOKE J	997413107 01/20/2026	855.94
CZAPLEWSKI, RANDY THOMAS	997412679 01/05/2026	187.75
CZAPLEWSKI, RANDY THOMAS	997413333 01/20/2026	56.33
DADO, BRIAN E	997412413 01/05/2026	2,636.86
DADO, BRIAN E	997413065 01/20/2026	2,655.36
DANIELSON, DAVID J	997412433 01/05/2026	1,403.46
DANIELSON, DAVID J	997413084 01/20/2026	1,409.65
DANIELSON, LARRY T	997412680 01/05/2026	885.42
DANIELSON, LARRY T	997413334 01/20/2026	465.39
DEBRIYN, CANDICE NICHOLE	997412136 01/05/2026	1,844.88
DEBRIYN, CANDICE NICHOLE	997412789 01/20/2026	1,892.45
DECKER, TODD M	997412548 01/05/2026	443.42
DECKER, TODD M	997413201 01/20/2026	82.59
DELUCA, JONATHAN P	997412369 01/05/2026	1,130.66
DELUCA, JONATHAN P	997413021 01/20/2026	1,174.41
DELUCA, KARI A	997412175 01/05/2026	1,893.22
DELUCA, KARI A	997412827 01/20/2026	1,911.72
DELWICHE, STACY L	997412651 01/05/2026	870.94
DELWICHE, STACY L	997413306 01/20/2026	465.37
DENZER, ELLIE JOANNA	997412617 01/05/2026	137.64
DERUSHA, THERESA A	997412681 01/05/2026	538.70
DERUSHA, THERESA A	997413335 01/20/2026	359.30
DESVOUSGES, ERIN LEIGH	997412101 01/05/2026	1,378.98
DESVOUSGES, ERIN LEIGH	997412754 01/20/2026	1,388.15
DEXHEIMER, JILLIAN A	997412438 01/05/2026	887.69
DEXHEIMER, JILLIAN A	997413089 01/20/2026	896.85
DEZIEL, MALLORY C	997412176 01/05/2026	1,892.30
DEZIEL, MALLORY C	997412828 01/20/2026	1,904.09
DODGE, BETH M	997412240 01/05/2026	2,151.98
DODGE, BETH M	997412892 01/20/2026	2,163.78
DODGE, NICOLLE L	997412590 01/05/2026	1,005.56
DODGE, NICOLLE L	997413243 01/20/2026	695.51
DONAHUE, KAYLI ROSE	997412102 01/05/2026	1,497.48
DONAHUE, KAYLI ROSE	997412755 01/20/2026	1,503.38
DORN, KEVIN E	997412177 01/05/2026	2,192.47
DORN, KEVIN E	997412829 01/20/2026	2,187.59
DOW, ISAAC M S	997412456 01/05/2026	1,226.40
DOW, ISAAC M S	997413108 01/20/2026	876.72
DRECKTRAH, KATHLEEN	997412682 01/05/2026	327.86
DREIFORT, JACOB EVAN	997412241 01/05/2026	1,102.78
DREIFORT, JACOB EVAN	997412893 01/20/2026	1,578.13
DRESSEN, BROOKE LINDSEY	997412652 01/05/2026	802.67
DRESSEN, BROOKE LINDSEY	997413307 01/20/2026	618.43

DREYER, LARISSA ANN	997412103 01/05/2026	1,727.98
DREYER, LARISSA ANN	997412756 01/20/2026	1,737.15
DUCH, CLAIRE MARCELLA	997412618 01/05/2026	553.35
DUCH, CLAIRE MARCELLA	997413270 01/20/2026	36.07
DULANEY, KATE L	997412178 01/05/2026	2,214.72
DULANEY, KATE L	997412830 01/20/2026	2,209.85
DULAS, CHANTELE M	997412497 01/05/2026	1,470.16
DULAS, CHANTELE M	997413150 01/20/2026	1,052.62
DULL, MADALYN MARIE	997412619 01/05/2026	504.08
DULL, MADALYN MARIE	997413271 01/20/2026	182.25
DUMOND, MONICA R	997412179 01/05/2026	2,055.76
DUMOND, MONICA R	997412831 01/20/2026	2,067.55
DUSEK, SAMANTHA L	997412180 01/05/2026	2,074.10
DUSEK, SAMANTHA L	997412832 01/20/2026	2,102.54
DUVALL, PAULA M	997412498 01/05/2026	497.75
DUVALL, PAULA M	997413151 01/20/2026	355.71
EDELMAN, AMY M	997412683 01/05/2026	720.36
EDELMAN, AMY M	997413336 01/20/2026	351.45
EDMUNDSON, LORI L	997412684 01/05/2026	1,339.15
EDMUNDSON, LORI L	997413337 01/20/2026	92.35
EGGERT, AMANDA J	997412242 01/05/2026	1,913.51
EGGERT, AMANDA J	997412894 01/20/2026	2,143.99
EKHOLM, HATTIE LYN	997412243 01/05/2026	2,235.85
EKHOLM, HATTIE LYN	997412895 01/20/2026	2,254.35
EKSTROM, PAMELA J	997412137 01/05/2026	1,937.42
EKSTROM, PAMELA J	997412790 01/20/2026	1,948.31
ELLING, ANN M	997412685 01/05/2026	174.54
ELLING, ANN M	997413338 01/20/2026	116.36
ELLINGSON, TATUM GRACE	997413172 01/20/2026	96.97
ELLIOTT, MARYBETH ANN	997412414 01/05/2026	2,236.73
ELLIOTT, MARYBETH ANN	997413066 01/20/2026	2,255.23
ELLS, JAMES F	997412549 01/05/2026	1,053.03
ELLS, JAMES F	997413202 01/20/2026	754.52
ELORANTA, GARY A	997412550 01/05/2026	736.10
ELORANTA, GARY A	997413203 01/20/2026	676.91
ELORANTA, JOSEPH C	997412377 01/05/2026	1,426.06
ELORANTA, JOSEPH C	997413029 01/20/2026	1,319.96
ELORANTA, PETER ALAN	997413339 01/20/2026	431.50
ELSENPETER, ERIN LYNN	997412313 01/05/2026	1,644.23
ELSENPETER, ERIN LYNN	997412965 01/20/2026	1,656.02
ELSENPETER, LYNN MARIE	997412587 01/05/2026	1,243.63
ELSENPETER, LYNN MARIE	997413239 01/20/2026	911.50
ELWORTHY, TRICIA H	997412686 01/05/2026	92.35
EMHOLTZ, KAREN ADELLE	997412499 01/05/2026	1,264.35
EMHOLTZ, KAREN ADELLE	997413152 01/20/2026	922.73
EPSTEIN, GARY E	997412551 01/05/2026	315.29
ERICKSON, KARL E	997412552 01/05/2026	237.46
ERICKSON, KARL E	997413204 01/20/2026	242.22
ERICKSON, LYNN M	997412553 01/05/2026	487.03
ERICKSON, LYNN M	997413205 01/20/2026	487.03

ESTEB, SUZANNAH J	997412361 01/05/2026	1,465.93
ESTEB, SUZANNAH J	997413013 01/20/2026	1,471.82
EVERSON, AMY K	997412138 01/05/2026	2,013.90
EVERSON, AMY K	997412791 01/20/2026	2,025.69
FAGER, JENNIFER JOY	997412479 01/05/2026	1,130.71
FAGER, JENNIFER JOY	997413131 01/20/2026	792.59
FELLING, MEGAN C	997412104 01/05/2026	244.29
FELLING, MEGAN C	997412757 01/20/2026	250.19
FENTON, ERIN M	997412314 01/05/2026	1,789.12
FENTON, ERIN M	997412966 01/20/2026	1,789.12
FEYEREISEN, LAUREN ASHLEY	997412139 01/05/2026	1,659.51
FEYEREISEN, LAUREN ASHLEY	997412792 01/20/2026	1,668.68
FIERRO, MELISSA K	997412181 01/05/2026	2,348.07
FIERRO, MELISSA K	997412833 01/20/2026	2,352.06
FILARSKY, SARA MARGARET	997412687 01/05/2026	92.35
FLANAGAN, EVAN FRANCIS	997412378 01/05/2026	1,323.17
FLANAGAN, EVAN FRANCIS	997413030 01/20/2026	1,334.59
FLANIGAN, AMY J	997412591 01/05/2026	896.24
FLANIGAN, AMY J	997413244 01/20/2026	668.06
FLATTEN, SARA L	997412447 01/05/2026	1,147.21
FLATTEN, SARA L	997413099 01/20/2026	1,156.38
FLETCHER, LEAH R	997412182 01/05/2026	1,446.48
FLETCHER, LEAH R	997412834 01/20/2026	1,474.72
FOLLSTAD, DAWN L	997412315 01/05/2026	2,322.45
FOLLSTAD, DAWN L	997412967 01/20/2026	2,334.24
FOLLSTAD, JAMIESON C	997412105 01/05/2026	2,452.68
FOLLSTAD, JAMIESON C	997412758 01/20/2026	2,464.47
FORSTER, WILLIAM L	997412688 01/05/2026	174.54
FORSTER, WILLIAM L	997413340 01/20/2026	545.79
FOUKS, MEGAN ELIZABETH	997412457 01/05/2026	1,141.99
FOUKS, MEGAN ELIZABETH	997413109 01/20/2026	835.24
FRANCIS, RONALD JOSEPH	997412415 01/05/2026	1,704.83
FRANCIS, RONALD JOSEPH	997413067 01/20/2026	1,710.73
FRANDRUP, MICHELE L	997412140 01/05/2026	1,692.67
FRANDRUP, MICHELE L	997412793 01/20/2026	1,702.71
FRANK, JANA S	997412689 01/05/2026	465.15
FRANK, JANA S	997413341 01/20/2026	455.81
FRANZ, KASHES KAYDEN	997412690 01/05/2026	1,234.36
FRANZ, KASHES KAYDEN	997413342 01/20/2026	629.23
FREDRICK, SILVIA H	997412500 01/05/2026	895.61
FREDRICK, SILVIA H	997413153 01/20/2026	581.84
FREDRICKSON, DESIREE ANN	997412458 01/05/2026	504.22
FREDRICKSON, DESIREE ANN	997413110 01/20/2026	89.39
FRIEDE, PAM K	997412691 01/05/2026	514.68
FRIEDE, PAM K	997413343 01/20/2026	311.68
FUGLESTAD, ELENA RAE	997412620 01/05/2026	63.79
FUGLESTAD, ELENA RAE	997413272 01/20/2026	13.43
FULLER, ALICIA RENEE	997412370 01/05/2026	788.80
FULLER, ALICIA RENEE	997413022 01/20/2026	793.39
FULLER, MICHAEL J	997412692 01/05/2026	41.56

GAARD, BRIANNE C	997412183 01/05/2026	2,068.15
GAARD, BRIANNE C	997412835 01/20/2026	2,079.95
GAMACHE, GREGORY JOHN	997412244 01/05/2026	2,590.60
GAMACHE, GREGORY JOHN	997412896 01/20/2026	2,602.39
GANSKE, ANDREA M	997412106 01/05/2026	1,920.34
GANSKE, ANDREA M	997412759 01/20/2026	1,931.33
GANTT, PEGGY J	997412299 01/05/2026	1,983.70
GANTT, PEGGY J	997412951 01/20/2026	2,002.20
GEIGER, KAYDAN L	997412245 01/05/2026	1,404.87
GEIGER, KAYDAN L	997412897 01/20/2026	1,410.77
GEISER, CHRISTOPHER N	997412379 01/05/2026	1,809.39
GEISER, CHRISTOPHER N	997413031 01/20/2026	1,821.18
GHENCIU, ALEXANDRA VICTORIA	997412621 01/05/2026	31.52
GHENCIU, ALEXANDRA VICTORIA	997413273 01/20/2026	18.91
GIBLIN, SAMANTHA LYNN	997412107 01/05/2026	1,768.29
GIBLIN, SAMANTHA LYNN	997412760 01/20/2026	1,856.97
GILBERTSON, JORDAN AMBER	997412693 01/05/2026	254.83
GILBERTSON, JORDAN AMBER	997413344 01/20/2026	127.42
GILLES, HILLARY TRAYNOR	997412108 01/05/2026	1,485.05
GILLES, HILLARY TRAYNOR	997412761 01/20/2026	1,494.22
GJERDE, RACHAEL A	997412246 01/05/2026	1,587.90
GJERDE, RACHAEL A	997412898 01/20/2026	2,756.18
GLEIXNER, ABIGALE E	997412622 01/05/2026	872.37
GLEIXNER, ABIGALE E	997413274 01/20/2026	131.78
GLOVER, SHELBY SUSAN	997412141 01/05/2026	1,756.12
GLOVER, SHELBY SUSAN	997412794 01/20/2026	1,763.98
GOIHL, LISA M	997412387 01/05/2026	3,094.21
GOIHL, LISA M	997413039 01/20/2026	3,063.93
GOMEZ GUZMAN, ANDRES	997412442 01/05/2026	1,330.40
GOMEZ GUZMAN, ANDRES	997413094 01/20/2026	1,341.80
GOMEZ, NATALY C	997412443 01/05/2026	1,607.26
GOMEZ, NATALY C	997413095 01/20/2026	1,619.05
GORMAN, ASHLEY E	997412109 01/05/2026	1,420.05
GORMAN, ASHLEY E	997412762 01/20/2026	1,425.94
GOTELAERE, JORDAN MARIE	997412694 01/05/2026	1,285.37
GOTELAERE, JORDAN MARIE	997413345 01/20/2026	1,130.56
GOTTFREDSSEN, CHRISTOPHER ERIC	997412501 01/05/2026	430.75
GOTTFREDSSEN, CHRISTOPHER ERIC	997413154 01/20/2026	335.03
GRAHAM, JACQUELINE B	997412300 01/05/2026	1,289.66
GRAHAM, JACQUELINE B	997412952 01/20/2026	1,289.66
GRAVEN, LYNN M	997412480 01/05/2026	1,188.90
GRAVEN, LYNN M	997413132 01/20/2026	847.08
GRAVES, DERICK WALTER	997412592 01/05/2026	1,041.77
GRAVES, DERICK WALTER	997413245 01/20/2026	703.14
GREGORY, EMILY K	997412247 01/05/2026	1,160.18
GREGORY, EMILY K	997412899 01/20/2026	1,199.59
GRESKE, AUBREE ANN	997412110 01/05/2026	1,116.50
GRESKE, AUBREE ANN	997412763 01/20/2026	1,123.05
GRIFFIN, AMY R	997412593 01/05/2026	140.71
GRIFFIN, AMY R	997413246 01/20/2026	55.58

GRINSTEAD, RICHARD A	997412316 01/05/2026	2,006.56
GRINSTEAD, RICHARD A	997412968 01/20/2026	2,018.35
GROTHOLSON, JARED M	997412248 01/05/2026	2,205.00
GROTHOLSON, JARED M	997412900 01/20/2026	2,214.17
GUCKENBERGER, JILL R	997412111 01/05/2026	2,111.29
GUCKENBERGER, JILL R	997412764 01/20/2026	2,117.19
GUENTHNER-JOHNSON, PETRA A	997412695 01/05/2026	369.40
GULICK, ELISE SARAH	997413173 01/20/2026	118.63
GULLICKSON, TARYN ANN	997412502 01/05/2026	1,171.17
GULLICKSON, TARYN ANN	997413155 01/20/2026	853.01
GUNDERSON, JENNIFER MARIE	997412459 01/05/2026	915.25
GUNDERSON, JENNIFER MARIE	997413111 01/20/2026	627.57
GUNNELL, LAURA	997412249 01/05/2026	2,087.11
GUNNELL, LAURA	997412901 01/20/2026	2,094.99
HABISCH, ZANE DANIEL	997412623 01/05/2026	160.10
HABISCH, ZANE DANIEL	997413275 01/20/2026	121.97
HACKEL, DERRICK K	997412250 01/05/2026	1,460.82
HACKEL, DERRICK K	997412902 01/20/2026	1,567.67
HAFEMAN, AMY L	997412142 01/05/2026	2,103.16
HAFEMAN, AMY L	997412795 01/20/2026	2,114.96
HAKES, AUSTEN JOSEPH MITCHELL	997413346 01/20/2026	1,334.46
HALLING, SUSAN A	997412388 01/05/2026	1,429.25
HALLING, SUSAN A	997413040 01/20/2026	1,043.77
HALVORSON, OLIVE ANNE NOEL	997412519 01/05/2026	39.55
HALVORSON, OLIVE ANNE NOEL	997413174 01/20/2026	39.55
HAM, JENNA NICOLE	997412696 01/05/2026	936.74
HAM, JENNA NICOLE	997413347 01/20/2026	453.37
HAMES, CATHERINE M	997412416 01/05/2026	1,561.14
HAMES, CATHERINE M	997413068 01/20/2026	1,567.04
HAMES, JOSEPH W	997412143 01/05/2026	1,932.11
HAMES, JOSEPH W	997412796 01/20/2026	1,938.01
HANSEN, CYNTHIA M	997412653 01/05/2026	1,123.07
HANSEN, CYNTHIA M	997413308 01/20/2026	794.27
HANSEN, MELISA A	997412251 01/05/2026	2,833.48
HANSEN, MELISA A	997412903 01/20/2026	2,845.27
HANSEN, RICHARD A	997412252 01/05/2026	2,161.64
HANSEN, RICHARD A	997412904 01/20/2026	2,173.89
HANSEN, SYDNEY LYNN CERNOHOUS	997412317 01/05/2026	1,547.60
HANSEN, SYDNEY LYNN CERNOHOUS	997412969 01/20/2026	1,863.16
HANSON, JANEL M	997412444 01/05/2026	1,409.04
HANSON, JANEL M	997413096 01/20/2026	1,414.94
HANSON, JENNA R	997412253 01/05/2026	2,090.55
HANSON, JENNA R	997412905 01/20/2026	2,102.34
HANSON, KELLY J	997412503 01/05/2026	958.48
HANSON, KELLY J	997413156 01/20/2026	704.72
HARMON, LAURIE ANNE	997412697 01/05/2026	184.70
HASELMAN, JOSEPH P	997412434 01/05/2026	3,052.39
HASELMAN, JOSEPH P	997413085 01/20/2026	3,093.19
HASELMAN, SHANNAN RAE	997412504 01/05/2026	1,237.87
HASELMAN, SHANNAN RAE	997413157 01/20/2026	852.82

HASKINS, MAXWELL D	997412254 01/05/2026	1,458.33
HASKINS, MAXWELL D	997412906 01/20/2026	1,464.23
HAUGLAND, PAUL JOHN	997412554 01/05/2026	98.38
HAUGLAND, PAUL JOHN	997413206 01/20/2026	70.27
HAUSCHILD, DAWN E	997412184 01/05/2026	948.92
HAUSCHILD, DAWN E	997412836 01/20/2026	1,819.41
HAYES, KAYLA ANNE	997412112 01/05/2026	1,827.39
HAYES, KAYLA ANNE	997412765 01/20/2026	1,839.18
HAYES, SOPHIA FRANCES	997412255 01/05/2026	1,482.97
HAYES, SOPHIA FRANCES	997412907 01/20/2026	1,522.36
HEINEN, STEPHANIE M	997412113 01/05/2026	2,176.16
HEINEN, STEPHANIE M	997412766 01/20/2026	2,176.16
HENRY, JAMES MICKEAL	997412555 01/05/2026	502.00
HENRY, JAMES MICKEAL	997413207 01/20/2026	65.52
HENRY, NELL F	997412556 01/05/2026	1,671.78
HENRY, NELL F	997413208 01/20/2026	1,218.98
HENSLEY, ANN M	997412144 01/05/2026	2,345.63
HENSLEY, ANN M	997412797 01/20/2026	2,354.46
HERMSEN, MATTHEW J	997412389 01/05/2026	1,605.94
HERMSEN, MATTHEW J	997413041 01/20/2026	1,670.10
HERUM, NATASHA R	997412584 01/05/2026	140.58
HERUM, NATASHA R	997413236 01/20/2026	246.98
HIRSCH, ANGELA M	997412460 01/05/2026	879.24
HIRSCH, ANGELA M	997413112 01/20/2026	502.21
HOEHN, ELIZABETH A	997412185 01/05/2026	1,954.32
HOEHN, ELIZABETH A	997412837 01/20/2026	1,932.79
HOERL, BRITTANY N	997412698 01/05/2026	156.88
HOERL, BRITTANY N	997413348 01/20/2026	107.57
HOERNKE, JAIMI L	997412186 01/05/2026	2,004.38
HOERNKE, JAIMI L	997412838 01/20/2026	2,004.38
HOFFMAN, KALEENA L	997412256 01/05/2026	2,255.86
HOFFMAN, KALEENA L	997412908 01/20/2026	2,267.65
HOLEC, BETHANY J	997412390 01/05/2026	1,339.89
HOLEC, BETHANY J	997413042 01/20/2026	904.30
HOLLOWAY, GINA K	997412699 01/05/2026	369.40
HOLLOWAY, GINA K	997413349 01/20/2026	184.70
HOLUM, ELLA CHRISTINE	997412326 01/05/2026	1,288.62
HOLUM, ELLA CHRISTINE	997412970 01/20/2026	1,294.52
HOOPER, MEGAN ELIZABETH	997412257 01/05/2026	1,556.00
HOOPER, MEGAN ELIZABETH	997412909 01/20/2026	1,542.50
HORN, ANN ELVIRA	997412461 01/05/2026	1,207.33
HORN, ANN ELVIRA	997413113 01/20/2026	883.25
HORVATH, DANELL ELIZABETH	997412624 01/05/2026	513.88
HORVATH, DANELL ELIZABETH	997413276 01/20/2026	208.29
HOSSZU, RACHEL ELIZABETH	997412114 01/05/2026	1,836.09
HOSSZU, RACHEL ELIZABETH	997412767 01/20/2026	1,845.26
HOSTETLER, KATRINA KAY	997412348 01/05/2026	1,778.81
HOSTETLER, KATRINA KAY	997413000 01/20/2026	1,784.71
HOUAREAU, STEFAN DAVID	997412700 01/05/2026	309.79
HOUAREAU, STEFAN DAVID	997413350 01/20/2026	333.26

HUANG, SARAH A	997412258 01/05/2026	1,644.28
HUANG, SARAH A	997412910 01/20/2026	1,683.48
HUGHES, CHRISTOPHER MICHAEL	997412701 01/05/2026	369.40
HUGHES, CHRISTOPHER MICHAEL	997413351 01/20/2026	277.05
HUPPERT, AMANDA L	997412417 01/05/2026	1,649.41
HUPPERT, AMANDA L	997413069 01/20/2026	1,655.31
HUPPERT, ERIN K	997412520 01/05/2026	1,442.98
HUPPERT, ERIN K	997413175 01/20/2026	1,306.01
HUPPERT, LOGAN JOHN	997413277 01/20/2026	13.43
HUPPERT, RYAN WILLIAM	997412187 01/05/2026	2,334.42
HUPPERT, RYAN WILLIAM	997412839 01/20/2026	2,352.92
IGOU, ALISON R	997412259 01/05/2026	1,862.35
IGOU, ALISON R	997412911 01/20/2026	1,893.70
IMRIE, SCOTT J	997412260 01/05/2026	1,959.50
IMRIE, SCOTT J	997412912 01/20/2026	1,971.78
INOUYE, MARK T	997412418 01/05/2026	1,521.83
INOUYE, MARK T	997413070 01/20/2026	1,531.15
ISCHE, PHYLLIS ANN	997412505 01/05/2026	446.51
ISCHE, PHYLLIS ANN	997413158 01/20/2026	321.29
ISNARDI, GLENN R	997412702 01/05/2026	92.35
ISNARDI, GLENN R	997413352 01/20/2026	92.35
JAECKEL, BRYAN F	997412261 01/05/2026	2,288.68
JAECKEL, BRYAN F	997412913 01/20/2026	2,300.47
JAHNKE, TIMOTHY MARK	997412703 01/05/2026	184.70
JARDINE, MCKENNA J	997412364 01/05/2026	1,110.33
JARDINE, MCKENNA J	997413016 01/20/2026	1,116.22
JAROCKI, HANNAH M	997412625 01/05/2026	251.58
JAROCKI, HANNAH M	997413278 01/20/2026	263.01
JAROCKI, REBEKAH DIANE	997412626 01/05/2026	36.93
JAROCKI, REBEKAH DIANE	997413279 01/20/2026	50.36
JAROCKI, SARAH A	997413023 01/20/2026	1,316.28
JAROCKI, SARAH A	997412371 01/05/2026	1,307.12
JENSEN, NICHOLAS BRAVEN	997412594 01/05/2026	1,167.62
JENSEN, NICHOLAS BRAVEN	997413247 01/20/2026	868.07
JETMORE, ANNETTE K	997412262 01/05/2026	2,064.19
JETMORE, ANNETTE K	997412914 01/20/2026	3,169.83
JILK, RUTH ELLEN	997412704 01/05/2026	510.61
JILK, RUTH ELLEN	997413353 01/20/2026	207.79
JOHANSON, MICHELLE NICOLE	997412481 01/05/2026	1,139.51
JOHANSON, MICHELLE NICOLE	997413133 01/20/2026	737.99
JOHANSSON, JENNIFER T	997412145 01/05/2026	2,089.20
JOHANSSON, JENNIFER T	997412798 01/20/2026	2,100.99
JOHNSON, ADELINE JUEL	997412521 01/05/2026	39.55
JOHNSON, AUDREY G	997412318 01/05/2026	2,158.31
JOHNSON, AUDREY G	997412971 01/20/2026	2,159.00
JOHNSON, CLIFTON A	997412319 01/05/2026	2,332.49
JOHNSON, CLIFTON A	997412972 01/20/2026	2,245.16
JOHNSON, ERIC WAYNE	997412391 01/05/2026	1,202.26
JOHNSON, ERIC WAYNE	997413043 01/20/2026	1,208.15
JOHNSON, KAYLA CAROLINE	997412627 01/05/2026	376.64

JOHNSON, KAYLA CAROLINE	997413280 01/20/2026	204.65
JOHNSON, LAUREN PAIGE	997412595 01/05/2026	947.74
JOHNSON, LAUREN PAIGE	997413248 01/20/2026	669.28
JOHNSON, LORI ANN	997412705 01/05/2026	184.70
JOHNSON, LORI ANN	997413354 01/20/2026	692.62
JOHNSON, NICOLE M	997412419 01/05/2026	1,614.10
JOHNSON, NICOLE M	997413071 01/20/2026	1,623.26
JOHNSON, PETER F	997412435 01/05/2026	1,967.83
JOHNSON, PETER F	997413086 01/20/2026	2,064.22
JOHNSON, STACIA R	997412146 01/05/2026	1,814.31
JOHNSON, STACIA R	997412799 01/20/2026	1,826.11
JOHNSTON, NATHAN CONNER	997412628 01/05/2026	53.71
JOHNSTON, NATHAN CONNER	997413281 01/20/2026	20.14
KALLENBACH, MITCHELL ALAN	997412301 01/05/2026	1,701.37
KALLENBACH, MITCHELL ALAN	997412953 01/20/2026	1,718.44
KAMINSKI, LAUREN C	997412392 01/05/2026	1,467.89
KAMINSKI, LAUREN C	997413044 01/20/2026	1,477.05
KAMINSKI, SARAH J	997412462 01/05/2026	530.43
KAMINSKI, SARAH J	997413114 01/20/2026	459.92
KAMRATH, SONJA CAROL	997412320 01/05/2026	1,846.93
KAMRATH, SONJA CAROL	997412973 01/20/2026	1,858.22
KANGAS, DAVID A	997412393 01/05/2026	1,409.71
KANGAS, DAVID A	997413045 01/20/2026	1,421.13
KANIA, TESSA E	997412302 01/05/2026	1,607.76
KANIA, TESSA E	997412954 01/20/2026	1,616.93
KAPITZ, MATTHEW KAYE	997412263 01/05/2026	1,129.28
KAPITZ, MATTHEW KAYE	997412915 01/20/2026	1,326.84
KARRAS, JENNIFER L	997412420 01/05/2026	1,830.13
KARRAS, JENNIFER L	997413072 01/20/2026	1,840.82
KAUFHOLD, ROBYN KELLY	997412394 01/05/2026	1,370.70
KAUFHOLD, ROBYN KELLY	997413046 01/20/2026	1,370.70
KAUFMAN, TANNER S	997413355 01/20/2026	634.90
KAUTH, AMANDA J	997412321 01/05/2026	2,022.20
KAUTH, AMANDA J	997412974 01/20/2026	2,033.99
KEEHR, AMANDA A	997412482 01/05/2026	1,140.25
KEEHR, AMANDA A	997413134 01/20/2026	974.46
KELLER, BAILEY S	997412188 01/05/2026	1,318.65
KELLER, BAILEY S	997412840 01/20/2026	1,324.55
KELLER, DALE ANTHONY WILLIAM	997412322 01/05/2026	1,318.59
KELLER, DALE ANTHONY WILLIAM	997412975 01/20/2026	1,327.76
KEMPF, GABRIELLA MAE	997413282 01/20/2026	43.64
KENDZIERSKI, JENNIFER L	997412463 01/05/2026	1,206.32
KENDZIERSKI, JENNIFER L	997413115 01/20/2026	819.90
KENNEALY, MORGAN MARIE	997412706 01/05/2026	333.68
KENNEALY, MORGAN MARIE	997413356 01/20/2026	335.97
KHOURY, HENRI NMI	997412707 01/05/2026	141.47
KING, KELYN M	997412189 01/05/2026	1,842.67
KING, KELYN M	997412841 01/20/2026	1,848.57
KINNEY, JEANNE M	997412147 01/05/2026	1,140.12
KINNEY, JEANNE M	997412800 01/20/2026	1,155.72

KIRK, CARTER R	997412708 01/05/2026	918.79
KIRK, CARTER R	997413357 01/20/2026	354.82
KLECKER, STEPHANIE LYNN	997412506 01/05/2026	731.80
KLECKER, STEPHANIE LYNN	997413159 01/20/2026	358.91
KLEIN, TRACY A	997412916 01/20/2026	1,733.65
KLEIN, TRACY A	997412264 01/05/2026	1,733.48
KLEINSCHMIDT, LISA A	997412323 01/05/2026	2,112.95
KLEINSCHMIDT, LISA A	997412976 01/20/2026	2,125.04
KLISZCZ, BARBARA J	997412483 01/05/2026	1,242.22
KLISZCZ, BARBARA J	997413135 01/20/2026	827.27
KNUTSON, JESSICA L	997412464 01/05/2026	1,170.49
KNUTSON, JESSICA L	997413116 01/20/2026	854.53
KOCER, ANNABELLE CATHERINE	997412709 01/05/2026	184.70
KOEBLER, GRACE KRISTINE	997412710 01/05/2026	89.70
KOEBLER, GRACE KRISTINE	997413358 01/20/2026	22.35
KOGER, ADAM JOSHUA	997412265 01/05/2026	1,875.05
KOGER, ADAM JOSHUA	997412917 01/20/2026	1,841.81
KOLB, EMILY FRANCES	997412324 01/05/2026	1,510.22
KOLB, EMILY FRANCES	997412977 01/20/2026	1,516.12
KONOLD, LORI RAE	997412596 01/05/2026	1,166.49
KONOLD, LORI RAE	997413249 01/20/2026	850.70
KOSTERMAN, PAUL RICHARD	997412557 01/05/2026	182.69
KRIZAK, KELLY MARIE	997412465 01/05/2026	1,064.11
KRIZAK, KELLY MARIE	997413117 01/20/2026	752.32
KRIZEK-SCORE, MADALYN MAUREEN	997412266 01/05/2026	1,678.03
KRIZEK-SCORE, MADALYN MAUREEN	997412918 01/20/2026	1,678.03
KRUEGER, THOMAS EDWARD	997412395 01/05/2026	1,525.27
KRUEGER, THOMAS EDWARD	997413047 01/20/2026	1,531.66
KUBERA, KYLA M	997412629 01/05/2026	254.50
KUBERA, KYLA M	997413283 01/20/2026	246.29
KUGEL, PEGGY L	997412148 01/05/2026	2,387.60
KUGEL, PEGGY L	997412801 01/20/2026	2,399.40
KULVICH, KAYLA ANN	997412711 01/05/2026	741.77
KULVICH, KAYLA ANN	997413359 01/20/2026	358.67
KUSS, KRISTIN K	997412466 01/05/2026	737.67
KUSS, KRISTIN K	997413118 01/20/2026	436.55
LABADIE, EMILY MARIE	997412267 01/05/2026	1,975.78
LABADIE, EMILY MARIE	997412919 01/20/2026	1,982.86
LACY, AARON E	997412365 01/05/2026	1,494.21
LACY, AARON E	997413017 01/20/2026	1,500.11
LALLEMONT, KAYLIN OLIVIA	997412268 01/05/2026	1,505.68
LALLEMONT, KAYLIN OLIVIA	997412920 01/20/2026	1,511.58
LAMOTHE, KATHRYN A	997412558 01/05/2026	1,395.26
LAMOTHE, KATHRYN A	997413209 01/20/2026	890.62
LANE, HEATHER DENISE	997412522 01/05/2026	763.27
LANE, HEATHER DENISE	997413176 01/20/2026	382.47
LANG, WESLEY DAVID	997413360 01/20/2026	253.96
LANSING, MYANNA M	997412190 01/05/2026	1,767.95
LANSING, MYANNA M	997412842 01/20/2026	1,773.84
LAROUÉ, HELEN T	997412149 01/05/2026	1,514.08

LAROU, HELEN T	997412802 01/20/2026	1,525.87
LARSEN, TANYA L	997412115 01/05/2026	2,259.79
LARSEN, TANYA L	997412768 01/20/2026	2,278.29
LARSON, AMANDA LEIGH	997412630 01/05/2026	450.33
LARSON, AMANDA LEIGH	997413284 01/20/2026	275.24
LARSON, NICHOLE E	997412325 01/05/2026	2,195.87
LARSON, NICHOLE E	997412978 01/20/2026	2,197.36
LARSON, WENDY L	997412523 01/05/2026	768.87
LARSON, WENDY L	997413177 01/20/2026	414.40
LAVOLD, PARKER JOHN	997412524 01/05/2026	1,073.18
LAVOLD, PARKER JOHN	997413178 01/20/2026	853.64
LAVOLD, TIMOTHY J	997412269 01/05/2026	1,608.18
LAVOLD, TIMOTHY J	997412921 01/20/2026	1,614.07
LEE, LAURA E	997412191 01/05/2026	1,623.31
LEE, LAURA E	997412843 01/20/2026	1,632.48
LENIUS, DONNA JEANETTE	997412484 01/05/2026	1,021.73
LENIUS, DONNA JEANETTE	997413136 01/20/2026	657.95
LENSING, BRIDGETTE A	997412116 01/05/2026	1,636.01
LENSING, BRIDGETTE A	997412769 01/20/2026	2,594.38
LENTZ, JEFFREY S	997412408 01/05/2026	2,017.75
LENTZ, JEFFREY S	997413060 01/20/2026	2,029.54
LERUM, ABIGAIL MARIE	997412192 01/05/2026	1,673.59
LERUM, ABIGAIL MARIE	997412844 01/20/2026	1,679.49
LIETHA, PAULA JANE	997412507 01/05/2026	1,245.66
LIETHA, PAULA JANE	997413160 01/20/2026	909.08
LINDAMAN, JO ANNE L	997412525 01/05/2026	1,060.98
LINDAMAN, JO ANNE L	997413179 01/20/2026	743.79
LINDER, JESSICA L	997412712 01/05/2026	835.74
LINDER, JESSICA L	997413361 01/20/2026	662.02
LINDEVIG, KATHY A	997412349 01/05/2026	1,130.91
LINDEVIG, KATHY A	997413001 01/20/2026	1,137.27
LINDQUIST, NANCY S	997412597 01/05/2026	1,947.00
LINDQUIST, NANCY S	997413250 01/20/2026	1,054.65
LINEHAN, BETHANY R	997412467 01/05/2026	1,164.18
LINEHAN, BETHANY R	997413119 01/20/2026	867.39
LINEHAN, JEFFREY R	997412559 01/05/2026	986.90
LINEHAN, JEFFREY R	997413210 01/20/2026	482.82
LINK, HEIDI MICHELLE	997412396 01/05/2026	2,509.62
LINK, HEIDI MICHELLE	997413048 01/20/2026	2,528.39
LINK, KYLAH SUE	997412631 01/05/2026	351.55
LINK, KYLAH SUE	997413285 01/20/2026	128.41
LINN, MEGAN MAUREEN	997412397 01/05/2026	751.60
LINN, MEGAN MAUREEN	997413049 01/20/2026	1,105.03
LINNERUD, CRAIG S	997412560 01/05/2026	1,374.39
LINNERUD, CRAIG S	997413211 01/20/2026	953.87
LINTON, AMY B	997412598 01/05/2026	1,091.92
LINTON, AMY B	997413251 01/20/2026	741.77
LOCKWOOD, MARKELL L	997412350 01/05/2026	2,227.16
LOCKWOOD, MARKELL L	997413002 01/20/2026	2,229.87
LOGICK, DANA A	997412485 01/05/2026	1,221.27

LOGICK, DANA A	997413137 01/20/2026	932.78
LOOMIS, GARRETT JAMES	997413362 01/20/2026	541.86
LOTZE, ERIN MARIE	997412654 01/05/2026	611.08
LOTZE, ERIN MARIE	997413309 01/20/2026	408.11
LOY, JOSHUA JAMES	997412193 01/05/2026	2,342.20
LOY, JOSHUA JAMES	997412845 01/20/2026	3,181.78
LOY, KATRINA S	997412150 01/05/2026	2,049.29
LOY, KATRINA S	997412803 01/20/2026	2,067.79
LUBICH, GARY F	997412398 01/05/2026	1,134.38
LUBICH, GARY F	997413050 01/20/2026	1,148.41
LUCKING, ANGELA M	997412421 01/05/2026	1,590.07
LUCKING, ANGELA M	997413073 01/20/2026	1,600.75
LUDACK, VICTORIA R	997412151 01/05/2026	978.04
LUECK, LARISSA L	997412117 01/05/2026	2,026.10
LUECK, LARISSA L	997412770 01/20/2026	2,037.89
LUEDTKE, JENNIFER L	997412194 01/05/2026	2,537.46
LUEDTKE, JENNIFER L	997412846 01/20/2026	2,549.26
LUEDTKE, KRISTOPHER W	997412399 01/05/2026	3,818.74
LUEDTKE, KRISTOPHER W	997413051 01/20/2026	3,855.74
LUND, BRENDA K	997412118 01/05/2026	2,159.12
LUND, BRENDA K	997412771 01/20/2026	2,170.91
LUND, TIANNA L	997412561 01/05/2026	1,325.98
LUND, TIANNA L	997413212 01/20/2026	789.77
MACBETH, TORIN RUSSEL	997412508 01/05/2026	1,007.82
MACBETH, TORIN RUSSEL	997413161 01/20/2026	682.90
MADER, RACHEL A	997412372 01/05/2026	3,721.90
MADER, RACHEL A	997413024 01/20/2026	3,733.70
MAHUN, KARLEE ROSE	997412599 01/05/2026	862.50
MAHUN, KARLEE ROSE	997413252 01/20/2026	629.91
MAIER, TONYA M.	997412119 01/05/2026	1,882.53
MAIER, TONYA M.	997412772 01/20/2026	1,891.70
MAIONE, ELISSIA MARIE	997412509 01/05/2026	1,024.00
MAIONE, ELISSIA MARIE	997413162 01/20/2026	681.57
MAJERUS, KIMBERLY A	997412327 01/05/2026	1,823.48
MAJERUS, KIMBERLY A	997412979 01/20/2026	1,823.48
MANNING, BETSY JANE	997412351 01/05/2026	2,206.96
MANNING, BETSY JANE	997413003 01/20/2026	1,529.59
MARION, KAYLIE CATHERINE	997412526 01/05/2026	1,040.71
MARION, KAYLIE CATHERINE	997413180 01/20/2026	604.72
MARUSKA, TRAVIS DAVID	997412562 01/05/2026	1,188.11
MARUSKA, TRAVIS DAVID	997413213 01/20/2026	843.86
MASON, SEEGAR S	997412563 01/05/2026	1,045.12
MASON, SEEGAR S	997413214 01/20/2026	746.18
MASSA, MARIO J	997413363 01/20/2026	77.13
MATZEK, DEBORA J	997412486 01/05/2026	1,228.82
MATZEK, DEBORA J	997413138 01/20/2026	893.01
MAUDE, CASEY ANDERSEN	997412713 01/05/2026	184.70
MAZZEI, ABBY L	997412120 01/05/2026	1,130.52
MAZZEI, ABBY L	997412773 01/20/2026	1,136.42
MCALEAVEY, BECKY A	997412352 01/05/2026	1,267.24

MCALEAVEY, BECKY A	997413004 01/20/2026	1,276.41
MCDANIEL, BROOKE TAYLOR	997412632 01/05/2026	26.86
MCDONALD, CHELSEA R	997412714 01/05/2026	589.54
MCDONALD, CHELSEA R	997413364 01/20/2026	277.88
MCGRATH, TRICIA S	997412422 01/05/2026	1,175.20
MCGRATH, TRICIA S	997413074 01/20/2026	1,184.37
MCKENZIE, MAX WILLIAM	997412380 01/05/2026	1,290.34
MCKENZIE, MAX WILLIAM	997413032 01/20/2026	1,296.19
MCLAIN, LINDSAY J	997412195 01/05/2026	2,008.41
MCLAIN, LINDSAY J	997412847 01/20/2026	2,014.30
MCMEEKEN, CASSIDY RAE	997412633 01/05/2026	16.79
MCMEEKEN, CASSIDY RAE	997413286 01/20/2026	36.93
MCMILLAN, BROOKE L	997412121 01/05/2026	1,632.83
MCMILLAN, BROOKE L	997412774 01/20/2026	1,638.73
MCQUADE, JESSICA A	997412152 01/05/2026	716.21
MCQUADE, JESSICA A	997412804 01/20/2026	716.21
MCREYNOLDS, NATHAN C	997412153 01/05/2026	1,743.94
MCREYNOLDS, NATHAN C	997412805 01/20/2026	1,749.84
MEDINA, KENZIE L	997412487 01/05/2026	1,280.33
MEDINA, KENZIE L	997413139 01/20/2026	919.37
MEDINA, MICHAEL	997412448 01/05/2026	1,547.46
MEDINA, MICHAEL	997413100 01/20/2026	1,642.57
MEIER, ELLEN L	997412715 01/05/2026	543.34
MELBY, EMERY LYNN	997412634 01/05/2026	190.59
MELBY, EMERY LYNN	997413287 01/20/2026	121.97
MEYER, CASSANDRA J	997412980 01/20/2026	1,934.74
MEYER, CASSANDRA J	997412328 01/05/2026	1,922.95
MEYER, LANA J	997413365 01/20/2026	30.86
MICKE, EMILY PAIGE	997412488 01/05/2026	1,057.79
MICKE, EMILY PAIGE	997413140 01/20/2026	723.45
MICKELSON, NICKOLAS CLARENCE	997412716 01/05/2026	479.73
MICKELSON, NICKOLAS CLARENCE	997413366 01/20/2026	443.35
MIELKE, LISA L	997412600 01/05/2026	888.21
MIELKE, LISA L	997413253 01/20/2026	731.24
MILLER, ERIK JOHN	997412717 01/05/2026	703.20
MILLER, ERIK JOHN	997413367 01/20/2026	454.53
MILLER, ISAIAH M	997412196 01/05/2026	2,102.48
MILLER, ISAIAH M	997412848 01/20/2026	1,961.75
MILLER, MARY E	997412270 01/05/2026	1,776.25
MILLER, MARY E	997412922 01/20/2026	1,771.94
MILLER, RODNEY J	997412718 01/05/2026	1,204.36
MILLER, RODNEY J	997413368 01/20/2026	389.47
MINDER, ALLI NICOLE	997412510 01/05/2026	1,145.82
MINDER, ALLI NICOLE	997413163 01/20/2026	835.07
MISPLON, MIRIAN X	997412381 01/05/2026	1,425.27
MISPLON, MIRIAN X	997413033 01/20/2026	1,270.35
MITCHELL, AMY L	997412353 01/05/2026	2,498.44
MITCHELL, AMY L	997413005 01/20/2026	2,498.44
MITCHELL, BROOKE IRENE	997412489 01/05/2026	1,142.03
MITCHELL, BROOKE IRENE	997413141 01/20/2026	829.83

MOBILIA, DAVID	997412564 01/05/2026	918.17
MOBILIA, DAVID	997413215 01/20/2026	632.94
MOLBURG, JACOB NATHANIAL	997412719 01/05/2026	1,050.90
MOLBURG, JACOB NATHANIAL	997413369 01/20/2026	675.03
MONTPLAISIR, KAJA PAMELA	997412271 01/05/2026	1,432.62
MONTPLAISIR, KAJA PAMELA	997412923 01/20/2026	1,438.51
MONTY, ADDISON ELAINE	997412468 01/05/2026	1,145.52
MONTY, ADDISON ELAINE	997413120 01/20/2026	833.04
MORGAN, COLLEEN ELIZABETH	997412720 01/05/2026	184.70
MORGAN, MADISON M	997412329 01/05/2026	873.99
MORGAN, MADISON M	997412981 01/20/2026	878.57
MORRIS, JACQUELINE R	997413142 01/20/2026	827.78
MORRIS, JACQUELINE R	997412490 01/05/2026	1,131.00
MORRISSETTE, JOLENE A	997412469 01/05/2026	1,397.12
MORRISSETTE, JOLENE A	997413121 01/20/2026	1,022.68
MORROW, BLAKE A	997412527 01/05/2026	1,160.89
MORROW, BLAKE A	997413181 01/20/2026	907.43
MORROW, RANDY J	997412565 01/05/2026	1,177.55
MORROW, RANDY J	997413216 01/20/2026	833.30
MRAVIK, TANYA JEAN	997412721 01/05/2026	1,308.77
MRAVIK, TANYA JEAN	997413370 01/20/2026	629.23
MULLER, GERALDINE R	997412303 01/05/2026	1,707.24
MULLER, GERALDINE R	997412955 01/20/2026	1,713.14
MUNOZ, CASSANDRA C	997412154 01/05/2026	1,733.36
MUNOZ, CASSANDRA C	997412806 01/20/2026	1,740.44
MURPHY, MELISSA A	997412155 01/05/2026	1,510.86
MURPHY, MELISSA A	997412807 01/20/2026	1,522.65
MURPHY, MICHAEL RICHARD	997412400 01/05/2026	2,095.70
MURPHY, MICHAEL RICHARD	997413052 01/20/2026	2,067.64
MURRAY, KATHERINE TAYLOR	997412362 01/05/2026	1,570.02
MURRAY, KATHERINE TAYLOR	997413014 01/20/2026	1,575.92
MURRAY, LEONARD JAMES	997412401 01/05/2026	1,340.07
MURRAY, LEONARD JAMES	997413053 01/20/2026	1,351.50
MYHRE, FLETCHER JOHN	997412528 01/05/2026	1,150.96
NABER, KAYTLYNN E	997412511 01/05/2026	1,267.40
NABER, KAYTLYNN E	997413164 01/20/2026	908.86
NELSON, ANN M	997412330 01/05/2026	1,133.79
NELSON, ANN M	997412982 01/20/2026	1,145.58
NELSON, BRIAN T	997413217 01/20/2026	974.79
NELSON, CHASE D	997412197 01/05/2026	1,870.40
NELSON, CHASE D	997412849 01/20/2026	1,882.19
NELSON, CRAIG EUGENE	997412566 01/05/2026	224.85
NELSON, CRAIG EUGENE	997413218 01/20/2026	545.97
NELSON, CRAIG ROBERT	997412567 01/05/2026	516.74
NELSON, CRAIG ROBERT	997413219 01/20/2026	604.09
NELSON, KATHI P	997412722 01/05/2026	454.56
NELSON, KATHI P	997413371 01/20/2026	254.83
NELSON, KELLEY ELIZE	997412198 01/05/2026	1,318.29
NELSON, KELLEY ELIZE	997412850 01/20/2026	1,324.19
NELSON, MADELINE ELSIE	997412635 01/05/2026	181.27

NELSON, MADELINE ELSIE	997413288 01/20/2026	207.16
NELSON, RONALD H	997412723 01/05/2026	1,348.68
NELSON, RONALD H	997413372 01/20/2026	1,034.22
NELSON, STEPHANIE S	997412199 01/05/2026	1,955.07
NELSON, STEPHANIE S	997412851 01/20/2026	1,901.44
NEUHAUS, HALLIE ERIN	997412512 01/05/2026	860.07
NEUHAUS, HALLIE ERIN	997413165 01/20/2026	471.86
NICKLESKI, KRISTINE L	997412200 01/05/2026	1,933.83
NICKLESKI, KRISTINE L	997412852 01/20/2026	1,943.67
NISWONGER, MALINDA M	997412529 01/05/2026	1,333.87
NISWONGER, MALINDA M	997413182 01/20/2026	531.73
NORD, ANNIKA HELEN	997412724 01/05/2026	1,136.76
NORD, ANNIKA HELEN	997413373 01/20/2026	498.74
NORD, LINDA B	997412272 01/05/2026	1,624.41
NORD, LINDA B	997412924 01/20/2026	1,630.30
NORTON, FRANCIS GERARD	997412725 01/05/2026	680.02
NORTON, FRANCIS GERARD	997413374 01/20/2026	230.87
NUTTING, KARI LYNN	997412201 01/05/2026	2,043.25
NUTTING, KARI LYNN	997412853 01/20/2026	3,044.78
NUZUM, ANN M	997412202 01/05/2026	1,820.66
NUZUM, ANN M	997412854 01/20/2026	1,829.83
O'CONNOR, BRENNAL	997412203 01/05/2026	1,658.99
O'CONNOR, BRENNAL	997412855 01/20/2026	1,664.88
O'NEAL, AMY J	997412402 01/05/2026	1,330.38
O'NEAL, AMY J	997413054 01/20/2026	1,339.54
OIAN, ERIN E	997412156 01/05/2026	1,785.64
OIAN, ERIN E	997412808 01/20/2026	1,794.81
OLSON, JESSICA L	997412204 01/05/2026	1,981.74
OLSON, JESSICA L	997412856 01/20/2026	1,927.21
OLSON, JESSICA L	997412382 01/05/2026	852.08
OLSON, JESSICA L	997413034 01/20/2026	862.40
OLSON, KAREN G	997412354 01/05/2026	481.96
OLSON, KAREN G	997413006 01/20/2026	492.80
OLSON, TAMI KAYE	997412569 01/05/2026	1,124.03
OLSON, TAMI KAYE	997413221 01/20/2026	475.31
OLSON-ALTON, KIM J	997412568 01/05/2026	1,233.69
OLSON-ALTON, KIM J	997413220 01/20/2026	884.30
OOSTERHUIS, ALISON ANN	997412273 01/05/2026	1,680.44
OOSTERHUIS, ALISON ANN	997412925 01/20/2026	1,686.34
OPATZ, RORY CHRISTINE	997412636 01/05/2026	18.91
OPATZ, RORY CHRISTINE	997413289 01/20/2026	31.52
OSBORNE, PATRICIA M	997412586 01/05/2026	602.70
OSBORNE, PATRICIA M	997413238 01/20/2026	153.30
OWEN, ABBEY L	997412363 01/05/2026	1,381.37
OWEN, ABBEY L	997413015 01/20/2026	1,391.11
OWENS, KARI J	997412726 01/05/2026	103.89
OWENS, KARI J	997413375 01/20/2026	103.89
PABLO, ZOE ISABELLE	997412637 01/05/2026	16.79
PABLO, ZOE ISABELLE	997413290 01/20/2026	16.79
PAPE, SCOTT HUBERT	997412205 01/05/2026	1,126.97

PAPE, SCOTT HUBERT	997412857 01/20/2026	1,126.35
PAPP, STEPHAN W	997412122 01/05/2026	2,192.71
PAPP, STEPHAN W	997412775 01/20/2026	2,204.50
PASSOFARO, JAMI L	997412403 01/05/2026	1,354.11
PASSOFARO, JAMI L	997413055 01/20/2026	1,363.28
PAYNE III, ULICE	997412530 01/05/2026	378.09
PAYNE III, ULICE	997413183 01/20/2026	267.63
PEARSON, ANNA C	997412423 01/05/2026	1,775.28
PEARSON, ANNA C	997413075 01/20/2026	1,787.08
PECHACEK, KORY A	997412409 01/05/2026	2,139.22
PECHACEK, KORY A	997413061 01/20/2026	2,157.00
PECHACEK, PATRICIA A	997412727 01/05/2026	149.61
PECHACEK, PATRICIA A	997413376 01/20/2026	83.11
PECHACEK, RYAN J	997412274 01/05/2026	1,879.91
PECHACEK, RYAN J	997412926 01/20/2026	1,891.70
PEREZ, JACQUELINE N	997412655 01/05/2026	529.29
PEREZ, JACQUELINE N	997413310 01/20/2026	187.20
PESHECK, SUSAN D	997413377 01/20/2026	21.76
PETER, COURTNEY LF	997412276 01/05/2026	1,913.70
PETER, COURTNEY LF	997412928 01/20/2026	1,885.70
PETERS, MEGAN L	997413378 01/20/2026	1,303.10
PETERSEN, BRIANA J	997412275 01/05/2026	1,204.40
PETERSEN, BRIANA J	997412927 01/20/2026	1,213.57
PFEFFER, CARLY MICHELLE	997412123 01/05/2026	1,446.46
PFEFFER, CARLY MICHELLE	997412776 01/20/2026	1,446.70
PHILLIPS-SCHRADLE, LESLEY D	997412531 01/05/2026	1,279.83
PHILLIPS-SCHRADLE, LESLEY D	997413184 01/20/2026	1,190.57
PIETROSKE, KATELYN ROSE	997412277 01/05/2026	1,497.61
PIETROSKE, KATELYN ROSE	997412929 01/20/2026	1,503.51
PIETZ, TANNER JOHN	997412206 01/05/2026	1,539.58
PIETZ, TANNER JOHN	997412858 01/20/2026	1,548.75
PLACKNER, BRENT D	997412570 01/05/2026	1,153.36
PLACKNER, BRENT D	997413222 01/20/2026	843.84
PLUIM, DOUGLAS A	997412571 01/05/2026	1,014.13
PLUIM, DOUGLAS A	997413223 01/20/2026	813.82
PLUM, ALEXANDER G	997412278 01/05/2026	1,666.17
PLUM, ALEXANDER G	997412930 01/20/2026	1,672.06
PLUM, SARAH E	997412279 01/05/2026	1,639.67
PLUM, SARAH E	997412931 01/20/2026	1,651.46
PLUMER, PATRICK NATHAN	997412424 01/05/2026	304.19
POMRENING, ELLIE DELORES	997412638 01/05/2026	67.14
POMRENING, ELLIE DELORES	997413291 01/20/2026	87.28
POWELL, JENNIFER E	997412280 01/05/2026	1,646.38
POWELL, JENNIFER E	997412932 01/20/2026	1,657.14
PRUITT, DANA W	997412373 01/05/2026	1,444.36
PRUITT, DANA W	997413025 01/20/2026	1,455.80
QUADE, OLIVIA PAIGE	997412281 01/05/2026	1,540.60
QUADE, OLIVIA PAIGE	997412933 01/20/2026	1,551.60
RADOSEVICH, SHARON T	997412601 01/05/2026	1,061.78
RADOSEVICH, SHARON T	997413254 01/20/2026	793.28

RAHN, NATHAN A	997412436 01/05/2026	1,843.18
RAHN, NATHAN A	997413087 01/20/2026	1,785.28
RAND, AMANDA JO	997412282 01/05/2026	1,547.01
RAND, AMANDA JO	997412934 01/20/2026	1,508.49
RAND, MITCHELL RAYMOND	997412602 01/05/2026	1,259.40
RAND, MITCHELL RAYMOND	997413255 01/20/2026	919.25
RASMUSSEN, ANNE T	997412124 01/05/2026	2,141.45
RASMUSSEN, ANNE T	997412777 01/20/2026	2,150.13
RAUCH, TESSA KATHERINE	997412157 01/05/2026	1,689.57
RAUCH, TESSA KATHERINE	997412809 01/20/2026	1,695.47
READ-BENUSA, NATALIE A	997412445 01/05/2026	1,120.80
READ-BENUSA, NATALIE A	997413097 01/20/2026	1,129.97
REARDON, MICHAEL A	997413224 01/20/2026	112.42
REICHE, REBECCA LYNN	997412331 01/05/2026	1,838.06
REICHE, REBECCA LYNN	997412983 01/20/2026	1,654.52
REID, JADELYN JANE	997412532 01/05/2026	1,227.38
REID, JADELYN JANE	997413185 01/20/2026	920.53
REID, MONICA LEN	997412283 01/05/2026	2,306.96
REID, MONICA LEN	997412935 01/20/2026	2,325.46
REYNAGA, CHELSEI LEI	997412533 01/05/2026	1,142.70
REYNAGA, CHELSEI LEI	997413186 01/20/2026	856.45
RIGG, MOLLY ANN	997412639 01/05/2026	87.28
RIGG, MOLLY ANN	997413292 01/20/2026	61.62
RIGHTMAN, HEIDI ANNE	997412603 01/05/2026	1,193.35
RIGHTMAN, HEIDI ANNE	997413256 01/20/2026	844.81
RINARTZ, DELLA RHOSE	997412470 01/05/2026	762.24
RINARTZ, DELLA RHOSE	997413122 01/20/2026	381.72
RITCHEY, REED HAZELINE	997412604 01/05/2026	1,179.37
RITCHEY, REED HAZELINE	997413257 01/20/2026	864.64
RIXMANN, JEFFREY L	997412572 01/05/2026	229.33
RIXMANN, JEFFREY L	997413225 01/20/2026	484.43
ROBERTS, JOY R	997412513 01/05/2026	165.46
ROBERTS, JOY R	997413166 01/20/2026	19.95
ROBUCK, NATALIE RAVEN	997412125 01/05/2026	1,502.31
ROBUCK, NATALIE RAVEN	997412778 01/20/2026	1,497.85
RODGERS, KAI ERIKA	997412449 01/05/2026	2,591.12
RODGERS, KAI ERIKA	997413101 01/20/2026	2,602.91
ROEMHILD, ALISSA MARIE	997412126 01/05/2026	2,170.42
ROEMHILD, ALISSA MARIE	997412779 01/20/2026	2,182.21
ROGACZEWSKI, MELANIE ANNE	997412573 01/05/2026	1,213.43
ROGACZEWSKI, MELANIE ANNE	997413226 01/20/2026	846.06
ROGERS, NANCY J	997412207 01/05/2026	2,306.65
ROGERS, NANCY J	997412859 01/20/2026	2,318.44
ROLLING, BRANDIE LEE	997412514 01/05/2026	352.40
ROLLING, BRANDIE LEE	997413167 01/20/2026	35.87
ROSENOW, LORI A	997412158 01/05/2026	840.31
ROSENOW, LORI A	997412810 01/20/2026	858.81
ROY, JAMES N	997412284 01/05/2026	1,554.26
ROY, JAMES N	997412936 01/20/2026	1,560.16
RUBLE, KATLIN CAROL	997412127 01/05/2026	1,622.77

RUBLE, KATLIN CAROL	997412780 01/20/2026	1,634.56
RUNDLE, DOYLE CLIFTON	997412728 01/05/2026	469.23
RUNDLE, DOYLE CLIFTON	997413379 01/20/2026	106.01
RYLAND, MAYA LYNN	997412656 01/05/2026	989.24
RYLAND, MAYA LYNN	997413311 01/20/2026	641.16
SANFORD, SHARI L	997412534 01/05/2026	746.49
SANFORD, SHARI L	997413187 01/20/2026	432.12
SANOCKI, MIKAYLA M	997412128 01/05/2026	2,414.81
SANOCKI, MIKAYLA M	997412781 01/20/2026	2,433.31
SATHER, LORI J	997412159 01/05/2026	2,077.59
SATHER, LORI J	997412811 01/20/2026	2,096.09
SAUMER, ANNAH C	997412383 01/05/2026	1,531.79
SAUMER, ANNAH C	997413035 01/20/2026	1,531.79
SCHEMMELE, MARY	997412404 01/05/2026	1,471.47
SCHEMMELE, MARY	997413056 01/20/2026	1,491.92
SCHERZ, RYAN D	997412285 01/05/2026	2,052.17
SCHERZ, RYAN D	997412937 01/20/2026	2,061.95
SCHLOTTKE, KLAUDIA R	997412657 01/05/2026	823.84
SCHLOTTKE, KLAUDIA R	997413312 01/20/2026	569.87
SCHLUSSLER, ALYSSA J	997412160 01/05/2026	1,888.65
SCHLUSSLER, ALYSSA J	997412812 01/20/2026	1,895.60
SCHMIDT, DAVID W	997412729 01/05/2026	184.70
SCHOMMER, PATRICIA JEAN	997412471 01/05/2026	981.44
SCHOMMER, PATRICIA JEAN	997413123 01/20/2026	580.47
SCHRACK, LISA M	997413143 01/20/2026	702.87
SCHRACK, LISA M	997412491 01/05/2026	967.84
SCHREIBER, JOY MARIE	997412286 01/05/2026	2,042.33
SCHREIBER, JOY MARIE	997412938 01/20/2026	2,042.33
SCHROEDER, RACHELLE D	997412332 01/05/2026	2,250.02
SCHROEDER, RACHELLE D	997412984 01/20/2026	2,261.81
SCHULTE, ALEXA ROSE	997412129 01/05/2026	1,579.72
SCHULTE, ALEXA ROSE	997412782 01/20/2026	1,588.89
SCHULTZ, ALEXIS MIRANDA	997413293 01/20/2026	82.68
SCHUMAN, HEATHER NICOLE	997412730 01/05/2026	347.18
SCHUMAN, HEATHER NICOLE	997413380 01/20/2026	127.42
SCHURMAN, AMBER M.	997412333 01/05/2026	2,258.71
SCHURMAN, AMBER M.	997412985 01/20/2026	2,277.21
SCHURMAN, NATHAN J	997412425 01/05/2026	4,331.64
SCHURMAN, NATHAN J	997413076 01/20/2026	4,368.64
SCOBAY, MARI J	997412731 01/05/2026	542.75
SCOBAY, MARI J	997413381 01/20/2026	453.94
SCOTT, RASHELL MARIE	997412658 01/05/2026	1,146.91
SCOTT, RASHELL MARIE	997413313 01/20/2026	791.31
SCOTT, SERINA REBECCA	997412605 01/05/2026	883.26
SCOTT, SERINA REBECCA	997413258 01/20/2026	670.73
SEIFERT, JORDAN E	997412208 01/05/2026	1,698.24
SEIFERT, JORDAN E	997412860 01/20/2026	1,687.40
SERENE, KIMBERLY J	997412287 01/05/2026	2,529.87
SERENE, KIMBERLY J	997412939 01/20/2026	2,548.37
SEVERSON, CAITLYN M	997412334 01/05/2026	1,430.50

SEVERSON, CAITLYN M	997412986 01/20/2026	1,456.44
SHAFER, JOHN JOSEPH	997413382 01/20/2026	366.31
SHEDORE, VICKIE F	997412535 01/05/2026	942.41
SHEDORE, VICKIE F	997413188 01/20/2026	626.69
SHEPHERD, MARA L	997412335 01/05/2026	2,331.00
SHEPHERD, MARA L	997412987 01/20/2026	2,331.00
SHEWCZYK, PIPER	997412640 01/05/2026	85.09
SHEWCZYK, PIPER	997413294 01/20/2026	40.97
SIEVERS, BRADY D	997413383 01/20/2026	600.27
SIMONSON, TERESA M	997412659 01/05/2026	1,064.26
SIMONSON, TERESA M	997413314 01/20/2026	712.54
SIMPSON, NATALIE MARIE	997412732 01/05/2026	454.53
SIMPSON, NATALIE MARIE	997413384 01/20/2026	321.71
SIMPSON, NICHOLAS D	997412472 01/05/2026	676.75
SIMPSON, NICHOLAS D	997413124 01/20/2026	969.02
SKAPPEL, ASHLEIGH RUTH	997412733 01/05/2026	743.80
SKAPPEL, ASHLEIGH RUTH	997413385 01/20/2026	633.06
SKAPPEL, KATHRYN JO	997412366 01/05/2026	3,485.34
SKAPPEL, KATHRYN JO	997413018 01/20/2026	3,504.78
SKOW, CANDICE R	997412336 01/05/2026	2,557.50
SKOW, CANDICE R	997412988 01/20/2026	2,569.29
SLAGHT, TERRY J	997412536 01/05/2026	1,526.64
SLAGHT, TERRY J	997413189 01/20/2026	1,778.27
SLATTERY, MARK FRANK	997412749 01/09/2026	658.49
SLOWIAK, HANNAH PV	997412337 01/05/2026	1,633.29
SLOWIAK, HANNAH PV	997412989 01/20/2026	1,639.18
SMITH, AMBER	997412606 01/05/2026	1,098.56
SMITH, AMBER	997413259 01/20/2026	800.18
SMITH, DELANEY ROSE	997412288 01/05/2026	1,001.20
SMITH, DELANEY ROSE	997412940 01/20/2026	1,435.26
SMITH, DEVIN ALEXANDER	997412641 01/05/2026	329.18
SMITH, DEVIN ALEXANDER	997413295 01/20/2026	117.91
SMITH, DONOVAN ANDREW	997412642 01/05/2026	431.47
SMITH, DONOVAN ANDREW	997413296 01/20/2026	222.79
SMITH, FORRESTER K	997412734 01/05/2026	543.34
SMITH, MARK J	997412161 01/05/2026	2,330.19
SMITH, MARK J	997412813 01/20/2026	2,348.69
SMITH, MICHELLE L	997412355 01/05/2026	2,153.71
SMITH, MICHELLE L	997413007 01/20/2026	2,154.62
SMITH, RILEE CATHERINE	997412643 01/05/2026	105.09
SMITH, RILEE CATHERINE	997413297 01/20/2026	81.59
SMITH, SARA JANINE	997412356 01/05/2026	2,006.24
SMITH, SARA JANINE	997413008 01/20/2026	2,012.14
SOLUM, ZACHARY A	997412437 01/05/2026	2,098.21
SOLUM, ZACHARY A	997413088 01/20/2026	2,000.89
SORENSEN, DEBRA L	997413098 01/20/2026	1,482.35
SORENSEN, DEBRA L	997412446 01/05/2026	1,476.46
SORENSEN, SHELLY C	997412426 01/05/2026	1,762.91
SORENSEN, SHELLY C	997413077 01/20/2026	1,774.70
SOWA, COLLEEN A	997412289 01/05/2026	2,111.34

SOWA, COLLEEN A	997412941 01/20/2026	2,111.34
SPAFFORD, KIMBERLY K	997412607 01/05/2026	1,036.63
SPAFFORD, KIMBERLY K	997413260 01/20/2026	739.75
ST JOHN, CLINTON	997413386 01/20/2026	408.42
STACEY, MATTHEW STEVEN	997412574 01/05/2026	1,155.11
STACEY, MATTHEW STEVEN	997413227 01/20/2026	610.75
STAMMERS, CAROLINE C	997412735 01/05/2026	1,075.44
STAMMERS, CAROLINE C	997413387 01/20/2026	369.19
STANAITS, MICKAL R	997412575 01/05/2026	1,549.21
STANAITS, MICKAL R	997413228 01/20/2026	1,307.57
STANAITS, ROCK A	997412576 01/05/2026	1,162.31
STANAITS, ROCK A	997413229 01/20/2026	822.23
STAPLETON, KYLE I	997412304 01/05/2026	2,069.28
STAPLETON, KYLE I	997412956 01/20/2026	2,081.07
STEGER, PAUL G	997412577 01/05/2026	239.10
STEGER, PAUL G	997413230 01/20/2026	330.38
STEINER, DOUGLAS P	997412578 01/05/2026	1,191.46
STEINER, DOUGLAS P	997413231 01/20/2026	861.48
STELLRECHT, LISA M	997412537 01/05/2026	1,391.81
STELLRECHT, LISA M	997413190 01/20/2026	1,010.95
STENEMAN, SALLY ANN	997412736 01/05/2026	595.84
STENEMAN, SALLY ANN	997413388 01/20/2026	459.18
STERN, AMY L	997412492 01/05/2026	1,407.64
STERN, AMY L	997413144 01/20/2026	1,033.20
STEVENS, CLOVER B	997412493 01/05/2026	1,395.96
STEVENS, CLOVER B	997413145 01/20/2026	1,583.70
STEVENS-NUDD, TAYLOR C	997412290 01/05/2026	1,576.96
STEVENS-NUDD, TAYLOR C	997412942 01/20/2026	1,593.96
STICHT, IAN M	997412209 01/05/2026	1,617.58
STICHT, IAN M	997412861 01/20/2026	1,636.08
STOCKER, REAGAN NICOLE	997412291 01/05/2026	1,560.36
STOCKER, REAGAN NICOLE	997412943 01/20/2026	1,566.26
STOECKEL, HELEN AMANDA	997412162 01/05/2026	1,718.39
STOECKEL, HELEN AMANDA	997412814 01/20/2026	1,727.63
STOFFEL, JOSEPH JOHN	997413389 01/20/2026	507.92
STOGDILL, BRANDON LEE	997412367 01/05/2026	1,343.18
STOGDILL, BRANDON LEE	997413019 01/20/2026	1,354.61
STOJAN, AMANDA H	997412538 01/05/2026	1,221.16
STOJAN, AMANDA H	997413191 01/20/2026	846.83
STRAUB, ANITA ELAINE	997412450 01/05/2026	1,458.17
STRAUB, ANITA ELAINE	997413102 01/20/2026	1,464.02
STROBEL, DEREK J	997412579 01/05/2026	1,260.86
STROBEL, DEREK J	997413232 01/20/2026	244.37
STUBBENDICK, MAIJA LYNN	997412210 01/05/2026	2,259.82
STUBBENDICK, MAIJA LYNN	997412862 01/20/2026	2,271.61
SUTTON, SCOTT	997412737 01/05/2026	1,345.56
SUTTON, SCOTT	997413390 01/20/2026	860.11
SWANSON, CATHERINE MARIE	997412211 01/05/2026	2,119.97
SWANSON, CATHERINE MARIE	997412863 01/20/2026	2,131.77
SWANSON, ELIZABETH MARY	997412738 01/05/2026	547.99

SWANSON, ELIZABETH MARY	997413391 01/20/2026	461.75
SWANSON, KAREN M	997412357 01/05/2026	1,776.40
SWANSON, KAREN M	997413009 01/20/2026	1,785.57
SWANSON, KIMBERLY A	997412384 01/05/2026	1,376.88
SWANSON, KIMBERLY A	997413036 01/20/2026	1,388.31
SWANSON, RICHARD JAY	997413392 01/20/2026	215.91
SWENSON, KAREN J	997412410 01/05/2026	1,422.22
SWENSON, KAREN J	997413062 01/20/2026	1,428.12
SYLTE, RODAL I	997412405 01/05/2026	1,587.49
SYLTE, RODAL I	997413057 01/20/2026	1,648.30
TALAFOUS RUHLAND, ALISON LOREN	997412473 01/05/2026	1,204.61
TALAFOUS RUHLAND, ALISON LOREN	997413125 01/20/2026	885.12
TARASEWICZ, ERIC	997412739 01/05/2026	66.50
TARASEWICZ, ERIC	997413393 01/20/2026	409.34
TARASEWICZ, KATHRYN M	997412427 01/05/2026	1,242.47
TARASEWICZ, KATHRYN M	997413078 01/20/2026	1,251.64
TAYLOR, AMANDA J	997412428 01/05/2026	1,846.47
TAYLOR, AMANDA J	997413079 01/20/2026	1,923.35
TERRELL, BRYAN JAMES	997412539 01/05/2026	356.35
TERRELL, BRYAN JAMES	997413192 01/20/2026	246.04
THEISEN, AMY K	997412608 01/05/2026	1,399.83
THEISEN, AMY K	997413261 01/20/2026	998.10
THEISEN, ESTELLE R	997413298 01/20/2026	138.76
THEISEN, EVERETT MITCHELL	997412644 01/05/2026	137.64
THEISEN, EVERETT MITCHELL	997413299 01/20/2026	57.07
THELEN, HANNA J	997412540 01/05/2026	79.09
THOMPSON, ANNA N	997412338 01/05/2026	1,205.67
THOMPSON, ANNA N	997412990 01/20/2026	1,187.65
THOMPSON, SEAN L	997412406 01/05/2026	1,270.54
THOMPSON, SEAN L	997413058 01/20/2026	1,290.99
THOMPSON, STEPHANIE M	997412358 01/05/2026	1,773.42
THOMPSON, STEPHANIE M	997413010 01/20/2026	1,773.42
TIAN, MENGMENG	997412740 01/05/2026	59.46
TIAN, MENGMENG	997413394 01/20/2026	35.67
TIFFANY, JILL K	997412339 01/05/2026	1,928.88
TIFFANY, JILL K	997412991 01/20/2026	1,938.05
TOPPEL, BENJAMIN A	997412340 01/05/2026	2,209.15
TOPPEL, BENJAMIN A	997412992 01/20/2026	2,220.94
TORREZ, THERESA M	997412741 01/05/2026	826.61
TORREZ, THERESA M	997413395 01/20/2026	616.47
TREBIAN, JULIA E	997412212 01/05/2026	1,694.77
TREBIAN, JULIA E	997412864 01/20/2026	1,750.11
TROUT, WENDY M	997412163 01/05/2026	1,599.58
TROUT, WENDY M	997412815 01/20/2026	1,605.47
TURPIN, ZACHARY A	997412292 01/05/2026	2,114.00
TURPIN, ZACHARY A	997412944 01/20/2026	3,319.66
TWEDT, SYLVIA ELIDA	997412645 01/05/2026	110.78
TWEDT, SYLVIA ELIDA	997413300 01/20/2026	87.28
USGAARD, HEIDI MARIE	997412341 01/05/2026	2,601.03
USGAARD, HEIDI MARIE	997412993 01/20/2026	2,766.88

VAN MOORLEHEM, BARBARA A	997412130 01/05/2026	2,346.12
VAN MOORLEHEM, BARBARA A	997412783 01/20/2026	2,364.62
VAN PELT, GABRIEL T	997412293 01/05/2026	1,904.71
VAN PELT, GABRIEL T	997412945 01/20/2026	1,910.61
VANGEN, NICOLE MARIE	997412609 01/05/2026	226.70
VANGEN, NICOLE MARIE	997413262 01/20/2026	64.81
VERGES, RACHEL C	997412515 01/05/2026	1,010.90
VERGES, RACHEL C	997413168 01/20/2026	680.83
VESSEY, JOSEPHINE GRACE	997412213 01/05/2026	1,581.99
VESSEY, JOSEPHINE GRACE	997412865 01/20/2026	1,587.88
VITT, PETER M	997412214 01/05/2026	2,230.42
VITT, PETER M	997412866 01/20/2026	2,895.90
VOGEL, SOPHIA NOELLE	997412215 01/05/2026	1,581.73
VOGEL, SOPHIA NOELLE	997412867 01/20/2026	1,522.93
VOLD, HEATHER I	997412494 01/05/2026	995.45
VOLD, HEATHER I	997413146 01/20/2026	715.68
VRIEZE, MARK D	997413396 01/20/2026	369.40
WAALEN, BROOKE ELLEN	997412646 01/05/2026	430.60
WAALEN, BROOKE ELLEN	997413301 01/20/2026	287.99
WACHTLER, HANNAH MARIE	997412294 01/05/2026	1,408.07
WACHTLER, HANNAH MARIE	997412946 01/20/2026	1,417.24
WACHTLER, TERA L	997412429 01/05/2026	1,288.32
WACHTLER, TERA L	997413080 01/20/2026	1,297.48
WAGNER, ABIGAIL BAILEY	997412610 01/05/2026	1,201.64
WAGNER, ABIGAIL BAILEY	997413263 01/20/2026	880.88
WAGNER, JACOB RUSSELL	997412742 01/05/2026	33.25
WAGNER, JACOB RUSSELL	997413397 01/20/2026	33.25
WALKER, JACY K	997412216 01/05/2026	1,707.35
WALKER, JACY K	997412868 01/20/2026	1,717.49
WALTERS, HANNAH BEATRICE	997412647 01/05/2026	636.75
WALTH, CHRISTINE EMILY	997412342 01/05/2026	1,836.65
WALTH, CHRISTINE EMILY	997412994 01/20/2026	1,845.82
WARD, SHEILA ANN	997412660 01/05/2026	1,050.76
WARD, SHEILA ANN	997413315 01/20/2026	764.90
WASHBURN, GAIL C	997412295 01/05/2026	1,579.33
WASHBURN, GAIL C	997412947 01/20/2026	1,591.12
WATERS, MARY C	997412580 01/05/2026	1,498.22
WATERS, MARY C	997413233 01/20/2026	1,056.06
WATSON, MARGARET L	997412359 01/05/2026	1,688.46
WATSON, MARGARET L	997413011 01/20/2026	1,699.53
WAYNE, NATALIE N	997412343 01/05/2026	2,243.23
WAYNE, NATALIE N	997412995 01/20/2026	2,243.23
WEBB, JULIE JEAN	997412360 01/05/2026	1,272.51
WEBB, JULIE JEAN	997413012 01/20/2026	1,272.51
WEBB, PEGGY ROSE	997412439 01/05/2026	904.74
WEBB, PEGGY ROSE	997413090 01/20/2026	918.33
WEDEBRAND, ASHLEY MARIE	997412474 01/05/2026	953.50
WEDEBRAND, ASHLEY MARIE	997413126 01/20/2026	672.67
WEISS, JOSHUA MICHAEL	997412305 01/05/2026	1,902.05
WEISS, JOSHUA MICHAEL	997412957 01/20/2026	1,907.95

WELLMAN, KARA AMBER	997412217 01/05/2026	1,789.73
WELLMAN, KARA AMBER	997412869 01/20/2026	1,789.73
WELLS, NATHAN J	997412344 01/05/2026	2,389.59
WELLS, NATHAN J	997412996 01/20/2026	2,401.38
WELTZIEN, BRIAN RICK	997412296 01/05/2026	1,602.18
WELTZIEN, BRIAN RICK	997412948 01/20/2026	1,608.08
WENDLANDT, LANCE MATTHEW	997412743 01/05/2026	101.89
WESTMAN, SARAH M	997412164 01/05/2026	1,787.56
WESTMAN, SARAH M	997412816 01/20/2026	1,793.45
WEYENBERG, ASIA MARIE	997412131 01/05/2026	1,559.52
WEYENBERG, ASIA MARIE	997412784 01/20/2026	1,565.42
WHITE, ANNA ROSE	997412648 01/05/2026	296.37
WHITE, ANNA ROSE	997413302 01/20/2026	205.10
WHITE, ROBERT W	997412218 01/05/2026	2,390.11
WHITE, ROBERT W	997412870 01/20/2026	2,401.90
WHITE, SALENA L	997412165 01/05/2026	1,881.14
WHITE, SALENA L	997412817 01/20/2026	1,882.05
WHITEHEAD, CONNOR LYNN	129238 01/05/2026	1,558.61
WHITEHEAD, CONNOR LYNN	997413091 01/20/2026	1,339.88
WICKBOLDT, KRISTINE A	997412166 01/05/2026	1,930.12
WICKBOLDT, KRISTINE A	997412818 01/20/2026	1,941.91
WILD, ERIK R	997412744 01/05/2026	1,211.96
WILD, ERIK R	997413398 01/20/2026	622.39
WILDMAN, JAMES LESLEY	997412745 01/05/2026	369.19
WILKINS, JOSHUA SCOTT	997412661 01/05/2026	572.27
WILKINS, JOSHUA SCOTT	997413316 01/20/2026	175.99
WILLIAMS, GERALD A	997412581 01/05/2026	121.61
WILLIAMS, SAVANNAH GRACE	997412611 01/05/2026	905.57
WILLIAMS, SAVANNAH GRACE	997413264 01/20/2026	658.40
WILLIAMSON, EMILY N	997412132 01/05/2026	1,687.56
WILLIAMSON, EMILY N	997412785 01/20/2026	1,699.36
WINKELHAKE, SARA ELIZABETH	997412297 01/05/2026	2,121.15
WINKELHAKE, SARA ELIZABETH	997412949 01/20/2026	2,136.17
WISE, AMY RUTH	997412430 01/05/2026	1,851.71
WISE, AMY RUTH	997413081 01/20/2026	1,857.61
WITT, JOHN C	997412746 01/05/2026	1,188.91
WITTSTOCK, KATIE JO	997412475 01/05/2026	567.18
WITTSTOCK, KATIE JO	997413127 01/20/2026	399.54
WOLF, GERALD L	997412582 01/05/2026	1,556.55
WOLF, GERALD L	997413234 01/20/2026	1,121.27
WOLF, JENNIFER A	997412219 01/05/2026	1,972.13
WOLF, JENNIFER A	997412871 01/20/2026	1,981.58
WOLF, NATHAN JED	997412747 01/05/2026	2,043.97
WOLF, NATHAN JED	997413399 01/20/2026	1,413.14
WOLFF, GREGORY BIERLY	997412583 01/05/2026	655.75
WOLFF, GREGORY BIERLY	997413235 01/20/2026	527.63
YOUNG-SUBERA, RACHEL A	997412345 01/05/2026	1,547.10
YOUNG-SUBERA, RACHEL A	997412997 01/20/2026	1,542.69
ZALUSKY, ANNA M	997412346 01/05/2026	1,624.31
ZALUSKY, ANNA M	997412998 01/20/2026	1,636.02

ZEPCZYK, PAIGE IDAMAE	997412748 01/05/2026	173.15
ZEPCZYK, PAIGE IDAMAE	997413400 01/20/2026	62.33
ZIBROWSKI, VIENNA MARIE	997412220 01/05/2026	1,517.91
ZIBROWSKI, VIENNA MARIE	997412872 01/20/2026	1,523.81
ZILLMER, BRYANNA ALLICE	997413401 01/20/2026	659.38
ZUBER, BERNADETTE R	997412221 01/05/2026	2,043.46
ZUBER, BERNADETTE R	997412873 01/20/2026	2,071.91
	<b>January Total</b>	<b>1,678,593.67</b>

Receipt	Trans Date	Reference	Acct Nbr	Description	Amount
2	01/09/2026		21 R 101 291 160179 000 0	GW - SQUARE 1 ART	285.38
3	01/09/2026		21 R 101 291 160179 000 0	GW - SQUARE 1 ART	372.78
4	01/09/2026		10 E 101 411 143000 000 0	GW - PTO ROLLERSKATING	169.00
41	01/09/2026		21 R 103 291 160511 000 0	RB - SQUARE 1 ART	36.71
44	01/09/2026		21 R 103 279 160511 000 0	RB - YOUNG AUTHORS	28.00
45	01/09/2026		21 R 103 291 160511 000 0	RB - BLACKBAUD DONA	25.00
48	01/09/2026		21 R 103 279 160511 000 0	RB - YOUNG AUTHORS	56.00
78	01/09/2026		21 R 102 279 160510 000 0	WS - YOUNG AUTHORS	28.00
79	01/09/2026		21 R 102 291 160510 000 0	WS - FREE LIBRARY DONA	117.30
93	01/09/2026		21 R 200 279 160127 000 0	MS - SOLO ENSEMBLE	73.00
98	01/09/2026		10 R 801 292 500000 500 0	MS - CHROMEBOOK FEE	40.00
108	01/09/2026		21 R 200 279 160127 000 0	MS - SOLO ENSEMBLE	158.00
113	01/09/2026		21 R 200 279 160136 000 0	MS - WIZ FIELD TRIP	30.00
122	01/09/2026		10 R 801 292 500000 500 0	MS - CHROMEBOOK FEE	20.00
132	01/09/2026		21 R 400 291 160133 000 0	HS - PLAYBILL DONA	581.33
134	01/09/2026		21 R 400 291 160118 000 0	HS - FUNDRAISER	6,212.80
135	01/09/2026		60 R 400 262 160142 000 0	HS - FRUIT SALES	3,178.00
136	01/09/2026		21 R 400 291 160124 000 0	HS - CAROLERS DONA	400.00
137	01/09/2026		21 R 400 279 160181 000 0	HS - SWIM DIVE MEET	150.00
138	01/09/2026		10 R 801 292 500000 900 0	HS - DACP	440.00
139	01/09/2026		21 R 400 262 160146 000 0	HS - JERSEY BUYBACK	160.00
141	01/09/2026		60 R 400 262 160142 000 0	HS - FRUIT SALES	1,511.00
144	01/09/2026		21 R 400 262 160132 000 0	HS - D.BISCUIT SALES	150.00
145	01/09/2026		10 R 801 292 500000 000 0	HS - ACTIVITY FEES	145.00
146	01/09/2026		21 R 400 262 160181 000 0	HS - BBB CONCESSIONS	391.00
147	01/09/2026		21 R 400 262 160146 000 0	HS - JERSEY, HELMET	1,290.00
151	01/09/2026		21 R 400 262 160114 000 0	HS - N.BADGER SALES	1,320.00
152	01/09/2026		21 R 400 279 160181 000 0	HS - N.BADGER FEES	405.00
157	01/09/2026		21 R 400 291 160132 000 0	HS - FEYEREISEN DONA	400.00
158	01/09/2026		60 R 400 262 160142 000 0	HS - FRUIT SALES	35.00
159	01/09/2026		21 R 400 279 160181 000 0	HS - N.BADGER ADMISSIONS	1,943.00
160	01/09/2026		10 R 801 271 500000 000 0	HS - GOFAN TICKETS	3,109.00
162	01/09/2026		10 R 801 271 500000 000 0	HS - GOFAN TICKETS	2,429.00
164	01/09/2026		21 R 400 291 160143 000 0	HS - CHICKEN FRY FUNDR	1,519.00
167	01/09/2026		21 R 400 262 160181 000 0	HS - BBB CONCESSIONS	395.00
173	01/09/2026		21 R 400 279 160181 000 0	HS - N.BADGER FEES	120.00
174	01/09/2026		21 R 400 262 160146 000 0	HS - JERSEY BUYBACK	160.00
184	01/09/2026		21 R 400 279 160181 000 0	HS - MEDIA BUCKS	141.75
185	01/09/2026		21 R 400 262 160181 000 0	HS - N.BADGER CONCESSIONS	2,284.12
186	01/09/2026		21 R 400 279 160135 000 0	HS - BANQUET FEES	120.00
189	01/09/2026		21 R 400 279 160181 000 0	HS - N.BADGER FEES	525.00
191	01/09/2026		21 R 400 279 160181 000 0	HS - W.WONDERLAND FEE	200.00
194	01/09/2026		21 R 400 279 160181 000 0	HS - N.BADGER FEE	1,395.00
195	01/09/2026		21 R 400 279 160181 000 0	HS - N.BADGER ADMISSIONS	4,420.00
197	01/09/2026		21 R 400 262 160181 000 0	HS - N.BADGER CONCESSIONS	4,480.25
199	01/09/2026		21 R 400 279 160181 000 0	HS - SWIM DIVE FEE	150.00
332	01/09/2026		10 R 801 264 500000 000 0	CO - AUCTION	117.90
341	01/09/2026		49 E 400 712 270000 644 0	CO - LIBERTY MUTUAL SPLIT	526.50
341	01/09/2026		49 E 804 712 270000 804 0	CO - LIBERTY MUTUAL SPLIT	526.50
342	01/09/2026		10 E 801 411 251000 000 0	CO - G.LUBICH LOST KEY	50.00
343	01/09/2026		10 R 801 249 500000 000 0	CO - DAIRY BUSING	163.07
344	01/09/2026		27 R 701 780 500000 000 0	CO - FORWARD HEALTH	7,942.09
346	01/09/2026		21 R 400 291 160156 000 0	CO - ANNMARIE GRANT	2,730.00

Receipt	Trans Date	Reference	Acct Nbr	Description	Amount
	353 01/09/2026		10 R 801 348 500000 000 0	CO - HOMELESS TRANSPORT	310.56
	400 01/09/2026		21 R 400 262 160515 000 0	HS - WILEY'S COFFEE	69.90
	400 01/09/2026		21 R 400 291 160515 000 0	HS - WILEY'S TIPS	2.10
	401 01/09/2026		21 R 400 262 160515 000 0	HS - WILEY'S COFFEE	29.50
	401 01/09/2026		21 R 400 291 160515 000 0	HS - WILEY'S TIPS	0.50
	402 01/09/2026		21 R 400 262 160515 000 0	HS - COFFEE CART	11.00
	403 01/09/2026		21 R 400 262 160515 000 0	HS - WILEY'S COFFEE	66.50
	406 01/09/2026		21 R 400 291 160140 000 0	HS - PARCHMENT DONA	10.00
	407 01/09/2026		21 R 401 262 160890 000 0	HS - CHRISTMAS FUNDR	604.00
	409 01/09/2026		21 R 400 262 160520 000 0	HS - WILEY'S VENDING	490.00
	423 01/09/2026		21 R 400 262 160520 000 0	HS - STAFF VENDING	128.25
92683880	01/12/2026		50 E 850 411 257201 000 0	FS - N.B. CONCESS RTRN	2,500.00
92683881	01/12/2026		50 L 816901	FS - N.BADGER CONCESSION	22,504.75
	16 01/23/2026		21 R 101 279 160179 000 0	GW - YOUNG AUTHORS	336.00
	41 01/23/2026		21 R 103 291 160511 000 0	RB - M.LODGE BRKFAST	770.00
	43 01/23/2026		21 R 103 279 160511 000 0	RB - YOUNG AUTHORS	56.00
	44 01/23/2026		21 R 103 279 160511 000 0	RB - YOUNG AUTHORS	28.00
	67 01/23/2026		21 R 102 291 160510 000 0	WS - SQUARE 1 ART	14.77
	70 01/23/2026		21 R 102 262 160510 000 0	WS - RECORDERS	233.00
	72 01/23/2026		21 R 102 291 160510 000 0	WS - BOX TOPS	29.20
	78 01/23/2026		21 R 102 262 160510 000 0	WS - RECORDERS	17.00
	79 01/23/2026		21 R 102 279 160510 000 0	WS - YOUNG AUTHORS	28.00
	93 01/23/2026		60 R 200 279 160208 000 0	MS - BOX TOPS	90.20
	98 01/23/2026		10 R 801 292 500000 500 0	MS - CHROMEBOOK FEE	20.00
	108 01/23/2026		10 R 801 292 500000 500 0	MS - CHROMEBOOK FEE	20.00
	112 01/23/2026		21 R 200 262 160289 000 0	MS - MINICATS COFFEE	64.00
	114 01/23/2026		21 R 200 279 160137 000 0	MS - HAT DAY	105.00
	117 01/23/2026		60 R 200 262 160208 000 0	MS - VENDING	401.00
	130 01/23/2026		60 R 400 262 160142 000 0	HS - FRUIT SALES	1,020.00
	131 01/23/2026		21 R 400 262 160146 000 0	HS - JERSEY BUYBACK	320.00
	133 01/23/2026		60 R 400 262 160142 000 0	HS - FRUIT SALES	760.00
	140 01/23/2026		10 R 801 292 500000 900 0	HS - DACP	440.00
	143 01/23/2026		10 R 801 292 500000 000 0	HS - ACTIVITY FEES	240.00
	148 01/23/2026		21 R 400 279 160181 000 0	HS - N.BADGER ENTRY FEES	405.00
	161 01/23/2026		21 R 400 262 160181 000 0	HS - GYMN CONCESS	741.00
	164 01/23/2026		60 R 400 262 160142 000 0	HS - FRUIT SALES	207.00
	167 01/23/2026		10 R 801 292 500000 900 0	HS - DACP	440.00
	183 01/23/2026		21 R 400 262 160181 000 0	HS - GBB CONCESS	370.00
	185 01/23/2026		21 R 400 279 160181 000 0	HS - N.BADGER ENTRY FEES	530.00
	195 01/23/2026		21 R 400 279 160181 000 0	HS - W.WONDER GYM FEE	200.00
	197 01/23/2026		21 R 400 262 160206 000 0	HS - GOOD LUCK GRAMS	603.00
	200 01/23/2026		10 E 104 943 129200 000 0	MONT - CHAPERONE FEES	31.00
	201 01/23/2026		10 E 104 943 129200 000 0	MONT - YOUNG AUTHORS	58.00
	230 01/23/2026		10 E 401 411 129575 000 0	REN - TEST SITE PYMT	57.50
	346 01/23/2026		10 E 801 360 251000 000 0	CO - PRIME SETTLEMENT	15.07
	353 01/23/2026		21 R 400 279 160272 000 0	CO - VERONA COACH BUS	2,161.00
	408 01/23/2026		21 R 400 262 160515 000 0	HS - WILEY'S COFFEE	104.50
	413 01/23/2026		21 R 400 262 160520 000 0	HS - WILEY'S VENDING	440.00
	421 01/23/2026		21 R 400 262 160515 000 0	HS - WILEY'S COFFEE	83.88
	421 01/23/2026		21 R 400 291 160515 000 0	HS - WILEY'S TIPS	1.12
	422 01/23/2026		21 R 400 262 160515 000 0	HS - COFFEE CART	10.00
92683879	01/23/2026		50 L 816901	FS - CATERING	1,938.09
92683882	01/23/2026		50 L 816901	FS - CATERING	82.94

Receipt	Trans Date	Reference	Acct Nbr	Description	Amount
92683883	01/23/2026		50 L 816901	FS - CATERING	83.30
92683884	01/23/2026		50 L 816901	FS - LUNCH ACCOUNTS	10,443.50
92683885	01/23/2026		50 L 816901	FS - LUNCH ACCOUNTS	11,386.65
92683886	01/29/2026		50 L 816901	FS - CATERING	11,529.25
92683887	01/29/2026		50 L 816901	FS - LUCNH ACCOUNTS	10,444.95
	35 01/29/2026		21 R 103 291 160511 000 0	RB - TUNDRA TALES	1,000.00
	45 01/29/2026		21 R 103 279 160511 000 0	RB - YOUNG AUTHORS	112.00
	48 01/29/2026		21 R 103 291 160511 000 0	RB - TUNDRA TALES	1,000.00
	66 01/29/2026		21 R 102 262 160510 000 0	WS - RECORDERS	56.00
104	01/29/2026		10 E 200 480 222200 031 0	MS - TOYBOX REIMB	399.00
105	01/29/2026		10 R 801 292 500000 500 0	MS - CHROMEBOOK FEE	20.00
132	01/29/2026		60 R 400 262 160142 000 0	HS - FRUIT SALES	446.00
135	01/29/2026		21 R 400 279 160124 000 0	HS - SOLO ENSEMBLE	1,818.00
136	01/29/2026		21 R 400 262 160181 000 0	HS - GYM CONCESS	131.00
138	01/29/2026		21 R 400 262 160206 000 0	HS - GOOD LUCK GRAMS	367.00
138	01/29/2026		21 R 400 291 160206 000 0	HS - CASH DONA	20.00
145	01/29/2026		21 R 400 279 160181 000 0	HS - N.BADGER FEES	690.00
146	01/29/2026		21 R 400 279 160181 000 0	HS - W.WONDERLAND FEE	200.00
147	01/29/2026		21 R 400 262 160181 000 0	HS - GBB CONCESS	470.00
157	01/29/2026		10 R 801 292 500000 000 0	HS - ACTIVITY FEES	375.00
158	01/29/2026		21 R 400 279 160181 000 0	HS - N.BADGER FEES	690.00
159	01/29/2026		60 R 400 291 160142 000 0	HS - R.COUNTRY COOP DONA	1,000.00
162	01/29/2026		10 R 801 292 500000 500 0	HS - CHROMEBOOK FEES	180.00
162	01/29/2026		10 R 801 292 500000 000 0	HS - COURSE FEES	420.00
162	01/29/2026		10 R 801 292 500000 000 0	HS - PARKING TICKETS	60.00
162	01/29/2026		10 R 801 292 500000 000 0	HS - OUTDOOR ED	300.00
174	01/29/2026		21 R 400 279 160181 000 0	HS - GOFAN TICKETS	15,152.00
184	01/29/2026		21 R 400 279 160181 000 0	HS - W.WONDERLAND FEE	200.00
317	01/29/2026		80 R 890 272 500000 000 0	COMM ED - CLASS REVENUE	2,264.00
332	01/29/2026		10 R 801 264 500000 000 0	CO - AUCTION	114.94
341	01/29/2026		10 R 801 249 500000 000 0	CO - ST. B BUSING	117.28
342	01/29/2026		10 R 801 249 500000 000 0	CO - UWRF BUSING	1,058.05
343	01/29/2026		10 R 801 348 500000 000 0	CO - FOSTER TRANSPORT	62.94
344	01/29/2026		10 E 804 411 256210 000 0	CO - CULLIGAN REFUND	48.35
403	01/29/2026		21 R 400 262 160520 000 0	HS - WILEY'S VENDING	654.00
407	01/29/2026		21 R 400 262 160520 000 0	HS - STAFF VENDING	115.40
409	01/29/2026		21 R 400 262 160515 000 0	HS - WILEY'S COFFE	41.25
417	01/29/2026		21 R 400 262 160515 000 0	HS - WILEY'S COFFE	110.25
417	01/29/2026		21 R 400 291 160515 000 0	HS - WILEY'S TIPS	4.60
420	01/29/2026		21 R 400 262 160515 000 0	HS - WILEY'S COFFEE	125.01
420	01/29/2026		21 R 400 291 160515 000 0	HS - WILEY'S TIPS	2.74
423	01/29/2026		21 R 400 262 160515 000 0	HS - COFFEE CART	3.00
423	01/29/2026		21 R 400 291 160515 000 0	HS - COFFEE CART TIPS	5.50
92683888	02/04/2026		50 L 816901	FS - LUNCH ACCOUNTS	6,573.15
	41 02/04/2026		21 R 103 291 160511 000 0	RB - KELLER RCU	100.00
	76 02/04/2026		21 R 102 279 160510 000 0	WS - YOUNG AUTHORS	28.00
	77 02/04/2026		21 R 102 262 160510 000 0	WS - RECORDER	5.00
	94 02/04/2026		10 R 801 292 500000 500 0	MS - CHROMEBOOK FEE	20.00
100	02/04/2026		21 R 200 262 160137 000 0	MS - MATH SHIRTS	88.00
103	02/04/2026		21 R 200 279 160127 000 0	MS - SOLO ENSEMBLE	328.00
113	02/04/2026		21 R 200 279 160127 000 0	MS - SOLO ENSEMBLE	1,023.00
114	02/04/2026		10 R 801 292 500000 500 0	MS - CHROMEBOOK FEE	60.00
118	02/04/2026		10 R 801 292 500000 500 0	MS - CHROMEBOOK FEE	20.00

Receipt	Trans Date	Reference	Acct Nbr	Description	Amount
122	02/04/2026		21 R 200 279 160127 000 0	MS - SOLO ENSEMBLE	413.00
125	02/04/2026		21 R 200 262 160289 000 0	MS - COFFEE & CONCESS	101.00
130	02/04/2026		21 R 200 262 160137 000 0	MS - MATH SHIRTS	285.00
134	02/04/2026		21 R 400 279 160181 000 0	HS - VBALL FEE	125.00
137	02/04/2026		21 R 400 279 160181 000 0	HS - ENTRY FEES	605.00
139	02/04/2026		21 R 400 279 160133 000 0	HS - MUSICAL ADMISS	25,045.00
141	02/04/2026		10 R 801 292 500000 900 0	HS - DACP	440.00
144	02/04/2026		21 R 400 279 160181 000 0	HS - N.BADGER ENTRY FEES	615.00
151	02/04/2026		10 E 708 943 162222 000 0	HS - EC WRESTLE REFUND	100.00
152	02/04/2026		10 R 801 293 500000 000 0	HS - RENTALS	300.00
160	02/04/2026		21 R 400 262 160133 000 0	HS - MUSICAL CONCESS	2,581.00
160	02/04/2026		21 R 400 291 160133 000 0	HS - MUSICAL DONA	1,438.93
172	02/04/2026		21 R 400 262 160181 000 0	HS - BBB CONESS	265.00
173	02/04/2026		21 R 400 291 160124 000 0	HS - CONSTUME CAROLERS	250.00
177	02/04/2026		21 R 400 279 160181 000 0	HS - N.BADGER ENTRY FEE	405.00
186	02/04/2026		10 R 801 292 500000 000 0	HS - PARKING HANGERS	180.00
194	02/04/2026		21 R 400 262 160181 000 0	HS - GBB CONCESS	399.00
199	02/04/2026		21 R 400 279 160181 000 0	HS - W.WONDERLAND GOFAN	1,480.00
199	02/04/2026		10 R 801 271 500000 000 0	HS - GOFAN TICKETS	1,303.00
337	02/04/2026		10 R 801 264 500000 000 0	HS - AUCTION	54.00
342	02/04/2026		10 R 801 990 500000 000 0	HS - HUMANA	425.31
343	02/04/2026		21 R 400 291 160206 000 0	HS - BOOSTER DONA	11,138.56
346	02/04/2026		10 R 801 990 500000 000 0	HS - MEDICAL RECORDS	26.00
353	02/04/2026		10 R 801 249 500000 000 0	HS - UWRF BUSING	865.56
400	02/04/2026		10 E 400 411 136000 400 0	HS - PLANTER PROJ	280.00
401	02/04/2026		21 R 400 262 160515 000 0	HS - WILEY'S COFFEE	16.75
402	02/04/2026		21 R 400 262 160515 000 0	HS - WILEY'S COFFEE	18.50
406	02/04/2026		21 R 400 262 160515 000 0	HS - COFFEE CART	12.00
408	02/04/2026		21 R 400 262 160515 000 0	HS - WILEY'S COFFEE	98.00
408	02/04/2026		21 R 400 291 160515 000 0	HS - WILEY'S TIPS	0.50
	01/31/2026		10 R 801 211 500000 000 0	City of River Falls - Pierce	1,195,831.32
	01/31/2026		10 R 801 212 500000 000 0	City of River Falls - Pierce	111.59
	01/31/2026		39 R 830 211 500000 000 0	City of River Falls - Pierce	422,825.83
	01/31/2026		80 R 890 211 500000 000 0	City of River Falls - Pierce	13,183.99
	01/31/2026		10 R 801 211 500000 000 0	Clifton Township	209,985.98
	01/31/2026		10 R 801 212 500000 000 0	Clifton Township	19.59
	01/31/2026		39 R 830 211 500000 000 0	Clifton Township	74,247.51
	01/31/2026		80 R 890 211 500000 000 0	Clifton Township	2,315.09
	01/31/2026		10 R 801 211 500000 000 0	Martell Township	77,512.92
	01/31/2026		10 R 801 212 500000 000 0	Martell Township	7.23
	01/31/2026		39 R 830 211 500000 000 0	Martell Township	27,407.26
	01/31/2026		80 R 890 211 500000 000 0	Martell Township	854.58
	01/31/2026		10 R 801 211 500000 000 0	River Falls Township	404,394.66
	01/31/2026		10 R 801 212 500000 000 0	River Falls Township	37.74
	01/31/2026		39 R 830 211 500000 000 0	River Falls Township	142,987.15
	01/31/2026		80 R 890 211 500000 000 0	River Falls Township	4,458.43
	01/31/2026		10 R 801 211 500000 000 0	City of River Falls - St Croix	1,090,539.02
	01/31/2026		10 R 801 212 500000 000 0	City of River Falls - St Croix	101.76
	01/31/2026		39 R 830 211 500000 000 0	City of River Falls - St Croix	385,596.25
	01/31/2026		80 R 890 211 500000 000 0	City of River Falls - St Croix	12,023.15
	01/31/2026		10 R 801 211 500000 000 0	Kinnickinnic Township	610,259.03
	01/31/2026		10 R 801 212 500000 000 0	Kinnickinnic Township	56.94
	01/31/2026		39 R 830 211 500000 000 0	Kinnickinnic Township	215,777.33

Receipt	Trans Date	Reference	Acct Nbr	Description	Amount
	01/31/2026		80 R 890 211 500000 000 0	Kinnickinnic Township	6,728.08
	01/31/2026		10 R 801 211 500000 000 0	Pleasant Valley Township	28,895.48
	01/31/2026		10 R 801 212 500000 000 0	Pleasant Valley Township	2.70
	01/31/2026		39 R 830 211 500000 000 0	Pleasant Valley Township	10,216.95
	01/31/2026		80 R 890 211 500000 000 0	Pleasant Valley Township	318.57
	01/31/2026		10 R 801 211 500000 000 0	Rush River Township	603.65
	01/31/2026		10 R 801 212 500000 000 0	Rush River Township	0.06
	01/31/2026		39 R 830 211 500000 000 0	Rush River Township	213.44
	01/31/2026		80 R 890 211 500000 000 0	Rush River Township	6.65
	01/31/2026		10 R 801 211 500000 000 0	Troy Township	1,269,347.80
	01/31/2026		10 R 801 212 500000 000 0	Troy Township	118.44
	01/31/2026		39 R 830 211 500000 000 0	Troy Township	448,820.03
	01/31/2026		80 R 890 211 500000 000 0	Troy Township	13,994.51
	01/31/2026		50 R 850 717 257002 546 0	Food Service Aid - Breakfast	217.90
	01/31/2026		50 R 850 717 257002 546 0	Food Service Aid - Breakfast	7,355.32
	01/31/2026		50 R 850 717 257002 547 0	Food Service Aid - Lunch	41,390.34
	01/31/2026		27 R 701 611 500000 000 0	Special Ed & School Aige Parents Aids	359,108.00
	01/31/2026		50 R 850 717 257002 546 0	Food Service Aid - Breakfast	210.08
	01/31/2026		50 R 850 717 257002 546 0	Food Service Aid - Breakfast	6,198.40
	01/31/2026		50 R 850 717 257002 547 0	Food Service Aid - Lunch	38,721.51
	01/31/2026		10 R 801 612 500000 000 0	Pupil Transportation & Priv Sch Student	65,600.00
	01/31/2026		27 R 701 730 500000 341 0	Idea Flow Through Entitlement	69,259.84
	01/31/2026		27 R 701 730 500000 341 0	Idea Flow Through Entitlement	292,532.24
	01/31/2026		10 R 801 284 500000 000 0	FNB MMkt Interest	23,372.31
	01/31/2026		10 R 801 284 500000 000 0	FNB Payroll Interest	6.09
	01/31/2026		10 R 801 284 500000 000 0	Gen NOW Interest	681.02
	01/31/2026		50 R 850 284 500000 000 0	FNB Food Service Interest	1.91
	01/31/2026		80 R 880 284 500000 000 0	FNB Kids Club Interest	1.11
	01/31/2026		80 R 890 284 500000 000 0	RCU MMkt Interest	517.12
	01/31/2026		10 R 801 284 500000 000 0	RCU Savings Interest	0.01
	01/31/2026		46 R 801 284 500000 000 0	F 46 interest	2,666.04
	01/31/2026		21 R 400 262 160114 000 0	Wildcat Design	2,928.87
	01/31/2026		21 R 401 262 160890 000 0	ID Program Fundraiser	194.42
	01/31/2026		21 R 400 262 160181 000 0	Activities - R Club	2,703.33
	01/31/2026		21 R 401 262 160888 000 0	Ren Academy - Square	264.33
	01/31/2026		21 R 400 262 160515 000 0	Wiley's Coffee Shop	575.24
	01/31/2026		21 R 400 291 160515 000 0	Wiley's Coffee Shop Tips	9.00
	01/31/2026		21 R 400 262 160520 000 0	Wiley's Vending	1,157.53
	01/31/2026		80 R 880 272 500000 000 0	Kids Club Credit Card Payments	35,949.99
	01/31/2026		80 R 890 272 500000 000 0	Merchant Bank Deposits - Community Ed	15,920.86
	01/31/2026		10 R 801 292 500000 000 0	Merchant Bank Deposits - Activities	3,906.60
	01/31/2026		49 R 801 284 500000 000 0	WISC PMA - F49 - Interest	17,526.39
	01/31/2026		50 L 816901	Food Service Cash Receipts - Efund	69,706.90
	01/31/2026		10 R 801 292 500000 000 0	COURSE FEES	2,490.00
	01/31/2026		10 R 801 292 500000 000 0	BAND MAINTENANCE FEE	160.00
	01/31/2026		10 R 801 292 500000 500 0	CHROMEBOOK FEES	640.00
	01/31/2026		10 R 801 292 500000 900 0	DACP Student Payments	25,520.00
	01/31/2026		10 R 801 292 500000 000 0	OUTDOOR ED	2,200.00
	01/31/2026		10 R 801 292 500000 000 0	Field Trips	12.00
	01/31/2026		21 R 400 262 160181 000 0	Gym Lock	17.50
	01/31/2026		10 E 400 432 222200 031 0	Library Fine	15.00
	01/31/2026		10 R 801 292 500000 000 0	Parking Ticket	30.00
	01/31/2026		10 R 801 297 500000 000 0	Restitution	123.34

Receipt	Trans Date	Reference	Acct Nbr	Description	Amount
	01/31/2026		10 E 400 411 241000 000 0	Textbook Fee	50.00
	01/31/2026		10 E 400 943 143000 000 0	LIFEGUARD TRAINING	235.00
	01/31/2026		10 E 801 941 251001 000 0	Transaction Fee	-1,154.43
				Total for Cash Receipts	7,983,907.85

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	5,026,903.89	353.49	5,027,257.38
21	SPECIAL REVENUE FUND	0.00	119,997.85	0.00	119,997.85
27	SPECIAL EDUCATION FUND	0.00	728,842.17	0.00	728,842.17
39	REFERENDUM APPROVED DEBT SRVC	0.00	1,728,091.75	0.00	1,728,091.75
46	LONG TERM CAPTL IMPVMNT TRUST	0.00	2,666.04	0.00	2,666.04
49	CONSTRUCTION ACCOUNT	0.00	17,526.39	1,053.00	18,579.39
50	FOOD SERVICE FUND	144,693.48	94,095.46	2,500.00	241,288.94
60	CUSTODIAL FUND	0.00	8,648.20	0.00	8,648.20
80	COMMUNITY SERVICE FUND	0.00	108,536.13	0.00	108,536.13
***	Fund Summary Totals ***	144,693.48	7,835,307.88	3,906.49	7,983,907.85

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

Fd T Loc	Obj	Func	Pri	Y	Date	Src	Sub	Batch	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
10	L				01/31/26	ITCR		EBC	ANDERSON SUSAN L		HPDEN/ Retire/ Family					-122.72
					01/31/26	ITCR		EBC	BAKER JUDITH CAROL		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	BERNARD DARLENE C		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	BUCHHOLZ ANNE M		HPDEN/ Retire/ Family					-122.72
					01/31/26	ITCR		EBC	CASHMAN CYNTHIA L		HPDEN/ Retire/ Family					-122.72
					01/31/26	ITCR		EBC	CASKEY LYNDIA W		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	CERNI LINDA A		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	CLAYCOMB NANCY J		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	DAVENPORT-HENK CAROLINE A		HPDEN/ Retire/ Family					-122.72
					01/31/26	ITCR		EBC	DESMITH SHANNON K		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	ERICKSON KARL E		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	FOGERTY KAREN A		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	GILLIS CECILY A		HPDEN/ Retire/ Family					-122.72
					01/31/26	ITCR		EBC	HELGESSON JIMMY L		HPDEN/ Retire/ Family					-122.72
					01/31/26	ITCR		EBC	JANTSCHER BRIDGET S		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	KELLER DEBBIE M		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	KLEPPEN DENISE L		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	KORNWANN CYNTHIA S		HPDEN/ Retire/ Family					-122.72
					01/31/26	ITCR		EBC	KRASIN MARGRET E		HPDEN/ Retire/ Family					-122.72
					01/31/26	ITCR		EBC	LEHNERTZ JAN MARIE		HPDEN/ Retire/ Family					-122.72
					01/31/26	ITCR		EBC	MCCARTHY JILL R		HPDEN/ Retire/ Family					-122.72
					01/31/26	ITCR		EBC	MOELTER JEAN A		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	MOYER LAURIE A		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	NELSON KATHI P		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	OWENS KARI J		HPDEN/ Retire/ Family					-122.72
					01/31/26	ITCR		EBC	PETERSON TERESA L		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	SANVIDGE LUCINDA C		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	SCHILLS BRIAN J		HPDEN/ Retire/ Family					-122.72
					01/31/26	ITCR		EBC	SOMMERFELDT RITA MAE		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	STEINHOFF JACQUELYN J		HPDEN/ Retire/ Family					-122.72
					01/31/26	ITCR		EBC	VADOS MARY VOS		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	VERBURG DEBRA L		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	WACHHOLZ JUDITH K		HPDEN/ Retire/ Family					-122.72
					01/31/26	ITCR		EBC	WEBB JANE ELIZABETH		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	WESTRUM GAYLE M		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	WESTRUM LARRY B		HPDEN/ Retire/ Single					-47.84
					01/31/26	ITCR		EBC	January							-2,770.56
									*10 L							-2,770.56

Fd T Loc Obj Func Prj Y  
 10 L 811618 (continued)

Date	Sic	Sub	Batch	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
*Insurance Tracking Csh Receipts											
10 L	811619										-2,770.56
01/31/26	ITCR		EBC	ANDERSEN MARY L		HPHLTH3/ Retire/ Family					-1,802.53
01/31/26	ITCR		EBC	CASHMAN CYNTHIA L		HPHLTH/ Retire/ Single					-981.59
01/31/26	ITCR		EBC	ERICKSON KARL E		HPHLTH/ Retire/ Single					-981.59
01/31/26	ITCR		EBC	GILDSETH JOHN R		HPHLTH/ Retire/ Single					-981.59
01/31/26	ITCR		EBC	GILLIS CECILY A		HPHLTH/ Retire/ Family					-2,234.06
01/31/26	ITCR		EBC	HELGESSON JIMMY L		HPHLTH/ Retire/ Single					-981.59
01/31/26	ITCR		EBC	HUMPHREY KALLEY MAE		HPHLTH/ Retire/ Single					-981.59
01/31/26	ITCR		EBC	HUMPHREY KALLEY MAE		HPHLTH/ Retire/ Single					-981.59
01/31/26	ITCR		EBC	JANTSCHER BRIDGET S		HPHLTH/ Retire/ Single					-981.59
01/31/26	ITCR		EBC	KELLER DEBBIE M		HPHLTH/ Retire/ Single					-981.59
01/31/26	ITCR		EBC	KORNWANN CYNTHIA S		HPHLTH2/ Retire/ Single					-922.69
01/31/26	ITCR		EBC	MCCARTHY JILL R		HPHLTH1/ Retire/ Family					-1,917.59
01/31/26	ITCR		EBC	NELSON KATHI P		HPHLTH3/ Retire/ Family					-1,802.53
01/31/26	ITCR		EBC	OWENS KARI J		HPHLTH1/ Retire/ Family					-1,917.59
01/31/26	ITCR		EBC	STEINHOFF JACQUELYN J		HPHLTH/ Retire/ Family					-2,234.06
January											
*10 L 811619											
*Insurance Tracking Csh Receipts											
Total for Insurance Tracking Cash Receipts											-23,454.33
Grand Total											-23,454.33

Number of Accounts: 2

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

## RIVER FALLS BOARD OF EDUCATION MEETING

Monday, February 23, 2026

### Personnel Agenda:

1. Recommended approval of the employment of Jacob Bruecker as 1.0 FTE Physical Education Long Term Substitute at River Falls High School effective approximately January 26, 2026 through February 20, 2026 (for Ryan Bishop).
2. Recommended approval of the employment of Erik Wild as 1.0 FTE Special Education Teacher Long Term Substitute at River Falls High School effective approximately February 9, 2026 through March 13, 2026 (for Ryan Scherz who is subbing for Sophia Hayes).
3. Recommended approval of the employment of Hallie Neuhaus as Limited Term Special Education Teacher at Meyer Middle School effective January 19, 2026 through the end of the 2025-2026 year (replaces Kari Nutting).
4. Recommended approval of the hiring of the following short-term, on call Substitute Teachers:
  - a. Matthew Dunlap
  - b. Josephine McNamara-Connor
  - c. Christine Muenich
  - d. Muffi Anderson
  - e. Kelsey Paschke
  - f. Angella Collins
  - g. Isabelle Gintner
  - h. Jodi Hough-Garlie
  - i. Leah Ott
5. Recommended acceptance of the resignation of Karen Swanson as 0.8 FTE School Counselor at River Falls Public Montessori Elementary School effective the end of the 2025-26 year.
6. Recommended acceptance of the resignation of Stephanie Thompson as full-time Children's House Teacher at River Falls Public Montessori Elementary School effective the end of the 2025-26 year.



Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	CREATING A POSITION
Code	po3111
Status	
Legal	Immigration Reform and Control Act of 1986 8 U.S.C. 1255a

### 3111 - **CREATING A POSITION**

The School Board recognizes the need to establish positions which, when filled by competent, qualified professional staff members, will assist the District in achieving the educational goals set by the School Board. The District employs only persons authorized to work in the United States.

The Director of Human Resources and Leadership Development will verify all new full-time and part-time employees' identity and authorization to work in the United States according to Federal law.

The School Board reserves the right to:

- A. create new positions;
- B. specify the number of persons to be employed within each job category; and
- C. set the initial salary for a new position not currently covered by an established salary structure, range, or schedule.

The School Board will, upon the advice of the Superintendent, consider the advisability of creating a new position or increasing the number of professional staff members in an existing position.

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	SCHOOL BOARD-STAFF COMMUNICATIONS
Code	po3112
Status	
Legal	Garcetti v. Ceballos, 547 U.S. 410 (2006) Samuelson v. LaPorte Comm. Sch. Dist., 526 F.3d 1046 (7th Cir. 2008)

### 3112 - **SCHOOL BOARD-STAFF COMMUNICATIONS**

The School Board welcomes collegial conversations and interactions with employees that further the interest and insight into the District and its operation. Typically, School Board members rely on an invitation from staff for school and building visits. The School Board has a legitimate interest in facilitating the efficient resolution of concerns by directing that employee communications to the School Board move initially through the chain of command to the Superintendent. Employees are expected to follow the established chain of communication as described in this policy.

#### **A. Staff Communications to the School Board**

All communications from staff members related to the performance of their job duties or responsibilities to the School Board, or its committees, will be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to raise matters of concern regarding District operations to the School Board through established procedures when no resolution is reached by the administration.

#### **B. School Board Communications to Staff**

All official communications, policies, and directives of the School Board that are of interest and concern to the staff will be communicated through the Superintendent, who will also keep staff members fully informed of the School Board's challenges, concerns, and actions. School Board member communications with staff will also be consistent with the expectations in School Board Bylaw 0144.5 - School Board Member Behavior, Communications, and Code of Conduct.

#### **C. Social Interaction**

Both staff and School Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, innovations, and general activities of the District. However, since individual School Board members have no special authority, except when they are convened at a legal meeting of the School Board, or vested with special authority by School Board action, discussions between staff and School Board members related to the performance of job duties or responsibilities may be inappropriate.



Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	
Legal	118.191, Wis. Stats. 118.192, Wis. Stats. 118.21, Wis. Stats. 118.22(2), Wis. Stats. 118.24, Wis. Stats. 121.02, Wis. Stats. Wis. Admin. Code P.I. 34

### 3120 - **EMPLOYMENT OF PROFESSIONAL STAFF**

The School Board recognizes that it is vital to the successful operation of the District that positions created by the School Board be filled with highly-qualified and competent personnel.

All employees other than the Superintendent or support staff members (Policy 0100 – Definitions) are considered professional employees.

**Professional Staff Member:** District employees who are either certified staff 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, regardless of whether they hold an administrative contract or are required to have administrator certification.

The Superintendent may establish the terms of employment and description of job duties for each professional staff member employed by this District and will recommend to the School Board for approval contracts for any professional staff employed by the District as required by State Law. The School Board will be solely responsible for the approval of the employment of any professional staff as required by State law and will be employed only by a majority vote of the full membership of the School Board. Compensation will be fixed by an established compensation structure or School Board action.

The Human Resources Department will provide a description of the work schedule, hours of work per week, and a determination of whether the employee is exempt or non-exempt for purposes of overtime eligibility (See Policy 6700 - Fair Labor Standards Act (FLSA)). For non-exempt employees, there will be a clear statement in the employee handbook which states the following: "In order for employees to work beyond their contract hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/immediate supervisors are unavailable, and such pre-approval may cause harm to students, staff, the community, or District property.

Such approval will be given only to those candidates for employment recommended by the Superintendent.

When any recommended candidate has been rejected by the School Board, the Superintendent will make a substitute recommendation.

All applications for employment will be referred to the Human Resources Department.

Relatives of staff members may be employed by the School Board; however, arrangements should be made so that the staff member being employed is not placed in a position in which they would be supervised directly by, or supervise directly, the relative staff member.

Any professional staff member's intentional misstatement of fact material to qualifications for employment or the determination of salary will be considered by this School Board to constitute grounds for dismissal.

The employment of professional staff members prior to approval by the School Board is authorized when their employment is required to maintain continuity in the educational program, except as prohibited by law, including the employment of full-time teachers and certain administrative employees on a substitute basis, pending School Board approval. Employment will be recommended to the School Board at the next regular meeting.

No candidate for employment to the professional staff will receive a recommendation for such employment without having provided visual evidence of proper certification or that the application for such certification is in process.

There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or an appropriate State agency.

Any person who signs a contract to teach in the District must, within ten (10) days after signing the contract, provide evidence of a current license or accepted application to the Department of Instruction for the content, subject area, and developmental level for the position of hire.

The Director of Human Resources and Leadership Development will prepare procedures for the recruitment and selection of all professional staff.

## **DISTRICT SUPPORTED ALTERNATIVE LICENSING PROGRAMS**

As part of the School Board's efforts to provide the highest quality education for all students in all subject areas, the School Board authorizes the Superintendent, where appropriate, to support teacher licensure opportunities.

### **EXPERIENCED-BASED LICENSURE FOR TECHNICAL AND VOCATIONAL EDUCATION**

"Technical education" means technology education and any technology-related occupation.

"Vocational education" means agriculture, child services, clothing services, food services, housing and equipment services, family and consumer education, family and consumer services, home economics-related occupations, health care-related occupations, trade specialist, business education, business and office, and marketing education.

The Superintendent may support the application for an experience-based license for a teacher to teach in a technical and/or vocational education field, provided that the individual can be credited with at least 100 points using the following system:

- A. The following points for experience in a technical field (must comprise at least twenty-five (25) of the required 100 points):
  1. For a bachelor's degree in any science, technology, engineering, or mathematics field and any teaching license or permit, or in a field related to the vocational subject, one hundred (100) points.
  2. For a bachelor's degree in any science, technology, engineering, or mathematics field, or in a field related to the vocational subject, seventy-five (75) points.
  3. For a bachelor's degree in a field other than those described in numbers 1 and 2 above, sixty-five (65) points.
  4. For industry or vocational certification, ninety (90) points.
  5. For industry experience in a trade or technical field or vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.

6. For an internship in a trade or technical field or in the vocation, twenty-five (25) points.
  7. For being mentored in a trade or technical skill or in the vocation by a colleague or a Wisconsin Technology Education Association or a recognized vocational association approved mentor, twenty-five (25) points.
  8. For an apprenticeship in a trade or technical field or in the vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
- B. The following points for pedagogical experience (must be at least twenty-five (25) out of the 100 required points):
1. For a bachelor's degree in technical or technology education, one hundred (100) points.
  2. For a bachelor's degree in a field other than any science, technology, engineering, mathematics, or technical or technology education field, or in a subject related to the vocation and any teaching license or permit, seventy-five (75) points.
  3. For credit earned at an accredited institution of higher education or technical college, three (3) points per credit up to a maximum of seventy-five (75) points for technical or technology education courses and science, technology, engineering, or mathematics courses or any field related to the vocation and three (3) points per credit up to a maximum of seventy-five (75) points for education and pedagogical courses.
  4. For completing at least 100 hours of training in pedagogy, five (5) points per fifty (50) hours up to a maximum of seventy-five (75) points.

Individuals who have sufficient points may be employed by the District under an experience-based license, provided that the Superintendent implements a professional development curriculum for the teacher to follow during the three (3) year period of the initial license. The Superintendent will monitor the teacher's progress in fulfilling the curriculum.

#### **PROFESSIONAL TEACHING PERMIT**

The Superintendent may support the teaching license application of an individual to teach a course in engineering, mathematics, science, computer science, art, music, or world languages that do not yet hold a professional teacher license, provided that the following criteria are met:

- A. The District is experiencing a shortage in the availability of teachers with professional teaching certification in the subject area and is unable to fill a position with an acceptable licensed teacher.
- B. The individual holds at least a bachelor's degree in engineering, mathematics, science, computer science, art, music, or world languages.
- C. The individual possesses at least five (5) years of verifiable industry experience in the same field as the bachelor's degree.
- D. The individual has completed at least 100 hours of pedagogical training in an alternative teacher licensing program approved by DPI.
- E. The Superintendent will implement a plan to provide supervision of the teacher by a teacher who holds a regular professional teaching licensure during the two (2) year period of the permit.
- F. The hiring of the teacher under this alternative licensure program will not displace a regularly licensed teacher in the District.



Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	JOB DESCRIPTIONS
Code	po3120.01
Status	
Legal	P.I. 8.01(2)(q)

### 3120.01 - **JOB DESCRIPTIONS**

The School Board recognizes that it is essential for District and employee accountability that staff members be fully aware of the duties and responsibilities of their positions. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the Superintendent will maintain a current, comprehensive, and coordinated set of job descriptions for professional staff positions. Job descriptions for licensed personnel, and any revisions thereof, will be approved by the School Board and maintained by the Human Resources Department.

The job description of the Superintendent will be included in the School Board policy manual.

As long as the provisions of the job descriptions are not inconsistent with School Board policies- or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Employees will be evaluated, at least in part, against their job descriptions. Additional evaluation- considerations are addressed in School Board Policy 3220 Staff Evaluation and Educator Effectiveness

Each job description will include a statement that reserves authority to the Superintendent to assign additional duties and responsibilities as necessary within the scope of the employment position.

Upon employment by the School Board, staff members will receive a copy of the current job description for the position for which they have been employed. The Director of Human Resources and Leadership Development will review this job description with the individual as part of the employment orientation process.

From time-to-time, the School Board recognizes that the Superintendent may find it necessary to revise job descriptions. Revisions and updates will be facilitated by the Human Resources Department.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description will be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.



Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	
Legal	118.19, Wis. Stats. P.I. 3.03(8), Wis. Adm. Code

### 3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The School Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel. This policy does not apply to regular contracted teachers hired to serve as permanent substitute teachers and whose employment is governed by Policy 3120 - Employment of Professional Staff.

The Superintendent will make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily absent regular staff members and to temporarily fill new positions. Substitute personnel hires will be approved by the School Board. The School Board will approve all arrangements for the provision of substitutes. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the Superintendent that are not arbitrary, capricious, or discriminatory.

Substitutes must possess appropriate certification to teach as a substitute. The Superintendent may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as permitted by law. There must also be verification that a satisfactory background and criminal history check has been conducted by the Department of Public Instruction (DPI), an appropriate State agency, authorized District personnel, or contracted vendor.

Each principal is to develop procedures that ensure each substitute has completed necessary forms; received appropriate instructions, plans, and other resources needed to function properly in the position and the building. Each principal is expected to regularly observe each substitute in the performance of their responsibilities. The principal will provide general feedback to the substitute and proactively address performance concerns. Each principal will report to the Director of Human Resources and Leadership Development concerns about a substitute employee's performance.

In order to retain well-qualified substitutes for service in this District, the School Board will offer compensation at a rate set by the School Board.

A person will be considered a long-term substitute if the person is appropriately certified and the staff member for whom the person has been hired to replace has a leave that extends for more than ten (10) consecutive school days. The long-term substitute position will be terminated by the end of the school year, subject to issuance of reasonable assurances to the substitute teacher regarding intent to provide substitute teaching assignments in the subsequent school year, whether in the same or different assignment.

The employment of substitute staff prior to approval by the School Board is authorized when their employment is required to maintain continuity of services in the District. Approval by the School Board will be obtained at the next regular School Board meeting.

A substitute employed for ten (10) consecutive days in the same professional position will be paid a prorated daily rate that is not less than the base rate on the current salary schedule.

Prior to the end of the school year, District employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

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Book Clean Copies for Discussion/Approval  
Section 3000 Professional Staff Templates  
Title EMPLOYMENT OF PERSONNEL IN COMMUNITY EDUCATION PROGRAMS  
Code po3120.05  
Status

**3120.05 - EMPLOYMENT OF PERSONNEL IN COMMUNITY EDUCATION PROGRAMS**

The School Board recognizes that the success of the Community Education program depends in large measure upon the hiring of qualified and competent personnel. The School Board delegates the staffing of Community Education programs to the Director of Community Education and Communications or the Superintendent.

**Instructor Status Policy:**

1. Independent Contractor Status: All individuals hired to teach or instruct in Community Education programs will be classified and hired as independent contractors.
2. Employee Exception: The only exception to the contractor classification is for individuals who are currently employed by the District in a separate, existing capacity; these individuals will be hired as employees.

A candidate's intentional misstatement of fact material to their qualifications for employment or the determination of their salary will be considered by the School Board to constitute grounds for termination of the contract for independent contractors or dismissal for employees.

No candidate for hiring will receive a recommendation for such hire without having proffered visual evidence of proper certification, if needed, or that the application for such certification is in process.

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	JOB SHARING
Code	po3120.10
Status	

### 3120.10 - **JOB SHARING**

The School District of River Falls provides the opportunity for employees to propose job sharing arrangements. Proposals for job sharing positions will be considered on the basis of the value to and impact on students. The District recognizes that proposals can be one method to retain staff members who, for personal or family reasons, have a desire to share job responsibilities.

#### **New Job Sharing Arrangement**

1. New job share arrangements will not be considered if there is only one employee interested.
2. Two employees wishing to apply for a new job sharing arrangement will initiate their request to do so with the principal/supervisor of all impacted schools/departments. All initial job share requests must be submitted by March 15 for the following school year.
3. A request for a new job sharing arrangement will include the position to be shared, the rationale for the job-share proposal, the division of responsibilities, and the estimated length of the job share arrangement.
4. The principal/supervisor of the impacted school/department will be responsible for forwarding the recommendation to the Superintendent.
5. The approval of a job share arrangement is at the sole discretion of the Superintendent or designee.

#### **Continuing Job Sharing Arrangement**

1. The principal/supervisor is responsible for evaluating the effectiveness of the arrangement and recommending if the job sharing arrangement should be extended.
2. The principal/supervisor recommendation should be shared with the impacted employees and the Superintendent by March 15 of the year in which the contract of the job sharing employees ends.
3. If one of the employees involved in the job sharing arrangement resigns, then the District will attempt to find a qualified replacement to preserve the arrangement. However, if a qualified replacement can not be found, then the job sharing arrangement will end, and the entire percentage of the job-share position will revert back to the remaining employee in the job share arrangement.

#### **Aligned to retired RFSD Policy 535.3**

**@ School District of River Falls 2025**



Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS
Code	po3121
Status	
Legal	111.335, Wis. Stats.

### 3121 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS**

To ensure the safety of students and staff, it is the policy of the School Board that criminal background investigations be conducted on any paid staff member. Criminal background investigations will also be conducted on university interns and student teachers, and on those wishing to volunteer in the District. Background investigations will be completed prior to paid or volunteer service beginning.

Employment may be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks. If an applicant has committed a crime that substantially relates to the circumstances of the particular position for which the applicant is applying, the District may take that offense into consideration when deciding whether to employ the individual. The District may refuse to employ an individual who has been convicted of a felony and who has not been pardoned for that felony.

Knowingly falsifying any of the information in pre-employment documents, such as an application for employment or background check questionnaire, will be sufficient grounds for not being hired or for discharge.

Criminal background investigation paperwork, including forms and records obtained through processing, will be considered confidential and will not be released or disseminated unless required by law.

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

- 1) crimes involving school property or funds;
- 2) crimes involving fraudulent or unauthorized attempts to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- 3) crimes that occur wholly or in part on school property or at a school-sponsored activity;
- 4) a misdemeanor which involves moral turpitude [e.g., an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- 5) a misdemeanor which violates the public trust.
- 6) major traffic offenses (e.g., operating under the influence of an intoxicant or other drug, reckless driving, operating after suspension/revocation, failure to report an accident, refusal to take a breath test). Minor traffic offenses (e.g., non-moving violations, speeding, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking) do not need to be reported. However, if an employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff, other than the staff member's own family, in any vehicle, they must report any traffic offense (not including parking tickets). Per the School District of River Falls Employee Handbook, employees who notify their supervisor or building principal of an arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the offenses as indicated above will be subject to being placed on administrative leave, suspension, or termination, as permitted by law. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.





Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122
Status	
Legal	111.31 et seq., Wis. Stats. 111.335(d)(2), Wis. Stats. 118.195, Wis. Stats. 118.20, Wis. Stats. Fourteenth Amendment, U.S. Constitution 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act 29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended 38 U.S.C. 4301 et seq., Uniformed Services Employment and Reemployment Rights Act 42 U.S.C. 2000 et seq., Civil Rights Act of 1964 42 U.S.C. 2000d et seq., Title VI of the Civil Rights of 1964 42 U.S.C. 2000e et seq., Civil Rights Act of 1964 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended 29 C.F.R. Part 1635, The GINA Regulations 34 C.F.R. Part 110, The Age Discrimination Act Regulations

### 3122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The School Board does not discriminate in the employment of professional staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

Notice of the School Board's policy on nondiscrimination and the identity of the District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

## Definitions

Words used in this policy will have those meanings defined herein; words not defined herein will be construed according to their plain and ordinary meanings.

**Compliance Officer (CO)** an employee designated by the School Board to be responsible for coordinating the District's efforts to comply with state and federal nondiscrimination laws and for receiving formal complaints of pupil discrimination.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

**Military status** refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis, in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, Reserve Duty, and performance of duty or training by a member of Indiana organized militia. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

**Respondent** is the individual who has been alleged to have engaged in discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

**District community** means students and employees (i.e., administrators, professional, and support staff), as well as School Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the School Board.

**Third Parties** include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the School Board, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

### District Compliance Officers

The School Board designates the following individuals to serve as the District's Compliance Officers (also known as Civil Rights Coordinators; hereinafter referred to as the COs).

Mark Inouye  
Director of Student Services/Title IX Coordinator - Students  
715-425-1800  
852 E. Division Street  
River Falls, WI 54022  
mark.inouye@rfsd.k12.wi.us

Nate Schurman  
Director of Human Resources/Title IX Coordinator - Staff  
715-425-1800  
852 E. Division Street  
River Falls, WI 54022  
nate.schurman@rfsd.k12.wi.us

The names, titles, and contact information of these individuals will be published annually:

- A. on the School District's website.
- B. in the Employee Handbook.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs will also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of

1964, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based is available upon request from the CO.

### **Reports and Complaints of Discrimination and Retaliation**

Employees are required to report incidents of discrimination and/or retaliation to an administrator, supervisor, or other supervisory employee so that the School Board may address the conduct. Any administrator, supervisor, or other supervisory employee who receives such a report will provide it to the CO within two (2) days.

Discrimination against an individual based on their sex (including gender status, sexual orientation, and gender identity) is discrimination in violation of Title VII. Specifically, discrimination on the basis of sex stereotyping/gender-nonconformity constitutes sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior. Employment actions based upon an individual's sex could be suspect and potentially impermissible.

COs are required to investigate allegations of conduct involving the discrimination or harassment of an employee or applicant based upon gender status, sexual orientation, and gender identity.

Any questions concerning whether alleged conduct might violate this prohibition should be brought to the CO's attention promptly.

Employees who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the Complainant's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs will accept reports of discrimination/retaliation directly from any member of the District community or a Third Party, or receive reports that are initially filed with another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators.

The CO will provide a copy of this policy to the Complainant and the Respondent. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the employee should notify immediately other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant within two (2) days to advise the Complainant of the District's intent to investigate the alleged wrongdoing.

### **Investigation and Complaint Procedure**

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to discrimination or retaliation may seek resolution of the complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of discrimination or retaliation with the United States Department of Education Office for Civil Rights (OCR), the Wisconsin Equal Rights Division, or the Equal Employment Opportunity Commission (EEOC).

### **Complaint Procedure**

A Complainant who alleges discrimination/retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) with the CO; or 3) to the Superintendent or other supervisory employee. Any complaint received regarding the Superintendent or a School Board member will be referred to the School Board's legal counsel, who will assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint will be reported to the Superintendent, who will coordinate with the other appointed/designated CO, or if appropriate, appoint/designate another individual to serve as CO for the complaint regarding a CO.

Due to the sensitivity surrounding complaints of discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of their understanding of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO will ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions are deemed appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) days.

Investigations will be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO will keep the complainant reasonably informed of the investigation's progress.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO or designee will prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of discrimination/retaliation as provided in School Board policy and State and Federal law as to whether the Respondent has engaged in harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the School Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may in consultation with the Superintendent or School Board President, if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the Superintendent either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A summary of the Superintendent's final written decision will be provided to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days, or as quickly as possible if additional time is necessary due to the availability of necessary witness(es) or documents. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the School Board within five (5) business days of the party's receipt of the Superintendent's final decision. The written statement of appeal must be submitted to the Superintendent, who will forward the request to the School Board President.

In an attempt to resolve the complaint, the School Board will meet with the concerned parties and their representatives within twenty (20) days of the receipt of such an appeal. A copy of the School Board's disposition of the appeal will be sent to each concerned party within ten (10) days of its decision. The decision of the School Board will be final.

The School Board reserves the right to investigate and resolve a complaint or report of discrimination/retaliation regardless of whether the Complainant pursues the complaint. The School Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the School Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint will not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the OCR, EEOC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

All records generated under the terms of this policy will be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

During the course of an investigation, the CO will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

### **Remedial Action and Monitoring**

If warranted, appropriate remedial action will be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

The School Board may appoint an individual, who may be an employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

## **Sanctions and Disciplinary Action**

The School Board will vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law.

When imposing discipline, the Superintendent will consider the totality of the circumstances involved in the matter. In those cases where discrimination/retaliation is not substantiated, the School Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other School Board policies and/or the Employee Handbook.

Where the School Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the School Board and/or Superintendent will be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

## **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation is prohibited. Neither the School Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

## **Education and Training**

In support of this policy, the School Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent will provide appropriate information to all members of the School District community related to the implementation of this policy and will provide training for District staff where appropriate. All training, as well as all information provided regarding the School Board's policy and discrimination in general, will be age and content appropriate.

## **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy will retain all documents, electronically stored information (ESI), and electronic media (as defined in Policy 8315 - Information Management) created and received as part of an investigation, which may include, but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the School Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;

- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the School Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the School Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation will be retained in accordance with Policy 8310 - Public Records, Policy 8315- Information Management, Policy 8320 - Personnel Records, and Policy 8330 - Student Records for not less than three (3) years, but longer if required by the District's records retention schedule.

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	DRUG-FREE WORKPLACE
Code	po3122.01
Status	
Legal	Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

### **3122.01 - DRUG-FREE WORKPLACE**

The School District of River Falls is committed to maintaining an alcohol and drug-free workplace. Therefore, the following activities and conduct by employees are strictly prohibited:

1. Manufacturing, distributing, dispensing, possession, use or selling of alcohol and controlled or illegal substances at the workplace;
2. Using or possessing drug paraphernalia (e.g., water pipes, pot pipes, roach clips, joint rollers) at the workplace for purposes prohibited by the state controlled substances law;
3. Being under the influence of alcohol and/or controlled or illegal substances at the workplace;
4. Using prescription medication at the workplace in an unauthorized or illegal manner.

For the purposes of this policy, 'workplace' includes any school building, school-owned vehicle, school property, or school-related activity in which students are under the supervision of employees.

Employees engaged in the performance of a grant received directly from the federal government will notify the Superintendent of any criminal drug statute conviction occurring in the workplace within the time period specified by law. The Superintendent will notify the appropriate federal agency of the conviction.

Adherence to the District's drug-free workplace policy is a condition of employment. Any employee who violates this policy will be subject to disciplinary action, including, but not limited to referral for a drug or alcohol evaluation, referral to the Employee Assistance Program, reassignment, suspension, or termination. In addition, employees who violate this policy may be referred for prosecution.

If a supervisor reasonably suspects that an employee has violated this policy, the District reserves the right to require an alcohol or drug test. Reasonable suspicion must be based on specific and accurate observations made by a supervisor. Observations include, but are not limited to, appearance, behavior, speech, or body odors of the employee. The test will be conducted in a confidential manner. Refusal to consent to testing may result in disciplinary action.

This policy does not prohibit:

- administering medication to students in alignment to Policy 5330 - Administration of Medication/Emergency Care.
- the use of prescription medication by an employee to whom it is prescribed and in the amount prescribed.

The Employee Handbook will include reference to this policy and information related to the dangers of drug and alcohol abuse in the workplace, available drug or alcohol counseling, rehabilitation, employee assistance programs, and the penalties that may be imposed upon employees for drug or alcohol abuse policy violations.

Adopted from retired Policy 522.1



Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
Code	po3122.02
Status	
Legal	42 U.S.C. 2000ff et seq. Title II, The Genetic Information Nondiscrimination Act of 2008 29 C.F.R. Part 1635

#### **3122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE**

The School Board prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The School Board also does not limit, segregate, or classify applicants or employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of the person as an employee, based on genetic information. Harassment of a person because of genetic information is also prohibited. Likewise, retaliation against a person for identifying, objecting to, or filing a complaint concerning a violation of this policy is prohibited.

The identity of the Compliance Officer (see Policy 3122 - Nondiscrimination and Equal Employment Opportunity) shall be posted throughout the District and published in any District statement regarding the prohibition of discrimination on the basis of genetic information in all aspects of employment, in any staff handbooks, and in general information publications of the District as required by Federal and State law and on the District website.

In accordance with Title II of the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff, et seq., and 29 C.F.R. Part 1635 ("GINA"), the School Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with GINA, applicants and employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be provided as part of the certification process for FMLA leave, or when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application for employment process. Employees and applicants for employment shall not be penalized for providing genetic information in good faith in response to a request from a School Board employee or agent, unless that applicant or employee refuses to delete the information at the request of the employee or agent of the School Board.

As used in this policy, "genetic information" means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

The term "genetic information" does not include information about the sex or age of the individual, the sex or age of family members, or information about the race or ethnicity of the individual or family member that is not derived from a genetic test.

As used in this policy, "genetic test" means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites that detects genotypes, mutations, or chromosomal changes. The term includes any test of a person's DNA/RNA.

If the School Board's employees or agents legally and/or inadvertently receive genetic information about an employee or applicant, it shall be treated as a confidential medical record in accordance with law.

The Compliance Officer (See Policy 3122 - Nondiscrimination and Equal Employment Opportunity) is responsible for overseeing the School Board's compliance with this policy and GINA and proposing revisions and additions to this policy as necessary to ensure the School Board's compliance with GINA. This person shall be responsible for working with the School Board's legal counsel to fully implement the requirements of GINA in all activities of the School District. The Compliance Officer shall also verify that proper notice of nondiscrimination for Title II of GINA is provided to staff members, and that all requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) are accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

#### **Genetic Information Nondiscrimination Act of 2008 (GINA) Disclosure Requirement**

The Genetic Information Nondiscrimination Act of 2008 or "GINA," prohibits employers and other entities covered by the law, including the School Board, from requesting or requiring genetic information of an employee or applicant or family member of an employee or applicant, except as specifically allowed by law. To comply with GINA, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. Questions concerning compliance with the requirements of GINA may be directed to the Compliance Officer at 715-425-1800.

The grievance procedure for complaints of discrimination in Policy 3122 applies to complaints of discrimination, including harassment, or retaliation prohibited by GINA and may be utilized if a District employee alleges discrimination or harassment on the basis of genetic information or retaliation for identifying, objecting to, or filing a complaint concerning a violation of GINA or this policy.

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	EMPLOYMENT CONTRACT
Code	po3124
Status	
Legal	118.21, 118.24, Wis. Stats.

**3124 - EMPLOYMENT CONTRACT**

It will be the responsibility of the Human Resources Department to ensure that all members of the professional staff execute a written employment contract in accordance with the legal requirements related to their position in the District.

The Superintendent is authorized to execute employment contracts for the School Board upon approval of employment by the School Board.

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	EDUCATOR LICENSING
Code	po3125
Status	
Legal	P.I. 34, Wis. Adm. Code

### 3125 - **EDUCATOR LICENSING**

The School Board is committed to having a quality teacher in every classroom and a strong leader in every building. The School Board encourages the use of best educational practices to improve instruction and increase student achievement. To this end, the School Board requires that the District seek to hire the most qualified and experienced staff available and that all staff be licensed as required by law.

Attaining and maintaining proper State licensure under P.I. 34, which describes the requirements for attaining and maintaining an educator's licensing for practicing in the State, is primarily the licensee's responsibility. However, the School Board recognizes its responsibilities under P.I. 34 and supports efforts that promote the effectiveness of staff through career-long preparation and learning and performance-based assessment.

Any new teacher employed by the District will be provided all of the following:

- A. Ongoing orientation and support, which is collaboratively developed by teachers, administrators, and other School District stakeholders.
- B. A district-trained mentor.

The building administrator is responsible for providing any mentoring or other support services required for any teacher employed by the District while holding a Tier I license.

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Section 3000 Professional Staff Templates  
Title ASSIGNMENT AND TRANSFER  
Code po3130  
Status

**3130 - ASSIGNMENT AND TRANSFER**

The School Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

The Superintendent will be responsible for the proper assignment and transfer of all professional staff members and will attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements and certification requirements. The processes used for the assignment and transfer of professional staff will be outlined in the Employee Handbook.

The Human Resources Department will establish an audit procedure to ensure that each instructional staff member's teaching certificate is currently in compliance with appropriate State certification criteria and has not been nullified.

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Section                    3000 Professional Staff Templates  
Title                        REDUCTION IN STAFF  
Code                        po3131  
Status

**3131 - REDUCTION IN STAFF**

It is the responsibility of the School Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The School Board reserves the right to abolish positions in the District and to reduce staff whenever reasons of decreased enrollment of students, return to duty of regular professional staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other warranted circumstances. The Superintendent will be responsible for recommending reductions in staff in alignment with the processes outlined in the Employee Handbook.

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Section	3000 Professional Staff Templates
Title	STAFF DISCIPLINE
Code	po3139
Status	
Legal	66.0509(1m)(a), Wis. Stats. Franklin v. City of Evanston, 384 F.3d 838 (7th Cir. 2004) Garrity v. New Jersey, 385 U.S. 493 (1967)

### 3139 - **STAFF DISCIPLINE**

The School Board retains the right and the responsibility to manage the workforce. When the discipline of a staff member becomes necessary, such action will be consistent with the requirements of any applicable School Board policy, and State and Federal law. The Superintendent may issue discipline when deemed appropriate; however, student performance on examinations may not form the basis for staff discipline. This policy does not cover decisions for termination, non-renewal of a staff member's employment, or accepting a staff member's resignation (see Policy 3140 - Non-Renewal, Resignation, and Termination).

#### **Investigation of Possible Criminal Activity**

The District may be required to investigate potential wrongdoings on the part of its employees, and such wrongdoing in some cases may involve potential criminal conduct and/or co-occurring law enforcement investigation. Such investigations still require that the employee truthfully answer questions relating to the activity, and refusal to answer may result in discipline up to and including termination. Employees required to respond to questions regarding potential criminal activity are permitted to do so without waiving any Constitutional rights against self-incrimination that may apply during the course of a criminal investigation. As appropriate, employees will be informed of this right through what is often referred to as a "Garrity Warning". The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law.

Staff may be disciplined for violations of School Board policy or for other failures to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action, or disciplinary action that is otherwise in violation of law.

The Superintendent may issue discipline to staff members when deemed appropriate. The level of discipline may range from oral reprimands to suspension and may lead to termination consistent with Policy 3140 - Non-Renewal, Resignation, and Termination. The level of discipline will be consistent with the seriousness of the offense as determined by the Superintendent.

Management efforts engaged to improve an employee's job performance or address specific performance concerns, including letters of direction, performance improvement plans, mandatory training, etc., are not disciplinary in nature and are not subject to this policy or to Policy 3340 - Grievance Procedure.

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 3340 - Grievance Procedure.





Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	NON-RENEWAL, TERMINATION, AND RESIGNATION
Code	po3140
Status	
Legal	118.30(2)(c), Wis. Stats. 118.22, Wis. Stats. 118.24, Wis. Stats.

### 3140 - **NON-RENEWAL, TERMINATION, AND RESIGNATION**

A critical function of the School Board is maintaining personnel necessary to carry out the District's educational program and mission. In the course of carrying out this function, the School Board will at times find it necessary to end an employment relationship with a member of the professional staff. This policy governs the process of non-renewal and termination of employees, as well as the conditions under which a resignation may be accepted.

#### **Full-Time Teachers**

All full-time teachers are required to be under contract with the District. A full-time teacher's employment contract is automatically void, and employment is ended if the teacher does not have an appropriate teaching license issued by the DPI. Otherwise, a full-time teacher's employment will be subject to non-renewal, termination, or resignation as follows:

##### **A. Non-Renewal**

In the event that the Superintendent intends to recommend the non-renewal of a full-time teacher's contract, all applicable statutory non-renewal procedures and timelines will apply, including both preliminary and final notice of non-renewal. No teacher may be non-renewed solely on the basis of the results of mandatory student examinations. The Superintendent will be responsible for notifying the affected teacher of their rights relative to the non-renewal process.

Teacher contracts may be non-renewed upon a majority vote of the full membership of the School Board.

##### **B. Termination**

A full-time teacher's contract may be terminated only by a majority vote of the full membership of the School Board. The Superintendent will, if deemed appropriate, recommend a teacher's termination to the School Board. The Superintendent is responsible for providing the teacher with appropriate notice regarding the hearing and for taking the necessary steps to present any such recommendation to the School Board.

The Superintendent may engage in negotiations with the teacher for purposes of resignation short of a hearing, subject to final School Board approval.

##### **C. Resignation**

Full-time teachers may resign from their position only upon approval of a majority of the full membership of the School Board. The Superintendent may negotiate terms of resignation with such a teacher as appropriate and

present those terms to the School Board in an appropriately noticed, regular or special School Board meeting, as necessary. A resignation is only in effect once approved by the School Board. A resignation, once accepted by the School Board, may not be rescinded without approval by the School Board.

## **Part-Time Teachers**

Teachers employed less than full-time, but not including substitute teachers whose employment is covered by Policy 3120.04, and whose employment contract does not specify procedures for termination of contract, may be terminated either by the District for appropriate reasons or through resignation to the Superintendent. A resignation, once accepted, may not be rescinded by the teacher.

A part-time teacher whose contract does not specify otherwise is not entitled to notice of intent to renew or of intent not to renew their contract for a subsequent school year.

The terms of the part-time teacher contract will apply when the contract provides for procedures different than those noted in this policy.

## **Administrators**

The School Board employs administrative employees under a variety of employment arrangements. Generally, those arrangements include those administrators who, by law, are required to have an employment contract and are provided statutory rights with respect to those contracts; those that are not required to have contracts by law, but are nonetheless employed pursuant to a written contract approved by the School Board; and those who perform administrative functions, but who do not have a contract which specifies the terms of employment as they relate to termination, resignation, and non-renewal of the employment arrangement.

### **A. Statutory Administrators**

The School Board will employ by contract the following persons: the Superintendent, Director of Finance and Facilities, Director of Human Resources and Leadership Development, Director of Student Services, Director of Academic Services, school principals, and assistants to such persons.

Such administrators may only be terminated, either due to appropriate circumstances justifying termination of employment or by tendered resignation, by a majority of the full membership of the School Board.

Such administrators are entitled to contract renewal or notice of intent not to renew the administrator's contract pursuant to applicable statutory procedures, and any additional procedures incorporated into the said contract.

The Superintendent will be responsible for assuring compliance with the procedures necessary for School Board action to terminate or to non-renew an administrator's contract. In the case of the Superintendent's contract, Policy 1241 - Non-Renewal or Termination of the Superintendent's Contract applies.

A resignation, once accepted by the School Board, may not be rescinded except by approval of the majority of the full membership of the School Board.

### **B. Administrators with Contracts including Provisions Governing Termination**

The School Board may employ administrators who are not statutorily entitled to an employment contract or to statutory termination and non-renewal procedures, but who nonetheless are issued employment contracts with provisions governing this process applicable to the manner in which the employment relationship is concluded, either by resignation, termination, or non-renewal. In such cases, the Superintendent will be responsible for assuring adherence to applicable contractual procedures.

### **C. Administrative Personnel with no Contractual or Statutory Coverage**

Employees performing administrative functions, but who are not covered by applicable statutory termination or non-renewal procedures, and who have not been issued an employment contract with provisions governing the termination or non-renewal process, are not entitled to notice of intent to renew or not to renew an employment agreement. In such a case, an employment agreement will expire and the employee will have no expectation of continued employment beyond the term of the agreement.

Such an administrative employee's employment may be terminated by a majority of a quorum of the School Board present at a regular or special School Board meeting.

Such an administrative employee's resignation may be accepted by the Superintendent.

A resignation, once accepted, may not be rescinded without agreement.

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Section	3000 Professional Staff Templates
Title	PHYSICAL EXAMINATION
Code	po3160
Status	
Legal	118.25, Wis. Stats. 118.25(2)(a), Wis. Stats. 121.52(3), Wis. Stats. 29 C.F.R. Part 1630 29 C.F.R. Part 1635 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

### 3160 - **PHYSICAL EXAMINATION**

Upon initial employment, employees will be required to have a health examination, including tuberculin screening. An employee can submit proof of an examination, chest x-ray, or tuberculin test, which was taken within the 90 days prior to an offer of employment. In the event the employee has a positive reaction to the skin test, a chest x-ray will be done at a facility selected by the School District of River Falls. Anyone who has a known automatic positive reaction to the skin test may have a chest x-ray without first undergoing the skin test.

Freedom from tuberculosis in a communicable form is a condition of employment. Those employees who have positive reactions to the skin test will be required to undergo a follow-up examination with a physician. A copy of the results of this examination will be kept on file in the District administrative offices.

An employee may be exempt from the physical examination requirement for religious reasons if an affidavit has been filed with the School Board claiming such exemption. No employee may be discriminated against by reason of the employee filing such an affidavit.

Notwithstanding the filing of an affidavit, if there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of students, the School Board may require the employee to undergo a health examination sufficient to indicate whether or not the employee is suffering from such an illness.

The cost of the examination, including tuberculin skin test or chest x-ray, will be paid out of District funds for all permanent and substitute employees. The medical examination report will be completed by a facility selected by the District.

Additional physical exams, for certain employee groups based on job expectations, may be required in accordance with state law.

In addition to the aforementioned, school bus drivers will be required to complete a medical examination report as prescribed by state law. Completion of this report is mandatory prior to being tested for a school bus driver's license.

Certificates of examination will be maintained in separate files within the District, along with any restrictions from the employee's physician. They will be treated as confidential medical records and will only be available to those individuals specifically authorized by law. 148

Adopted in alignment to Retired Policy 523.1

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po3161
Status	
Legal	111.32, et seq., the Wisconsin Fair Employment Act 29 C.F.R. Part 1630 29 C.F.R. Part 1635 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

### 3161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the School Board to protect students and employees from the effects of contagious diseases and other circumstances that render professional staff members unable to perform their duties.

The School Board authorizes the Superintendent to place a professional staff member on unrequested leave of absence for physical or mental inability to perform assigned duties in conformance with the law.

The Superintendent may require that the professional staff member submit to an appropriate examination by a healthcare provider of the professional staff member's choice, a healthcare provider designated and compensated by the District, or both.

The professional staff member will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the School Board/Superintendent and to allow the Superintendent to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation, and School Board Policy 3122.02 - Nondiscrimination Based on Genetic Information of the Employee, the Superintendent will direct the provider designated by the School Board to conduct the examination, not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination will be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it will be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the professional staff member is found to be unable to perform assigned duties, the professional staff member will be placed on a leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.

Should a professional staff member refuse to submit to the examination requested by the Superintendent, such refusal will subject the professional staff member to disciplinary action. Disciplinary action can include, but is not limited to, suspension or termination.

The Superintendent may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 - Family & Medical Leave of Absence ("FMLA") as provided by law.

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Section 3000 Professional Staff Templates  
Title WHISTLEBLOWER PROTECTION  
Code po3211  
Status

### 3211 - WHISTLEBLOWER PROTECTION

The School Board expects all of its employees to be honest and ethical in their conduct and to comply with applicable State and Federal law and School Board policies. The School Board expects employees to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, agent of an agency, or independent contractor which is doing business with the School Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, employees are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee, agent of an agency, or independent contractor which is doing business with the School Board.

It is the responsibility of an employee who is aware of conduct on the part of any School Board member or employee that possibly violates Federal or State law, or School Board policy, to call this conduct to the attention of the employee's immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the Superintendent.

After such a report is made, the immediate supervisor will ask that the report be put in writing.

Any employee making such a report will be protected from discipline, retaliation, or reprisal for making such a report as long as the employee made such a report based on a reasonable and good faith belief that the report is accurate and not based on the employee's intent to harm, harass, intimidate, or retaliate against another individual.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the School Board has the authority to correct, and they do not make a report confirmed in writing to their immediate supervisor.

If the alleged misconduct that is reported involves a School Board member, the employee will report to the Superintendent, who is authorized to engage the School Board's legal counsel to manage an investigation concerning the matter. If the report concerns the Superintendent, the employee will make the report to the School Board President, who is authorized to engage the School Board's legal counsel to manage the investigation.

Upon receipt of a report made by a staff member pursuant to this policy, an investigation will commence as soon as possible and will be handled expeditiously.

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Title STAFF GIFTS  
Code po3214  
Status

**3214 - STAFF GIFTS**

The School Board generally discourages the presentation of gifts to staff members by students and their parents beyond nominal value to avoid the appearance of favoritism and to avoid the embarrassment of students who are unable or whose parents are unable or unwilling to provide professional staff with gifts.

Professional staff may only accept gifts of nominal value (the amount as defined in Policy 1130/Policy 3230 - Ethics and Conflict of Interest) from students and their parents, or token items often distributed by companies through their public relations or marketing programs. Other gifts must be declined for compliance with this policy.

It will not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, or beverages that are provided in connection with a conference sponsored by an established or recognized educational organization, or as may be approved by the Superintendent.

Gifts that are intended for the benefit of the District will be referred to the Superintendent for proper processing in accordance with Policy 7230 - Gifts, Grants, and Bequests.

The Superintendent may approve acts of generosity to individual staff members in special situations.

Upon the recommendation of the Superintendent, the School Board will consider, as appropriate, the presentation of recognition gifts to members of the staff who have rendered service for a period of time.

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Section	3000 Professional Staff Templates
Title	USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF
Code	po3215
Status	
Legal	111.321, Wis. Stats. 120.12(20), Wis. Stats. 20 U.S.C. 6081 et seq. 20 U.S.C. 7182

### 3215 - **USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF**

The School Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The School Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The School Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It will be a violation of this policy for any professional staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. The School Board authorizes the Superintendent to take reasonable measures related to the School Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It will be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It will be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

#### **Exceptions**

It will not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA-approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen (18) years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

#### **Policy Specific Definitions**

"Any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

"Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

"Imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

"Off-campus, school-sponsored event" means any event sponsored by the school or District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

"School property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff, and visitors.

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant-derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof.

"Smoking" also includes carrying or using an activated electronic smoking device.

"Tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

"Tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

"Tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

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Section 3000 Professional Staff Templates  
Title PROFESSIONAL STAFF DRESS AND APPEARANCE  
Code po3216  
Status

**3216 - PROFESSIONAL STAFF DRESS AND APPEARANCE**

The School Board believes that professional staff members set an example in dress and appearance for their students to follow.

The School Board authorizes the development of standards for staff dress and appearance that promote a professional educational atmosphere that gives consideration to the impact on the educational process and the diversity of the District's staff.

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

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Section	3000 Professional Staff Templates
Title	WEAPONS PROHIBITED FOR PROFESSIONAL STAFF
Code	po3217
Status	
Legal	120.13(1), Wis. Stats. 175.60, Wis. Stats. 939.22(10), Wis. Stats. 941.295, Wis. Stats. 943.13, Wis. Stats. 948.605, Wis. Stats. 948.61, Wis. Stats. 18 U.S.C. 921(a)(3) 18 U.S.C. 922 20 U.S.C. 7151

### 3217 - **WEAPONS PROHIBITED FOR PROFESSIONAL STAFF**

The School Board prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the Superintendent.

#### **Concealed Carry Permit Holders**

Nothing in this policy prohibits an employee with a properly issued permit to carry a concealed weapon from exercising their rights consistent with Wisconsin's concealed carry law and the State and Federal gun free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 948.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

A staff member who is a concealed carry permit licensee may not carry a concealed weapon or otherwise store a weapon or ammunition in their personal vehicle while transporting students for school-sponsored events or school-related purposes in their own vehicle.

#### **Definition of "Weapon"**

For this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C.

921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off-duty law enforcement officers, or out-of-state law enforcement officers;
- B. items approved by the Superintendent, as part of a class or individual presentation under adult supervision, including but not limited to hunters' education courses, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved);
- C. theatrical props used in appropriate settings when approved by the Superintendent;
- D. starter pistols used in appropriate sporting events; and
- E. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's employment.

The Superintendent may refer a staff member who violates this policy to law enforcement officials. The staff member may also be subject to disciplinary action, up to and including termination, as permitted by applicable School Board policy.

Any staff member who has reason to believe that a person has or will violate this policy will report to the building Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

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Section	3000 Professional Staff Templates
Title	STAFF EVALUATION AND EDUCATOR EFFECTIVENESS
Code	po3220
Status	
Legal	P.I. 8.01(2q), P.I. 47 Wis. Adm. Code 118.225, 118.30, 120.12(2m), 121.02 (1) (q) Wis. Stats. 20 USC 6311

### 3220 - **STAFF EVALUATION AND EDUCATOR EFFECTIVENESS**

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

The staff evaluation process will give feedback to individual professional staff members in order to support their growth and provide appropriate assistance. A supervisor offering, or not offering, suggestions for improvement to a professional staff member will not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform their assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked.

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

1. Support staff evaluations will be conducted at least annually in the employee's first year of position specific employment and then every third year thereafter. Evaluations will be based on written job descriptions and individual performance objectives as necessary.
2. Teacher evaluations include certified staff members such as library media specialists, school counselors, school nurses, school psychologists, and teachers. Teacher evaluations will be conducted in compliance with state law and established District procedures. Evaluation instruments will be based on the appropriate Wisconsin Standards for teachers and pupil service personnel. Evaluations will be based on written job descriptions, extended-observations, mini-observations, student learning objective(s) processes, and professional practice goal(s).
  - a. Evaluations will be conducted in the first year of employment and at least every third year thereafter, or more frequently as determined by the supervisor, or the protocols of the educator effectiveness program adopted and used by the School Board. Pursuant to Wisconsin's educator effectiveness law, the School Board delegates to the Superintendent the task of selecting and implementing an approved Educator Effectiveness program such that the District is in compliance with State law.
  - b. The School Board will use the educator effectiveness model available from the Department of Public Instruction and will assess, upon the recommendation of the Superintendent, whether to use an alternative program.
  - c. Evaluations will be conducted based on the model in place at the time and consistent with applicable State law and the District's guidelines.
  - d. Administration is authorized by the School Board to implement additional evaluation procedures for specific 159 personnel in need of additional or alternative evaluation in addition to the educator effectiveness program. A

positive rating from the educator effectiveness model does not necessarily preclude the District from taking adverse employment action towards an employee for other performance or conduct related reasons, or from implementing remedial or performance improvement measures.

2. Administrative staff members, to include coordinators, will be evaluated at least annually by the Superintendent or designee. Evaluations will be based on written job descriptions, individual performance objectives, leadership skills, and professional development activities. Assistant principals will be evaluated by the building principal.
3. Data recorded as a result of the evaluation process will be treated as confidential material to the extent permitted by state laws.

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

Adopted from Retired Policy 538

RFSD Policy 538

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	ETHICS AND CONFLICT OF INTEREST
Code	po3230
Status	
Legal	19.59, 19.42(7), 946.13, Wis. Stats. 2 C.F.R. 200.12 7 C.F.R. 3019.42 2 C.F.R. 200.113 2 C.F.R. 200.318 7 C.F.R. 3016.36(b)(3)

### 3230 - **ETHICS AND CONFLICT OF INTEREST**

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School Board members and the District's employees, officers, and agents is essential to the School Board's commitment to earn and keep the public's confidence in the District.

For these reasons, the School Board adopts the following guidelines designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all District employees including members of the School Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all professional employees. Professional employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The School Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District, or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No professional employee will engage in or have a personal, financial, or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with the employee's duties and responsibilities in the school system. Specifically, professional employees must 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 an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Professional employees will not directly supervise a relative employed by the District or employed in a position contracted for by the District.
- C. Professional employees will not engage in business, private practice of their profession, the rendering of services, anything of substantial value, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the professional staff member's regular duties;
  2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;
  3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's employment or professional relationship with the District through their access to District records;
  4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
  5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.
- E. Professional employees will not make use of materials, equipment, or facilities of the District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the use of school-owned curriculum items for private practice.
- F. Professional employees will not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit, or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Professional employees may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the District has set standards for when an employee may accept a gift of an unsolicited item of nominal value.

- G. Professional employees must disclose any potential conflict of interest which may lead to a violation of this policy to the District. Upon discovery of any potential conflict of interest, the District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Professional employees found to be in violation of this conflict of interest policy will be subject to discipline in accordance with Policy 3139 - Staff Discipline.

In the event that, within the course of administering a Federally funded grant program or service to the District, any professional employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice will be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use the employee's public position to obtain a financial gain or anything of substantial value for oneself or the employee's immediate family, as defined in 19.42(7), Wis. Stats.





Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	OUTSIDE ACTIVITIES OF PROFESSIONAL STAFF
Code	po3231
Status	
Legal	17 U.S.C. 101 et seq.

### 3231 - OUTSIDE ACTIVITIES OF PROFESSIONAL STAFF

The School Board expects professional staff members to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the District, the Superintendent will evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities. Staff members are expected to notify the Superintendent of involvement in any outside organization, association, or the like if the staff member's role as a member of the District's staff is tied directly to involvement in the identified outside activity. Additionally, staff members are expected to notify the Superintendent of involvement in any outside activity if the staff member will receive compensation for any outside activities (refer also to Policy 3230 - Ethics and Conflict of Interest).

- A. Staff members should not give work time to an outside interest, activity, or association without a valid reason to be excused from assigned duties.
- B. Staff members will not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members will not engage in business transactions on behalf of private enterprises in which the staff member may profit by virtue of the staff member's official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of the staff member's position or authority.
- D. Staff members will not campaign on school property during duty hours on behalf of any political issue or candidate for local, State, or National office.
- E. Staff members should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- F. Staff members should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.

### Research and Publishing

- A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.
- B. Materials which might be considered for publication and/or production, which identify the District in any manner, will be cleared with the Superintendent prior to publication and/or production.
- C. Publications and productions will be subject to the following copyright provisions:

1. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members will remain the property of the District. The District will retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the Superintendent is authorized to secure copyrights, patents, etc., which will ensure the ownership of the product by the District.

2. Rights to copyrights or patents of books, materials, devices, etc., developed by professional staff members on their own time will be relinquished by the School Board upon request of the staff member, provided that:
  - a. the books, materials, devices, etc., were prepared without the use of District data, facilities, and/or equipment;
  - b. the staff member does not become involved in any way in the selling of the product to the District.

The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the Superintendent.

Professional staff members who desire to publish or produce materials on their own time should make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that District interests and the interests of the staff member are protected.

The Superintendent is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations will ensure fair and appropriate compensation, including the sharing of royalties, for the staff member(s) who developed the products.

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	EMPLOYEE EXPRESSION IN NONINSTRUCTIONAL SETTINGS
Code	po3310
Status	
Legal	Pickering v Board of Ed., 391 U.S. 563 (1968) Connick v Myers, 461 U.S. 138 (1983) Heffernan v City of Paterson, 136 S.Ct. 1412 (2016) Garcetti v Ceballos, 547 U.S. 410 (2006)

### 3310 - **EMPLOYEE EXPRESSION IN NONINSTRUCTIONAL SETTINGS**

The School Board acknowledges the right of its professional staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, including matters related to the performance of their job duties or responsibilities, the professional staff member's expression must be balanced against the interests of this District.

The following employee expectations are adopted by the School Board to help clarify and, therefore, avoid situations in which the professional staff member's expression could conflict with the District's interests. In such situations, the employee should:

- A. state clearly that the expression represents personal views and not necessarily those of the District;
- B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- C. not make threats or abusive or personally-defamatory comments about co-workers, administrators, or officials of the District; and
- D. refrain from making public expressions which the employee knows to be false or are made without regard for truth or accuracy.

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	GRIEVANCE PROCEDURE
Code	po3340
Status	
Legal	66.0509(1m), 118.22, 118.24, Wis. Stats.

### 3340 - **GRIEVANCE PROCEDURE**

Pursuant to state law, the School Board will provide a grievance procedure for the orderly resolution of employee grievances related to employee discipline, employee terminations, and workplace safety. Any employee of the District has the right to access the grievance procedure provided the grievance is filed in writing within the applicable timelines, and provided that the issue presented by the grievance properly concerns a grievable complaint. However, nothing within this policy or within the written rules and procedures implementing this policy will be construed to:

1. Prevent an employee and the District from voluntarily resolving, or attempting to resolve, an employee's grievance, complaint, concern or other dispute using informal methods separate from the formal grievance process, such as a mediated resolution or other similar outcome;
2. Grant or confer to any employee any substantive rights or employment protections that would not exist in the absence of this policy and its implementing rules, except for those primarily procedural rights inherent and minimally necessary to an employee's ability to access and use the grievance procedure in the manner defined by state law and by the School Board.

No employee is required to pursue a formal grievance using the procedures established pursuant to this policy, and supervisors and administrators are expected to fulfill their supervisory role(s) with respect to managing employee complaints and concerns even where an employee is unable to or elects not to pursue a grievance under the formal procedures established by the School Board.

The grievance procedure will provide for grievances to be handled in a timely manner. The procedure will also include an opportunity for a grievant to present their grievance before an impartial hearing officer, as well as an appeals process in which the highest level of appeal is the School Board.

No employee or District official will, or attempt to, restrain, interfere with, coerce, discriminate against and/or retaliate against any employee who files or processes a grievance in good faith. The same protections apply to any person who otherwise participates in the presentation, processing, or resolution of a grievance (e.g., a witness), regardless of whether the allegations presented by the grievance are ultimately sustained. Action taken in bad faith, such as engaging in abuse of the process, providing false information, or engaging in libel or slander in connection with a grievance, are not protected. Violations of this paragraph may lead to disciplinary action, up to and including termination.

In the event a grievance proceeds to a hearing before an impartial hearing officer, the Superintendent or designee will identify an impartial hearing officer consistent with minimum requirements set forth by the School Board. The role of the hearing officer will include adherence to the following:

1. A hearing officer must agree to comply with all relevant laws and with all applicable School Board policies and District procedures to the extent it is consistent with the law, including laws and policies covering public records, personnel records, and student records.

2. An impartial hearing officer will not add to, delete from, or modify any School Board policies or administrative rules or regulations, although it will be within the purview of a hearing officer to reach a conclusion that a given policy, rule, or regulation violates applicable law (upholding the determination of the impartial hearing officer is subject to the agreement of the School Board).

The following defines a timely and orderly review process of decisions concerning: a) employee terminations; b) employee discipline; and c) workplace safety.

#### Purpose and Applicability:

This procedure provides an employee with the opportunity to address concerns regarding their discipline, termination, or workplace safety matters. Only one subject may be covered in any one grievance. The procedure also outlines how a grievance will be reviewed by an impartial hearing officer, and to appeal to the School Board, where appropriate. The District expects employees and management to exercise reasonable efforts to resolve questions, problems, or misunderstandings prior to utilizing the grievance procedure. A determined effort will be made to settle any grievance at the lowest possible level in the grievance procedure.

If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable. This procedure does not replace or supersede any statutory provision which is applicable to an employee's employment with the District. Any grievance, or part of a grievance, that is subject to the jurisdiction of a different governmental body or Wisconsin statute, or subject to a different dispute resolution process, is excluded from this grievance procedure. This grievance procedure does not create a legally binding contract or a contract of employment.

#### Definitions:

**Employee:** For purposes of discipline and termination under this grievance procedure, an employee is defined to include regular full-time, part-time, and limited term employees. All other individuals employed by the District, including casual employees, temporary employees, and short-term substitutes, as well as independent contractors, are specifically excluded from the definition of employee and, therefore, this grievance procedure is not available to them. For purposes of workplace safety under this grievance procedure, an employee will be defined to include regular full-time, part-time, limited term, casual, and temporary employees. All other individuals employed by the District are specifically excluded from the definition of employee and, therefore, this grievance procedure is not available to them.

**Discipline:** For purposes of this procedure, "discipline" means an employee action that results in a disciplinary suspension or disciplinary demotion. Discipline for purposes of access to this grievance procedure does not include any written or verbal notices, warnings, reprimands, reminders, documentation of staff member acts, and/or omissions placed in a personnel file, non-disciplinary wage, salary, or benefit adjustments, improvement plans, or suspensions with pay; verbal disciplines will be documented, but are not subject to the grievance procedure. The purpose of written and verbal notices, warnings, reprimands, or reminders is to alert the employee that failure to correct the behavior may result in disciplinary suspension, without pay, disciplinary termination, or disciplinary demotion.

**Termination:** For purposes of this procedure, termination means a separation from employment by the employer for disciplinary or quality of performance reasons. Termination does not include layoff, reduction in workday, furlough, reduction in workforce, job transfer or reassignment, or the end or completion of temporary employment, which are not subject to the grievance procedure. Unless required by law, where separation from employment results from the District's use of specific statutory procedures for the nonrenewal of a fixed-term employment contract, such separation via nonrenewal is not grievable as a termination.

**Workplace Safety:** For purposes of this procedure, workplace safety includes any conditions, or anticipated conditions, of employment related to the physical health and safety of the employee filing the grievance, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. Workplace Safety does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, assignments, and work schedules.

#### General Provisions:

- A. **Role and Appointment of "Impartial Hearing Officer":** For purposes of this procedure, the role of the "Impartial Hearing Officer" will be to define the issues, identifying areas of agreement between the parties and identifying the issues in dispute, and to hear the parties' respective arguments. The impartial hearing officer will be appointed by the Superintendent based upon the nature of the matter in dispute.
- B. **Time Limits:** Failure to submit or process a grievance by the employee within the time limits specified below, or agreed upon extensions, will constitute waiver of the grievance. Failure of a District representative to meet the time limits specified below will cause the grievance to move automatically to the next step in the procedure within seven<sup>168</sup> (7) days of such failure. A grievance or decision or appeal is considered timely if received by the employer during

normal business hours or if postmarked, or emailed, by 12:00 midnight on the due date. The time limits contained in this procedure are to be strictly observed and may only be extended upon the express written consent of the parties.

- C. Days: The term "days" as used in this provision means calendar days, excluding holidays. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday, or holiday, the time limit is the next day that is not a Saturday, Sunday, or holiday.
- D. Scheduling: Grievance meetings and hearings will typically be held during the employee's off-duty hours. Time spent in grievance meetings and hearings will not be considered as compensable work time.
- E. Representation: The employee will have the right to representation during the grievance procedure at the employee's expense.

#### Procedure for Grievances Concerning Employee Terminations and Employee Discipline:

The employer and employee may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

Step 1: An earnest effort will be made to settle the matter informally between the aggrieved employee and the employee's immediate supervisor. If the grievance is not resolved informally, then it will be reduced to writing by the employee who will submit it to the employee's immediate supervisor within fourteen (14) days after the facts upon which the grievance is based first became known, or should have become known, to the employee. The written grievance will provide a detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and indicate the specific relief being sought. The supervisor will reply in writing to the employee within fourteen (14) days after receipt of the written grievance.

Step 2: If the grievance is not settled in Step 1, and the employee wishes to appeal the decision of the supervisor, the employee will submit in writing a request for administrative reconsideration to the Superintendent or designee within fourteen (14) days of the date the employee received the initial administrative denial of the grievance, or, if no initial response was provided, within fourteen (14) days of the deadline for providing written grievance. The written grievance must include the name and job title of the grievant and a detailed statement of the grievance, including the issue involved, the relief sought, the time and date the alleged incident or violation took place, the signature of the grievant, and the date the grievance was filed.

The Superintendent or designee will provide a final administrative response to the grievant in writing within twenty (20) days of the District's receipt of the request for reconsideration. If the grievance has not been resolved and either (1) has been denied in the form of a final administrative response from the superintendent or designee; or (2) no final administrative response has been provided by the Superintendent or designee by the applicable deadline for such a response, the grievant may continue to pursue the grievance by filing a request for a hearing as provided under Step 3, below.

Step 3: If the grievance is not settled in Step 2, and the employee wishes to appeal the decision of the Superintendent or designee, the employee will submit the written grievance to the Superintendent or designee within seven (7) days after receipt of the Superintendent's written answer to request a hearing before an impartial hearing officer. The impartial hearing officer will be appointed by the Superintendent or designee. If timely requested, the hearing will normally be scheduled within thirty (30) days of receipt of the request for hearing. The impartial hearing officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The impartial hearing officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. At the conclusion of the hearing, the impartial hearing officer will render a written decision indicating the reasons for one of four possible decisions:

1. Sustaining the discipline/termination.
2. Modifying the discipline/termination.
3. Denying the discipline/termination.
4. Recommending additional investigation prior to final determination.

The impartial hearing officer will issue the written decision to the employee and employer within thirty (30) calendar days from the date of the hearing or submission of post-hearing briefs. In cases where the impartial hearing officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing will be scheduled. The impartial hearing officer may apply relaxed standards for the admission of evidence and may request oral or written arguments and replies.

Step 4: The employer or employee may appeal the decision of the impartial hearing officer to the School Board in writing within seven (7) days of receipt of the written decision of the impartial hearing officer. The decision of the governing body

will be final and binding upon the parties.

Level of Review: The role of the School Board, in reviewing the decision of the impartial hearing officer, is to solely address the following questions:

1. Did the impartial hearing officer follow a fair and impartial process?
2. Is there evidence of corruption, fraud, or misconduct by the impartial hearing officer?
3. Did the impartial hearing officer make an error of law which makes the award invalid?
4. Did the impartial hearing officer make an error of fact which makes the award invalid?

After answering the above questions, the School Board will decide to uphold, modify, or reverse the decision of the impartial hearing officer. The School Board will issue its written decision within sixty (60) days from receipt of the appeal.

#### Procedure for Grievances Concerning Employee Workplace Safety:

The employer and employee may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

Step 1: Any employee who personally identifies, or is given information about, a workplace safety issue or incident must notify their immediate supervisor of the issue or incident as soon as reasonably practicable. All workplace safety issues and incidents, no matter how insignificant the situation may appear to be, must be reported by an employee to their immediate supervisor within 24 hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

A written report of the incident or issue, by the person experiencing or anticipating physical health or safety concerns, outlining the events that transpired and proposed resolution, if any, will be submitted to the building principal or direct supervisor for review and consideration within seven (7) days of the incident or issue.

Step 2: After receipt of the written report, the building principal, direct supervisor, or designee will conduct additional investigation, as required, and issue a final report on its findings and conclusions within thirty (30) days of receipt of the written report. Copies of the report will be given to the persons who signed the written incident report as well as to the Superintendent or designee.

Step 3: The employee may appeal the findings and conclusions of the building principal or direct supervisor by submitting a request for administrative reconsideration by the Superintendent or designee within fourteen (14) days of the date the employee received the initial administrative denial of the grievance, or, if no initial response was provided, within fourteen (14) days of the deadline for providing written grievance.

The Superintendent or designee will provide a final administrative response to the grievant in writing within twenty (20) days of the District's receipt of the request for reconsideration. If the grievance has not been resolved and either (1) has been denied in the form of a final administrative response from the Superintendent or designee; or (2) no final administrative response has been provided by the Superintendent or designee by the applicable deadline for such a response, the grievant may continue to pursue the grievance by filing a request for a hearing as provided under Step 4, below.

Step 4: The employee may appeal the findings and conclusions of the Superintendent or designee and request the appointment of an impartial hearing officer within seven (7) days after receipt of the Superintendent's report. The impartial hearing officer will be appointed by the Superintendent or designee.

If timely requested, the hearing will normally be scheduled within thirty (30) days of receipt of the request for hearing. The impartial hearing officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The impartial hearing officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. At the conclusion of the hearing, the impartial hearing officer will render a written decision indicating one of three outcomes:

1. Sustain the conclusions of the building principal or direct supervisor.
2. Deny the conclusions of the building principal or direct supervisor and ordering additional or alternative remedial measures.
3. Recommend additional investigation prior to final determination.

The impartial hearing officer will issue the written decision to the employee and employer within thirty (30) calendar days from the date of the hearing or submission of post-hearing briefs. In cases where the impartial hearing officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing will be scheduled. The impartial hearing officer may apply relaxed standards for the admission of evidence and may request oral or written arguments and replies.

Step 5: The employer or employee may appeal the decision of the impartial hearing officer to the School Board in writing within seven (7) days of receipt of the written decision of the impartial hearing officer. The decision of the School Board will be final and binding upon the parties.

Level of Review: The role of the School Board, in reviewing the decision of the impartial hearing officer, is to solely address the following questions:

1. Did the impartial hearing officer follow a fair and impartial process?
2. Is there evidence of corruption, fraud, or misconduct by the impartial hearing officer?
3. Did the impartial hearing officer make an error of law which makes the award invalid?
4. Did the impartial hearing officer make an error of fact which makes the award invalid?

After answering the above questions, the School Board will decide to uphold, modify, or reverse the decision of the impartial hearing officer. The School Board will issue its written decision within sixty (60) days from receipt of the appeal.

#### Impartial Hearing Officer Selection Procedures:

In the event an employee grievance related to employee discipline, termination or workplace safety proceeds to a hearing before an impartial hearing officer, the Superintendent or designee will identify an impartial hearing officer consistent with the following minimum requirements:

- The hearing officer will be (1) an attorney who is licensed to practice in the State of Wisconsin; or (2) a current or former school administrator who remains licensed by the Department of Public Instruction as either a superintendent or principal, provided the person demonstrates to the satisfaction of the Superintendent sufficient familiarity with the procedures for conducting a fair and impartial hearing; or (3) such another individual deemed qualified by the School Board provided that the School Board, upon recommendation by the Superintendent, affirmatively approves the individual's alternative qualifications prior to the person serving as a hearing officer.
- If the hearing officer is an attorney, that individual may be an attorney who (or whose firm) represents the District in another capacity only if (1) there is no evidence of bias toward either party; and (2) the attorney, or another attorney from the same firm, is not representing the District in any capacity in connection with the grievance in question.
- The hearing officer will not be an employee of the District.
- Hearing officers may be identified based on their suitability to hear grievances over particular issues (due to their background and experience). (e.g., an individual may be deemed well-qualified to hear a grievance over a "workplace safety" issue, or perhaps well-suited for grievances other than a grievance over a "workplace safety" issue).
- The hearing officer assigned to any pending grievance must be available to hear the case and render a decision in a timely manner. To the extent that the District has compiled a list of two or more potential impartial hearing officers who the District deems qualified to serve as a hearing officer with respect to any pending grievance, the Superintendent or designee may use a rotational system, random drawing, or similar system to identify the hearing officer who will be contacted first and asked about their availability. However, the failure to use such a system will not be deemed an error unless the individual selected as the hearing officer fails to satisfy the statutory requirement of impartiality.

Adapted from Retired Policy 527, 527-Rule (1), and 527 Rule (2)

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	THREATENING BEHAVIOR TOWARD STAFF MEMBERS
Code	po3362.01
Status	
Legal	Chapter 947, Wis. Stats.

### 3362.01 - **THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

The School Board believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate, or are intended to intimidate, a staff member or are reasonably likely to cause concern for their physical and/or psychological well-being is strictly forbidden. Such actions by any student, parent, visitor, staff member, School Board member, contractor, or agent of the School Board are prohibited, and the School Board authorizes appropriate corrective and remedial action, including disciplinary action where appropriate, referral to law enforcement, or pursuit of other remedies, including injunctive relief if appropriate. This policy should be read consistently with, and in conjunction with, school safety and the mandatory reporting of threats of violence in Policy 8462.01 - Threats of Violence.

Staff members should report complaints of threatening behavior to their supervisor. If their supervisor is the subject of the threatening behavior, the complaint should be reported to the Superintendent. If the Superintendent is the subject of the threatening behavior, the complaint should be reported to the School Board President.

The supervisor or Superintendent will implement procedures for the investigation and resolution of threatening behavior complaints.

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	COMPENSATION FOR PART-TIME STAFF
Code	po3410.01 11/18 DB
Status	

**3410.01 - COMPENSATION FOR PART-TIME STAFF**

The School Board requires that part-time professional staff members be compensated in an amount appropriate to the position's duties and responsibilities and the portion of time worked, whether it be a fraction of a day or a fraction of a year. The Superintendent will ensure that such arrangements are consistent with any terms of the Employee Handbook.

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	BENEFITS
Code	po3425
Status	
Legal	Consolidated Omnibus Budget Reconciliation Act of 1985 Pub. L. 99-272

**3425 - BENEFITS**

It is the School Board's policy to provide a competitive and comprehensive package of employee benefits to its employees to effectively attract and retain high-quality employees.

The specific design and development of employee benefit plans, including health insurance, dental and vision insurance, short-term and long-term disability insurance, and life insurance benefits, will be determined by the Superintendent with approval by the School Board. These programs will be reviewed no less than annually, and where necessary or appropriate, the Superintendent will solicit bids from potential vendors to provide employee benefits or analyze alternative options, such as self-funding insurance plans. The Superintendent will present to the School Board for the School Board's approval any proposed changes or contract extensions for such benefits.

A schedule of current benefits will be available in the Human Resources Department.

Covered employees will be provided continuation rights to the extent required under applicable provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

The School Board retains final authority to establish, modify, rescind, add, or in any way affect employee benefits.

The School Board will determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employee and employer share of applicable premiums through School Board action.

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po3430.01
Status	
Legal	29 U.S.C. 2601 et. seq. 29 C.F.R. Part 825 103.10, Wis. Stats. Wis. Admin. Department of Workforce Development (DWD) 225 National Defense Authorization Act of 2010

### 3430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")

#### **Introduction**

In accordance with Federal and State law, the School Board will provide family and medical leave to professional staff. The School Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the School Board's other policies will run concurrently (at the same time).

#### **Eligibility Requirements**

To be eligible for leave under the FMLA, a staff member must have been employed by the School Board for at least twelve (12) months and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave.

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

#### **Qualifying Reasons for Leave**

The School Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child;

B. for placement with the eligible staff member of a child for adoption or foster care;

C. to care for an eligible staff member's spouse, child or parent with a "serious health condition";

The term "child" generally includes a legal ward or a biological, adopted, foster, or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be either under eighteen (18) years of age or unable to care for themselves due to a physical or mental disability or, for leave under State law only, unable to care for themselves due to a serious health condition.

"Parent" includes a staff member's spouse's parent or guardian only if the staff member is requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expenses.

D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of the staff member's position;

E. because of a qualifying exigency resulting from active military service of the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves;

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank, or rating.

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for the staff member's own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent will determine whether an employee's request for leave qualifies under one (1) of the above categories.

### **Amount of Leave Available**

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, the staff member is entitled to a total of twelve (12) work weeks of leave in a rolling twelve (12) month period measured backward from the date of usage for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, the staff member is entitled to ten (10) work weeks of leave in a calendar year as follows:

- A. a total of six (6) weeks of leave for the birth of the staff member's natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C. a total of two (2) weeks of leave due to the staff member's serious health condition.

School Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

### **Definitions of Serious Health Conditions**

In conjunction with the certification provided by a healthcare provider, the School Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

#### **A. Hospital Care**

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

#### **B. Absence Plus Treatment**

A period of incapacity of more than three (3) consecutive calendar days\* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

- 1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
- 2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

\*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

#### **C. Pregnancy**

Any period of incapacity due to pregnancy, or for prenatal care.

#### **D. Chronic Conditions Requiring Treatment**

A chronic condition which:

- 1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;

2. continues over an extended period of time (including recurring episodes of a single underlying condition); and
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

#### **E. Permanent/Long-Term Conditions Requiring Supervision**

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The staff member or their family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

#### **F. Multiple Treatments (Non-Chronic Conditions)**

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

#### **Required Staff Member Notice**

The staff member must provide the Superintendent with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under the WFMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no less than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

If requested, notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the Superintendent (forms available from the U.S. Department of Labor).

When planning medical treatment, the staff member should consult with their supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations unduly, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with their supervisor in order to work out a treatment schedule which best suits the staff member's needs, as well as the District's.

If a staff member must take more leave than originally anticipated, they must notify the Superintendent within two (2) business days of learning of the circumstances necessitating the extension.

#### **Certification By Healthcare Provider**

If a staff member requests leave due to their own serious health condition or the serious health condition of their spouse, child, or parent, if requested, the leave request must be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 will be allowed. The School Board reserves the right to certify all information permitted by law.

If requested, the staff member must provide the fully completed certification to the Superintendent within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it should be returned to the Superintendent as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent doubts the validity of a certification, the Superintendent may require, at the School Board's expense, that the staff member obtain a second opinion from a School Board-designated provider, not regularly employed by the School Board. If the opinions of the staff member's and the School Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent may request re-certifications on a periodic basis as permitted by law.

### **Designation of Leave**

In all circumstances, it is the responsibility of the Superintendent to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and their rights and responsibilities under this policy.

The Superintendent will give the staff member the notice on each occasion that the staff member notifies their supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the Superintendent will provide to the employee a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the Superintendent sufficient to enable the Superintendent to determine that the leave is being taken for an FMLA-qualifying reason.

The Superintendent will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

### **Manner In Which Leave Can Be Taken**

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with their supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the Superintendent may offer a staff member a temporary transfer to another position for which the staff member is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must

elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

- A. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;
- B. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or
- C. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

### **Coordinating Leaves - Substitution**

Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member must use the following leaves provided by the School Board, if available:

- A. vacation or personal leave, if available, for any family or medical leave;
- B. accrued paid family leave (i.e., paid leave covering the particular circumstances for which the staff member is seeking leave), if available, for birth, adoption, or to care for a seriously ill family member; and
- C. accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the staff member's own serious health condition.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the School Board would not normally provide such paid leave.

For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which the staff member has earned and accrued, for leave taken under this policy, if available. The School Board reserves the right to deny substitution as permitted by law.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

### **Continuation of Benefits**

A staff member will remain eligible for group health insurance benefits under the School Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the School Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying their portion of health insurance premiums regardless of whether the staff member's family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the Superintendent for making premium payments for group health insurance during leaves.

To the extent permitted by law, the School Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the School Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

### **Accrual of Benefits**

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

### **Employment Restoration**

A staff member will generally be reinstated to the same position they held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if the staff member had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, the staff member is not entitled to be reinstated.

A staff member who exceeds the FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member **may** be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify their supervisor immediately. Upon such notice, the Superintendent will promptly reinstate the staff member to active employment, provided the staff member has the present skill and ability to perform the essential functions of their job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of their ability to return to work.

### **Fitness For Duty Certification**

If leave is due to the staff member's serious health condition, the staff member must present certification to return to work to their supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job-related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, the staff member may be disciplined, up to and including termination.

With the staff member's permission, the School Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

### **Confidentiality**

All medical information relating to leave, whether written or verbal, will be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

### **No Discrimination**

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

### **Miscellaneous**

The Superintendent may designate another administrator to perform their duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent will see that the policy is posted properly.

The Superintendent will provide a copy of the policy upon the request of a staff member.

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Book Clean Copies for Discussion/Approval  
Section 3000 Professional Staff Templates  
Title JOB-RELATED EXPENSES  
Code po3440  
Status  
Legal 2 C.F.R. 200.464  
2 C.F.R. 200.474  
2 C.F.R. 200.475

**3440 - JOB-RELATED EXPENSES**

The School Board will provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District reasonably and necessarily incurred in the course of performing services for the District, whether within or outside the District, under the direction of the School Board.

The validity of payments for job-related expenses will be determined by the Superintendent through the travel pre-approval procedures.

Payment and reimbursement rates for per diem meals, lodging, and mileage will be approved by the School Board annually through the approval of the Employee Handbook. The School Board will establish mileage rates in accordance with the Federal Internal Revenue Service prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include, but are not limited to, alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would 1) require circuitous routing; 2) require travel during unreasonable hours; 3) excessively prolong travel; 4) result in additional costs that would offset the transportation savings; or 5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic, least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates 1) the participation in the event by the individual traveling is necessary to the Federal award; and 2) the costs are reasonable and consistent with the District's travel policy. Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.

The School Board will pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this School Board and guidelines outlined in the Employee Handbook.

Whenever a staff member is unable to provide appropriate expense documentation, they may be reimbursed in an amount not to exceed \$50 upon written approval of the expenses by the Superintendent.

All travel will comply with the travel procedures and rates established in the Employee Handbook. All costs incurred with Federal funds must meet the cost allowability standards within School Board Policy 6110 - Grant Funds.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11 ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services or the President (or designee), must apply to travel under Federal awards.

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	UNAUTHORIZED WORK STOPPAGE
Code	po3531
Status	
Legal	111.70(4)(L), Wis. Stats.

**3531 - UNAUTHORIZED WORK STOPPAGE**

The School Board is obligated and committed to providing certain basic services to students participating in District programs.

Recognizing the fact that the District, for various reasons, could experience an unauthorized work stoppage, the School Board remains committed to providing educational and related services.

Professional staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	CREATING A POSITION
Code	po4111
Status	
Legal	Immigration Reform and Control Act of 1986 8 U.S.C. 1255a

#### 4111 - **CREATING A POSITION**

The School Board recognizes the need to establish positions which, when filled by competent, qualified support staff, will assist the District in achieving the educational goals set by the School Board. The District employs only persons authorized to work in the United States.

The Director of Human Resources and Leadership Development will verify all new full-time and part-time employees' and substitutes' identity and authorization to work in the United States according to Federal law.

The School Board reserves the right to:

- A. create new positions;
- B. specify the number of persons within each job category; and
- C. set the initial salary for a new position.

The School Board may create a new position or increase the number of support staff in an existing position.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	SCHOOL BOARD-STAFF COMMUNICATIONS
Code	po4112
Status	
Legal	Garcetti v. Ceballos, 547 U.S. 410 (2006) Samuelson v. LaPorte Comm. Sch. Dist., 526 F.3d 1046 (7th Cir. 2008)

#### 4112 - **SCHOOL BOARD-STAFF COMMUNICATIONS**

The School Board welcomes collegial conversations and interactions with employees that further the interest and insight into the District and its operation. Typically, School Board members rely on an invitation from staff for school and building visits or a suggestion from the Superintendent. The School Board has a legitimate interest in facilitating the efficient resolution of concerns by directing that employee communications to the School Board move initially through the chain of command to the Superintendent. Employees are expected to follow the established chain of communication as described in this policy.

##### **A. Staff Communications to the School Board**

All communications from staff members related to the performance of their job duties or responsibilities to the School Board, or its committees, will be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to raise matters of concern regarding District operations to the School Board through established procedures when no resolution is reached by the administration.

##### **B. School Board Communications to Staff**

All official communications, policies, and directives of the School Board, that are of interest and concern to the staff, will be communicated through the Superintendent, who will also keep staff members fully informed of the School Board's challenges, concerns, and actions. School Board member communications with staff will also be consistent with the expectations in School Board Bylaw 0144.5 - School Board Member Behavior, Communications, and Code of Conduct.

##### **C. Social Interaction**

Both staff and School Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, innovations, and general activities of the District. However, since individual School Board members have no special authority, except when they are convened at a legal meeting of the School Board, or vested with special authority by School Board action, discussions between staff and School Board members related to the performance of job duties or responsibilities may be violations of the chain of command.





Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	EMPLOYMENT OF SUPPORT STAFF
Code	po4120
Status	
Legal	20 U.S.C. 6319

#### 4120 - **EMPLOYMENT OF SUPPORT STAFF**

The School Board recognizes that it is vital to the successful operation of the District that positions created by the School Board be filled with qualified and competent support staff.

All employees other than the Superintendent or professional staff members (Policy 0100 – Definitions) are considered support staff.

The School Board will approve the employment, fix the compensation, and establish the terms of employment for each support staff member employed by this District.

The Human Resources Department will provide a description of the work schedule, hours of work per week, and a determination of whether the employee is exempt or non-exempt for purposes of overtime eligibility (See Policy 6700 - Fair Labor Standards Act (FLSA)). For non-exempt employees, there will be a clear statement in the employee handbook which states the following: "In order for employees to work beyond their contract hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/immediate supervisors are unavailable and such pre-approval may cause harm to students, staff, the community, or District property.

Such approval will be given only to those candidates for employment recommended by the Superintendent.

Such approval will be given only to those candidates for employment chosen by the School Board from a group selected by the Superintendent.

When any recommended candidate has been rejected by the School Board, the Superintendent will make a substitute recommendation.

All applications for employment will be referred to the Human Resources Department.

Relatives of staff members may be employed by the School Board, provided the staff member being employed is not placed in a position in which they would be supervised directly by the relative staff member.

Any support staff member's intentional misstatement of fact material to their qualifications for employment or the determination of salary will constitute grounds for dismissal.

The employment of support staff members prior to approval by the School Board is authorized when their employment is required to maintain continuity in District operations. Employment will be recommended to the School Board at the next regular meeting.

No candidate for employment as a support staff member will receive a recommendation for such employment without having proffered visual evidence of proper certification, when appropriate, or that the application for such certification is in process. There must also be verification that a satisfactory background check has been conducted in compliance with District procedures.

The Director of Human Resources and Leadership Development will prepare procedures for the recruitment and selection of all support staff.

### **REQUIREMENTS FOR TITLE I PARAPROFESSIONALS**

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years of study at an institution of higher education; or
- B. Obtained at least an associate's degree; or
- C. Met a rigorous standard of quality and demonstrated through a formal State or local academic assessment:
  - 1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
  - 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Existing paraprofessionals – All current paraprofessionals working for a Title I supported program must:

- A. Have a secondary school diploma or its recognized equivalent;
- B. Meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. Who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. Whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;
- D. provide support in a library or media center;
- E. conduct parental involvement activities;
- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.



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Section 4000 Support Staff Templates  
Title JOB DESCRIPTIONS  
Code po4120.01  
Status

**4120.01 - JOB DESCRIPTIONS**

The School Board recognizes that it is essential for District and employee accountability that staff members are fully aware of the duties and responsibilities of their position. Job descriptions document and describe the essential functions for support staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the Human Resources Department will maintain a current, comprehensive, and coordinated set of job descriptions for support staff positions.

The job description of the Superintendent will be included in the School Board policy manual.

As long as the provisions of the job descriptions are not inconsistent with School Board policies or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Employees will be evaluated, at least in part, against their job descriptions. Additional evaluation considerations are addressed in School Board Policy 4220 Staff Evaluation and Educator Effectiveness.

Each job description will include a statement that reserves authority to the supervisor to assign additional duties and responsibilities as necessary within the scope of the employment position.

Upon employment by the School Board, staff members will receive a copy of the current job description for the position for which they have been employed. The Director of Human Resources and Leadership Development will review this job description with the staff member as part of the employment orientation process.

From time-to-time, the School Board recognizes that the Superintendent may find it necessary to revise job descriptions. Revisions and updates will be facilitated by the Human Resources Department.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description will be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

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Section	4000 Support Staff Templates
Title	EMPLOYMENT OF SUBSTITUTES
Code	po4120.04
Status	
Legal	118.19, Wis. Stats. P.I. 3.03(8), Wis. Adm. Code

#### 4120.04 - **EMPLOYMENT OF SUBSTITUTES**

The School Board recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute personnel and the positions in which they may substitute will be maintained by the Human Resources Department.

Proper certification will be on file if the position requires certification. A satisfactory background check will be conducted consistent with Policy 4121 - Criminal History Record Check and Employee Self-Reporting Requirements.

Prior to the end of the school year, District-employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS
Code	po4121
Status	
Legal	111.335, Wis. Stats.

#### 4121 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS**

To ensure the safety of students and staff, it is the policy of the School Board that criminal background investigations be conducted on any paid staff member. Criminal background investigations will also be conducted on university interns and student teachers, and on those wishing to volunteer in the District. Background investigations will be completed prior to paid or volunteer service beginning.

Employment may be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks. If an applicant has committed a crime that substantially relates to the circumstances of the particular position for which the applicant is applying, the District may take that offense into consideration when deciding whether to employ the individual. The District may refuse to employ an individual who has been convicted of a felony and who has not been pardoned for that felony.

Knowingly falsifying any of the information in pre-employment documents, such as an application for employment or background check questionnaire, will be sufficient grounds for not being hired or for discharge.

Criminal background investigation paperwork, including forms and records obtained through processing, will be considered confidential and will not be released or disseminated unless required by law.

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

- 1) crimes involving school property or funds;
- 2) crimes involving fraudulent or unauthorized attempt to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- 3) crimes that occur wholly or in part on school property or at a school-sponsored activity;
- 4) a misdemeanor which involves moral turpitude [e.g., an act or behavior that gravely violates moral sentiments or accepted moral standards of the community];
- 5) a misdemeanor which violates the public trust; or
- 6) major traffic offenses (e.g., operating under the influence of an intoxicant or other drug, reckless driving, operating after suspension/revocation, failure to report an accident, refusal to take a breath test). Minor traffic offenses (e.g., non-moving violations, speeding, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking) do not need to be reported. However, if an employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff, other than the staff member's own family, in any vehicle, they must report any traffic offense (not including parking tickets).

Per the School District of River Falls Employee Handbook, employees who notify their supervisor or building principal of an arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the offenses as indicated above will be subject to being placed on administrative leave, suspension, or termination as permitted by law. Failure to report under this section may result in disciplinary action,

up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

Adopted from retired policy 533.1

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po4122
Status	
Legal	111.31 et seq., Wis. Stats. 111.335(d)(2), Wis. Stats. 118.195, Wis. Stats. 118.20, Wis. Stats. Fourteenth Amendment, U.S. Constitution 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act 29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended 38 U.S.C. 4301 et seq., Uniformed Services Employment and Reemployment Rights Act 42 U.S.C. 2000 et seq., Civil Rights Act of 1964 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964 42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act of 1973, as amended 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended 29 C.F.R. Part 1635, The GINA Regulations 34 C.F.R. Part 110, The Age Discrimination Act Regulations

#### 4122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The School Board does not discriminate in the employment of support staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity) pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities.

Notice of the School Board's policy on nondiscrimination and the identity of the District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

## Definitions

Words used in this policy will have those meanings defined herein; words not defined herein will be construed according to their plain and ordinary meanings.

**Compliance Officer (CO)** an employee designated by the School Board to be responsible for coordinating the District's efforts to comply with state and federal nondiscrimination laws and for receiving formal complaints of pupil discrimination.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

**Day(s)**: Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

**Military status** refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, Reserve Duty, and performance of duty or training by a member of Wisconsin organized militia. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

**Respondent** is the individual who has been alleged to have engaged in discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

**District community** means students and employees (i.e., administrators, professional and support staff), as well as School Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the School Board.

**Third Parties** include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the School Board, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

### District Compliance Officers

The School Board designates the following individuals to serve as the District's Compliance Officers (also known as Civil Rights Coordinator; hereinafter referred to as the COs).

Mark Inouye

Director of Student Services/Title IX Coordinator - Students

715-425-1800

852 E. Division Street  
River Falls, WI 54022

mark.inouye@rfsd.k12.wi.us

Nate Schurman

Director of Human Resources/Title IX Coordinator - Staff

715-425-1800

852 E. Division Street  
River Falls, WI 54022

nate.schurman@rfsd.k12.wi.us

The names, titles, and contact information of these individuals will be published annually:

A. on the School District's website.

B. in the Employee Handbook.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs will also verify that proper notice of nondiscrimination has been given for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based is available upon request from the CO.

### **Reports and Complaints of Discrimination and Retaliation**

Employees are required to report incidents of discrimination and/or retaliation to an administrator, supervisor, or other supervisory employee so that the School Board may address the conduct. Any administrator, supervisor, or other supervisory employee who receives such a report will provide it to the CO within two (2) days.

Discrimination against an individual based on their sex (including gender status, sexual orientation, and gender identity) is discrimination in violation of Title VII. Specifically, discrimination on the basis of sex stereotyping/gender-nonconformity constitutes sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior. Employment actions based upon an individual's sex could be suspect and potentially impermissible.

COs are required to investigate allegations of conduct involving the discrimination or harassment of an employee or applicant based upon gender status, sexual orientation, and gender identity.

Any questions concerning whether alleged conduct might violate this prohibition should be brought to the CO's attention promptly.

Employees who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the Complainant's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs will accept reports of discrimination/retaliation directly from any member of the District community or a Third Party, or receive reports that are initially filed with another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigations.

The CO will provide a copy of this policy to the Complainant and the Respondent. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one (1) of the COs within two (2) days. Additionally, any District employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant within two (2) business days to advise the Complainant of the District's intent to investigate the alleged wrongdoing.

### **Investigation and Complaint Procedure**

Except for sex discrimination and/or sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to discrimination or retaliation may seek resolution of the complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of discrimination or retaliation with the United States Department of Education Office for Civil Rights (OCR), the Wisconsin Equal Rights Division, or the Equal Employment Opportunity Commission (EEOC).

## **Complaint Procedure**

A Complainant who alleges discrimination/retaliation may file a complaint, either orally or in writing with: 1) a Principal; 2) the CO; or 3) the Superintendent or other supervisory employee. Any complaint received regarding the Superintendent or a School Board member will be referred to the School Board's legal counsel, who will assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint will be reported to the Superintendent, who will coordinate with the other appointed/designated CO, or, if appropriate, appoint/designate another individual to serve as CO for the complaint regarding a CO.

Due to the sensitivity surrounding complaints of discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of his/her understanding of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO will ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the CO or designee will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) days.

Investigations will be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO will keep the complainant reasonably informed of the investigation's progress.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO or designee will prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of discrimination/retaliation as provided in School Board policy and State and Federal law as to whether the

Respondent has engaged in harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the School Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may in consultation with the Superintendent, or School Board President if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the Superintendent must either issue a written decision regarding whether the charges have been substantiated or request further investigation. A summary of the Superintendent's final decision will be provided to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days, or as quickly as possible if additional time is necessary due to the availability of necessary witness(es) or documents. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the School Board within five (5) business days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Superintendent, who will forward the request to the School Board President.

In an attempt to resolve the complaint, the School Board will meet with the concerned parties and their representatives within twenty (20) days of the receipt of such an appeal. A copy of the School Board's disposition of the appeal will be sent to each concerned party within ten (10) days of its decision. The decision of the School Board will be final.

The School Board reserves the right to investigate and resolve a complaint or report of discrimination/retaliation regardless of whether the Complainant pursues the complaint. The School Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the School Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint will not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

All records generated under the terms of this policy will be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

During the course of an investigation, the CO will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

### **Remedial Action Monitoring**

If warranted, appropriate remedial action will be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

The School Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

### **Sanctions and Disciplinary Action**

The School Board will vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law.

When imposing discipline, the Superintendent will consider the totality of the circumstances involved in the matter. In those cases where discrimination/retaliation is not substantiated, the School Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other School Board policies, and/or the Employee Handbook.

Where the School Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the School Board and/or Superintendent will be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation, is prohibited. Neither the School Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Education and Training**

In support of this policy, the School Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent will provide appropriate information to all members of the District community related to the implementation of this policy and will provide training for District staff where appropriate. All training, as well as all information provided regarding the School Board's policy and discrimination in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy will retain all documents, electronically stored information (ESI), and electronic media (as defined in Policy 8315 - Information Management) created and/or received as part of an investigation, which may include but is not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the School Board to fulfill its responsibilities;

- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the School Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the School Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation will be retained in accordance with Policy 8310 - Public Records, Policy 8315- Information Management, Policy 8320 - Personnel Records, and Policy 8330 - Student Records for not less than three (3) years, but longer if required by the District's records retention schedule.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	DRUG-FREE WORKPLACE
Code	po4122.01
Status	
Legal	Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

#### 4122.01 - **DRUG-FREE WORKPLACE**

The School District of River Falls is committed to maintaining an alcohol and drug-free workplace. Therefore, the following activities and conduct by employees are strictly prohibited:

1. Manufacturing, distributing, dispensing, possession, using, or selling of alcohol and controlled or illegal substances at the workplace;
2. Using or possessing drug paraphernalia (e.g., water pipes, pot pipes, roach clips, joint rollers) at the workplace for purposes prohibited by the state controlled substances law;
3. Being under the influence of alcohol and/or controlled or illegal substances at the workplace;
4. Using prescription medication at the workplace in an unauthorized or illegal manner.

For the purposes of this policy, 'workplace' includes any school building, school-owned vehicle, school property, or school-related activity in which students are under the supervision of employees.

Employees engaged in the performance of a grant received directly from the federal government will notify the Superintendent of any criminal drug statute conviction occurring in the workplace within the time period specified by law. The Superintendent will notify the appropriate federal agency of the conviction.

Adherence to the District's drug-free workplace policy is a condition of employment. Any employee who violates this policy will be subject to disciplinary action, including, but not limited to referral for a drug or alcohol evaluation, referral to the Employee Assistance Program, reassignment, suspension, or termination. In addition, employees who violate this policy may be referred for prosecution.

If a supervisor reasonably suspects that an employee has violated this policy, the District reserves the right to require an alcohol or drug test. Reasonable suspicion must be based on specific and accurate observations made by a supervisor. Observations include, but are not limited to, appearance, behavior, speech, or body odors of the employee. The test will be conducted in a confidential manner. Refusal to consent to testing may result in disciplinary action.

This policy does not prohibit:

- administering medication to students in alignment to Policy 5330 - Administration of Medication/Emergency Care.
- the use of prescription medication by an employee to whom it is prescribed and in the amount prescribed.

The Employee Handbook will include reference to this policy and information related to: the dangers of drug and alcohol abuse in the workplace, available drug or alcohol counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug or alcohol abuse policy violations.

Adopted from retired Policy 522.1

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
Code	po4122.02
Status	
Legal	42 U.S.C. 2000ff et seq. Title II, The Genetic Information Nondiscrimination Act of 2008 29 C.F.R. Part 1635

#### 4122.02 - **NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE**

The School Board prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The School Board also does not limit, segregate, or classify applicants or employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of the person as an employee, based on genetic information. Harassment of a person because of genetic information is also prohibited. Likewise, retaliation against a person for identifying, objecting to, or filing a complaint concerning a violation of this policy is prohibited.

The identity of the Compliance Officer (see Policy 4122 - Nondiscrimination and Equal Employment Opportunity) will be posted throughout the District and published in any District statement regarding the prohibition of discrimination on the basis of genetic information in all aspects of employment, in any employee handbooks, in general information publications of the District as required by Federal and State law, and on the District website.

In accordance with Title II of the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff, et seq., and 29 C.F.R. Part 1635 ("GINA"), the School Board will not request, require, or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with GINA, applicants and employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be provided as part of the certification process for FMLA leave, or when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application for employment process. Employees and applicants for employment will not be penalized for providing genetic information in good faith in response to a request from a District employee or agent, unless that applicant or employee refuses to delete the information at the request of the employee or agent of the District.

As used in this policy, "genetic information" means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

The term "genetic information" does not include information about the sex or age of the individual, the sex or age of family members, or information about the race or ethnicity of the individual or family member that is not derived from a genetic test.

As used in this policy, "genetic test" means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites that detects genotypes, mutations, or chromosomal changes. The term includes any test of a person's DNA/RNA.

If the District's employees, or agents, legally and/or inadvertently receive genetic information about an employee or applicant, it will be treated as a confidential medical record in accordance with the law.

The District's Compliance Officer (see Policy 4122 - Nondiscrimination and Equal Employment Opportunity) is responsible for overseeing the District's compliance with this policy and GINA and proposing revisions and additions to this policy as necessary to ensure the District's compliance with GINA. This person will be responsible for working with the School Board's legal counsel to fully implement the requirements of GINA in all activities of the District. The Compliance Officer will also verify that proper notice of nondiscrimination for Title II of GINA is provided to staff members, and that all requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) are accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning will read as follows:

#### **Genetic Information Nondiscrimination Act of 2008 (GINA) Disclosure Requirement**

The Genetic Information Nondiscrimination Act of 2008, or "GINA," prohibits employers and other entities covered by the law, including the School Board, from requesting or requiring genetic information of an employee or applicant, or family member of an employee or applicant, except as specifically allowed by law. To comply with GINA, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. Questions concerning compliance with the requirements of GINA may be directed to the Compliance Officer at 715-425-1800.

The grievance procedure for complaints of discrimination in Policy 4122 applies to complaints of discrimination, including harassment, or retaliation prohibited by GINA, and may be utilized if a District employee alleges discrimination or harassment on the basis of genetic information or retaliation for identifying, objecting to, or filing a complaint concerning a violation of GINA or this policy.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	NOTICE OF REASONABLE ASSURANCE OF EMPLOYMENT
Code	po4124
Status	
Legal	108.04 (17)(d), Wis. Stats.

#### 4124 - **NOTICE OF REASONABLE ASSURANCE OF EMPLOYMENT**

Prior to the conclusion of each school year, support staff employed in instructional year positions will be notified, in writing, of reasonable assurance of continued employment for the subsequent school year when such employment is anticipated.

A school year employee of an educational institution who performs services other than in an instructional, research, or principal administrative capacity is ineligible for benefits based on such services performed for the District during any week of unemployment that occurs between two (2) successive academic years or terms. This applies if the employee performed such services in the first year or term and has reasonable assurance of performing them in the second.

Issuance of a notice of reasonable assurances to any employee as described in this policy will not constitute a guarantee of employment in any successive academic term.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	ASSIGNMENT AND TRANSFER
Code	po4130
Status	

#### 4130 - **ASSIGNMENT AND TRANSFER**

The School Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

The Superintendent will be responsible for the proper assignment and transfer of support staff members and will attempt to effect the optimum assignment of the support staff in conformance with any applicable contractual or legal requirements and certification requirements. The processes used for the assignment and transfer of support staff will be outlined in the Employee Handbook.

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Section 4000 Support Staff Templates  
Title REDUCTION IN STAFF  
Code po4131  
Status

**4131 - REDUCTION IN STAFF**

It is the responsibility of the School Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The School Board reserves the right to abolish positions in the District and to reduce staff whenever reasons of decreased enrollment of students, return to duty of regular staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant. The Superintendent will be responsible for recommending reductions in staff in alignment with the processes outlined in the Employee Handbook.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	STAFF DISCIPLINE
Code	po4139
Status	
Legal	66.0509(1m)(a), Wis. Stats. Franklin v. City of Evanston, 384 F.3d 838 (7th Cir. 2004) Garrity v. New Jersey, 385 U.S. 493 (1967)

#### 4139 - **STAFF DISCIPLINE**

The School Board retains the right and the responsibility to manage the District's workforce. When the discipline of a staff member becomes necessary, such action will be consistent with the requirements of any applicable School Board policy, and State and Federal law. The Superintendent may issue discipline when deemed appropriate. This policy does not cover decisions for termination of a staff member's employment or accepting a staff member's resignation (see Policy 4140 - Termination and Resignation).

#### **Investigation of Possible Criminal Activity**

The District may be required to investigate potential wrongdoings on the part of its employees, and such wrongdoing in some cases may involve potential criminal conduct and/or co-occurring law enforcement investigations. Such investigations still require that the employee answer questions relating to the activity, and employees who refuse to answer such questions may be disciplined for failure to cooperate in the investigation. Employees required to respond to questions regarding potential criminal activity are permitted to do so without waiving any Constitutional right against self-incrimination that may apply during the course of a criminal investigation. Employees should be advised of this right, often referred to as a "Garrity Warning". The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law.

Staff members may be disciplined for violations of School Board policy or failing to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action, or disciplinary action that is otherwise in violation of law.

The Superintendent may issue discipline to staff members when deemed appropriate. The level of discipline may range from oral reprimands to suspension and may lead to termination consistent with Policy 4140 - Termination and Resignation. The level of discipline will be consistent with the seriousness of the offense as determined by the Superintendent.

Management efforts designed to improve an employee's job performance or address specific performance concerns, including letters of direction, performance improvement plans, mandatory training, etc., are not disciplinary in nature and are not subject to this policy or to Policy 4340 - Grievance Procedure.

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 4340 - Grievance Procedure.





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Section 4000 Support Staff Templates  
Title TERMINATION AND RESIGNATION  
Code po4140  
Status

4140 - **TERMINATION AND RESIGNATION**

**TERMINATION**

Employment may be terminated upon a majority vote of the School Board.

Support staff employees subject to termination may be given an opportunity to resign.

**RESIGNATION**

A support staff member may resign by filing a written resignation with the Superintendent.

A resignation, once accepted, may not then be rescinded.

The Superintendent may act for the School Board in the acceptance of a resignation.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	PHYSICAL EXAMINATION
Code	po4160
Status	
Legal	118.25, Wis. Stats. 118.25(2)(a), Wis. Stats. 121.52(3), Wis. Stats. 29 C.F.R. Part 1630 29 C.F.R. Part 1635 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

#### 4160 - **PHYSICAL EXAMINATION**

Upon initial employment, employees will be required to have a health examination, including tuberculin screening. An employee can submit proof of an examination, chest x-ray, or tuberculin test, which was taken within the 90 days prior to an offer of employment. In the event a TB test is conducted and the employee has a positive reaction to the skin test, a chest x-ray will be done at a facility selected by the District. Anyone who has a known automatic positive reaction to the skin test may have a chest x-ray without first undergoing the skin test.

Freedom from tuberculosis in a communicable form is a condition of employment. Those employees who have positive reactions to the skin test will be required to undergo a follow-up examination with a physician. A copy of the results of this examination will be kept on file in the District administrative offices.

An employee may be exempt from the physical examination requirement for religious reasons if an affidavit has been filed with the School Board claiming such exemption. No employee may be discriminated against by reason of the employee filing such an affidavit.

Notwithstanding the filing of an affidavit, if there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of students, the School Board may require the employee to undergo a health examination sufficient to indicate whether or not the employee is suffering from such an illness.

The cost of the examination, including tuberculin skin test or chest x-ray, will be paid out of District funds for all permanent and substitute employees. The medical examination report will be completed by a facility selected by the District.

Additional physical exams, for certain employee groups based on job expectations, may be required in accordance with state law.

In addition to the aforementioned, school bus drivers will be required to complete a medical examination report as prescribed by state law. Completion of this report is mandatory prior to being tested for a school bus driver's license.

Certificates of examination will be maintained in separate files within the District, along with any restrictions from the employee's physician. They will be treated as confidential medical records and will only be available to those individuals specifically authorized by law.





Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po4161
Status	
Legal	111.32 et seq. the Wisconsin Fair Employment Act 29 C.F.R. Part 1630 29 C.F.R. Part 1635 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

#### 4161 - **UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY**

It is the policy of the School Board to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render support staff members unable to perform their duties.

The School Board authorizes the Superintendent to place a support staff member on sick leave or suspend a support staff member for physical or mental disability if unable to perform assigned duties in conformance with the law.

The Superintendent may require that the support staff member submit to an appropriate examination by a healthcare provider designated by the support staff member, a healthcare provider designated and compensated by the District, or both.

The staff member will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the School Board/Superintendent and to allow the Superintendent to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation, and School Board Policy 4122.02 - Nondiscrimination Based on Genetic Information of the Employee, the Superintendent will direct the provider designated by the School Board to conduct the examination, not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act (ADA), as amended and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination will be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it will be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the support staff member is found to be unable to perform assigned duties, the support staff member will be placed on a leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.

Should a support staff member refuse to submit to the examination requested by the Superintendent, such refusal will subject the support staff member to disciplinary action. Disciplinary action can include, but is not limited to, suspension or termination.

The Superintendent may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 4430.01 - Family & Medical Leave of Absence ("FMLA") as provided by law.

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Section 4000 Support Staff Templates  
Title WHISTLEBLOWER PROTECTION  
Code po4211  
Status

#### 4211 - WHISTLEBLOWER PROTECTION

The School Board expects all of its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, and School Board policies. The School Board expects employees to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, agent of an agency, or independent contractor which is doing business with the District, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, employees are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee, agent of an agency, or independent contractor which is doing business with the District.

It is the responsibility of an employee who is aware of conduct on the part of any School Board member or employee that possibly violates Federal or State law, or School Board policy, to call this conduct to the attention of the employee's immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the Superintendent.

After such a report is made, the immediate supervisor will ask that the report be put in writing.

Any employee making such a report will be protected from discipline, retaliation, or reprisal for making such a report as long as the employee made such a report based on a reasonable and good faith belief that the report was accurate and not based on the employee's intent to harm, harass, intimidate, or retaliate against another individual.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the School Board has the authority to correct, and they do not make a report confirmed in writing to their immediate supervisor.

If the alleged misconduct that is reported involves a School Board member, the employee will report to the Superintendent, who is authorized to engage the School Board's legal counsel to manage an investigation concerning the matter. If the report concerns the Superintendent, the employee will make the report to the School Board President, who is authorized to engage the School Board's legal counsel to manage the investigation.

Upon receipt of a report made by a staff member pursuant to this policy, an investigation will commence as soon as possible and will be handled expeditiously.

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Section 4000 Support Staff Templates  
Title STAFF GIFTS  
Code po4214  
Status

**4214 - STAFF GIFTS**

The School Board generally discourages the presentation of gifts to staff members by students and their parents beyond nominal value to avoid the appearance of favoritism and to avoid the embarrassment of students who are unable, or whose parents are unable, or unwilling to provide support staff with gifts.

Support staff may only accept gifts of nominal value (the amount as defined in Policy 4230 - Ethics and Conflict of Interest) from students and their parents, or token items often distributed by companies through their public relations or marketing programs. Other gifts must be graciously declined for compliance with this policy.

It will not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, or beverages that are provided in connection with a conference sponsored by an established or recognized educational organization, or as may be approved by the Superintendent.

Gifts that are intended for the benefit of the District will be referred to the Superintendent for proper processing in accordance with Policy 7230 - Gifts, Grants, and Bequests.

The Superintendent may approve acts of generosity to individual staff members in special situations.

Upon the recommendation of the Superintendent, the School Board will consider, as appropriate, the presentation of recognition gifts to members of the staff who have rendered service for a period of time.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF
Code	po4215
Status	
Legal	111.321, Wis. Stats. 120.12(20), Wis. Stats. 20 U.S.C. 6081 et seq. 20 U.S.C. 7182

#### 4215 - **USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF**

The School Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The School Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The School Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It will be a violation of this policy for any support staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. The School Board authorizes the Superintendent to take reasonable measures related to the School Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It will be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It will be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

#### **Exceptions**

It will not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA-approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen (18) years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for the safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

"Any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

"Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

"Imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include, but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

"Off-campus, school-sponsored event" means any event sponsored by the school or District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances, or theatrical productions.

"School property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff, and visitors.

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant-derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof.

"Smoking" also includes carrying or using an activated electronic smoking device.

"Tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

"Tobacco industry" means manufacturers, distributors or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

"Tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	SUPPORT STAFF DRESS AND APPEARANCE
Code	po4216
Status	

**4216 - SUPPORT STAFF DRESS AND APPEARANCE**

The School Board believes that support staff members set an example in dress and appearance for their students to follow.

The School Board authorizes the development of standards for staff dress and appearance that promote a professional educational atmosphere that gives consideration to the impact on the educational process and the diversity of the District's staff.

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

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Section 4000 Support Staff Templates  
Title WEAPONS PROHIBITED FOR SUPPORT STAFF  
Code po4217  
Status  
Legal 120.13(1), Wis. Stats.  
175.60, Wis. Stats.  
939.22(10), Wis. Stats.  
941.295, Wis. Stats.  
943.13, Wis. Stats.  
948.605, Wis. Stats.  
948.61, Wis. Stats.  
18 U.S.C. 921(a)(3)  
18 U.S.C. 922  
20 U.S.C. 7151

**4217 - WEAPONS PROHIBITED FOR SUPPORT STAFF**

The School Board prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the Superintendent.

**Concealed Carry Permit Holders**

Nothing in this policy prohibits employees with a properly issued permit to carry a concealed weapon from exercising their rights consistent with Wisconsin's concealed carry law and the State and Federal gun-free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 948.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

Staff members who are concealed carry permit licensees may not carry a concealed weapon or otherwise store a weapon or ammunition in their personal vehicle while transporting students for school-sponsored events or school-related purposes in their own vehicle.

**Definition of "Weapon"**

For this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to firearms (including, but not limited to, firearms as defined in 18 U.S.C.221

921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off-duty law enforcement officers, or out-of-state law enforcement officers;
- B. items approved by the Superintendent, as part of a class or individual presentation under adult supervision, including but not limited to hunters' education course, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved);
- C. theatrical props used in appropriate settings when approved by the Superintendent;
- D. starter pistols used in appropriate sporting events; and
- E. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's employment.

The Superintendent may refer a staff member who violates this policy to law enforcement officials. The staff member may also be subject to disciplinary action, up to and including termination, as permitted by applicable School Board policy.

Any staff member who has reason to believe that a person has or will violate this policy will report to the building Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

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Section 4000 Support Staff Templates  
Title EVALUATION OF SUPPORT STAFF  
Code po4220  
Status

4220 - **EVALUATION OF SUPPORT STAFF**

The School Board recognizes the importance of implementing a program of support staff member evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the School Board's evaluation plan for support staff are:

- A. to improve and reinforce the skills, attitudes, and abilities which enable a support staff member to be effective in achieving assigned job goals;
- B. to identify and remediate weaknesses which prevent a support staff member from achieving the goals of assigned duties.

The Superintendent will develop and implement a plan for support staff member evaluations.

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Section	4000 Support Staff Templates
Title	ETHICS AND CONFLICT OF INTEREST
Code	po4230
Status	
Legal	19.59, 19.42(7), 946.13, Wis. Stats. 2 C.F.R. 200.12 2 C.F.R. 200.113 2 C.F.R. 200.318 7 C.F.R. 3016.36(b)(3) 7 C.F.R. 3019.42

#### 4230 - **ETHICS AND CONFLICT OF INTEREST**

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School Board members and the District's employees and is essential to the School Board's commitment to earn and keep public confidence in the District.

For these reasons, the School Board adopts the following guidelines designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all District employees including members of the School Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all support employees. Support employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The School Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No support employee will engage in or have a personal, financial, or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with the employee's responsibilities in the school system. Specifically, support employees must 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 an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Support staff employees will not directly supervise a relative employed by the District or employed in a position contracted for by the District.
- C. Support employees will not engage in business, private practice of their profession, the rendering of services, anything of substantial value, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the District.

Included, by way of illustration, rather than limitation, are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties ;
  2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;
  3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's employment or professional relationship with the District through their access to District records;
  4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
  5. the requirement of employees, students, or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.
- E. Support employees will not make use of materials, equipment, or facilities of the District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the use of school-owned curriculum items for private practice.
- F. Support employees will not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit, or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Support employees may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the District has set standards for when an employee may accept a gift of an unsolicited item of nominal value.

- G. Support employees must disclose any potential conflict of interest which may lead to a violation of this policy to the District. Upon discovery of any potential conflict of interest, the District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Support employees found to be in violation of this conflict of interest policy will be subject to discipline in accordance with Policy 4139 - Staff Discipline.

In the event that, within the course of administering a Federally funded grant program or service to the District, any employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agency's rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice will be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use the employee's public position to obtain a financial gain or anything of substantial value for oneself or the employee's immediate family, as defined in 19.42(7), Wis. Stats.





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Section	4000 Support Staff Templates
Title	OUTSIDE ACTIVITIES OF SUPPORT STAFF
Code	po4231
Status	

#### 4231 - **OUTSIDE ACTIVITIES OF SUPPORT STAFF**

The School Board expects support staff members to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten an employee's effectiveness within the District, the Superintendent will evaluate the impact of such interest, activity, or association upon the support staff member's responsibilities. Staff members are expected to notify the Superintendent of involvement in any outside organization, association, or the like if the staff member's role as a member of the District's staff is tied directly to involvement in the identified outside activity. Additionally, staff members are expected to notify the Superintendent of involvement in any outside activity if the staff member will receive compensation for any outside activities (refer also to Policy 4230 - Ethics and Conflict of Interest).

- A. Staff members should not give work time to an outside interest, activity, or association without a valid reason to be excused from assigned duties.
- B. Staff members will not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members will not engage in business transactions on behalf of private enterprises in which the staff member may profit by virtue of the staff member's official position or authority or benefit financially from confidential information which the staff member has obtained or may obtain by reason of the staff member's position or authority.
- D. Staff members will not campaign on school property on behalf of any political issue or candidate for local, State, or National office.
- E. Staff members should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- F. Staff members should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.



Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	EMPLOYEE EXPRESSION IN NONINSTRUCTIONAL SETTINGS
Code	po4310
Status	
Legal	Pickering v Board of Ed., 391 U.S. 563 (1968) Connick v Myers, 461 U.S. 138 (1983) Heffernan v City of Paterson, 136 S.Ct. 1412 (2016) Garcetti v Ceballos, 547 U.S. 410 (2006)

#### 4310 - **EMPLOYEE EXPRESSION IN NONINSTRUCTIONAL SETTINGS**

The School Board acknowledges the right of its support staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, including matters related to the performance of their job duties or responsibilities, the support staff member's expression must be balanced against the interests of the District.

The following employee expectations are adopted by the School Board to help clarify and, therefore, avoid situations in which the support staff member's expression could conflict with the District's interests. In such situations, the employee should:

- A. state clearly that the expression represents personal views and not necessarily those of the District;
- B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- C. not make threats or abusive or personally-defamatory comments about co-workers, administrators, or officials of the District; and
- D. refrain from making public expressions which the employee knows to be false or are made without regard for truth or accuracy.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	GRIEVANCE PROCEDURE
Code	po4340
Status	
Legal	66.0509(1m), 118.22, 118.24, Wis. Stats.

#### 4340 - **GRIEVANCE PROCEDURE**

Pursuant to state law, the School Board will provide a grievance procedure for the orderly resolution of employee grievances related to employee discipline, employee terminations, and workplace safety. Any employee of the District has the right to access the grievance procedure provided the grievance is filed in writing within the applicable timelines, and provided that the issue presented by the grievance properly concerns a grievable complaint. However, nothing within this policy or within the written rules and procedures implementing this policy will be construed to:

1. Prevent an employee and the District from voluntarily resolving, or attempting to resolve, an employee's grievance, complaint, concern, or other dispute using informal methods separate from the formal grievance process, such as a mediated resolution or other similar outcome;
2. Grant or confer to any employee any substantive rights or employment protections that would not exist in the absence of this policy and its implementing rules, except for those primarily procedural rights inherent and minimally necessary to an employee's ability to access and use the grievance procedure in the manner defined by state law and by the School Board.

No employee is required to pursue a formal grievance using the procedures established pursuant to this policy, and supervisors and administrators are expected to fulfill their supervisory role(s) with respect to managing employee complaints and concerns, even where an employee is unable to or elects not to pursue a grievance under the formal procedures established by the School Board.

The grievance procedure will provide for grievances to be handled in a timely manner. The procedure will also include an opportunity for a grievant to present their grievance before an impartial hearing officer, as well as an appeals process in which the highest level of appeal is to the School Board.

No employee or District official will, or attempt to, restrain, interfere with, coerce, discriminate against, and/or retaliate against any employee who files or processes a grievance in good faith. The same protections apply to any person who otherwise participates in the presentation, processing, or resolution of a grievance (e.g., a witness), regardless of whether the allegations presented by the grievance are ultimately sustained. Action taken in bad faith, such as engaging in abuse of the process, providing false information, or engaging in libel or slander in connection with a grievance, is not protected. Violations of this paragraph may lead to disciplinary action, up to and including termination.

In the event a grievance proceeds to a hearing before an impartial hearing officer, the Superintendent or designee will identify an impartial hearing officer consistent with minimum requirements set forth by the School Board. The role of the hearing officer will include adherence to the following:

1. A hearing officer must agree to comply with all relevant laws and with all applicable School Board policies and District procedures to the extent it is consistent with the law, including laws and policies covering public records, personnel records, and student records.
2. An impartial hearing officer will neither add to, delete from, nor modify any School Board policies or administrative rules or regulations, although it will be within the purview of a hearing officer to reach a conclusion that a given policy, rule or regulation violates applicable law (upholding the determination of the impartial hearing officer is subject to the agreement of the School Board). The following defines a timely and orderly review process of decisions concerning: a) employee terminations; b) employee discipline; and c) workplace safety.

### Purpose and Applicability:

This procedure provides an employee with the opportunity to address concerns regarding their discipline, termination, or workplace safety matters. Only one subject may be covered in any one grievance. The procedure also outlines how a grievance will be reviewed by an impartial hearing officer, and to appeal to the School Board, where appropriate. The District expects employees and management to exercise reasonable efforts to resolve questions, problems, or misunderstandings prior to utilizing the grievance procedure. A determined effort will be made to settle any grievance at the lowest possible level in the grievance procedure.

If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable. This procedure does not replace or supersede any statutory provision which is applicable to an employee's employment with the District. Any grievance, or part of a grievance, that is subject to the jurisdiction of a different governmental body or Wisconsin statute, or subject to a different dispute resolution process, is excluded from this grievance procedure. This grievance procedure does not create a legally binding contract or a contract of employment.

### Definitions:

**Employee:** For purposes of discipline and termination under this grievance procedure, an employee is defined to include regular full-time, part-time, and limited term employees. All other individuals employed by the district, including casual employees, temporary employees, and short-term substitutes as well as independent contractors, are specifically excluded from the definition of employee and, therefore, this grievance procedure is not available to them. For purposes of workplace safety under this grievance procedure, an employee will be defined to include regular full-time, part-time, limited term, casual, and temporary employees. All other individuals employed by the District are specifically excluded from the definition of employee and, therefore, this grievance procedure is not available to them.

**Discipline:** For purposes of this procedure, "discipline" means an employee action that results in a disciplinary suspension or disciplinary demotion. Discipline for purposes of access to this grievance procedure does not include any written or verbal notices, warnings, reprimands, reminders, documentation of staff member acts, and/or omissions placed in a personnel file, non-disciplinary wage, salary, or benefit adjustments, improvement plans, or suspensions with pay; verbal disciplines will be documented, but are not subject to the grievance procedure. The purpose of written and verbal notices, warnings, reprimands, or reminders is to alert the employee that failure to correct the behavior may result in disciplinary suspension, without pay, disciplinary termination, or disciplinary demotion.

**Termination:** For purposes of this procedure, termination means a separation from employment by the employer for disciplinary or quality of performance reasons. Termination does not include layoff, reduction in workday, furlough, reduction in workforce, job transfer or reassignment, or the end or completion of temporary employment, which are not subject to the grievance procedure. Unless required by law, where separation from employment results from the District's use of specific statutory procedures for the nonrenewal of a fixed-term employment contract, such separation via nonrenewal is not grievable as a termination.

**Workplace Safety:** For purposes of this procedure, workplace safety includes any conditions, or anticipated conditions, of employment related to the physical health and safety of the employee filing the grievance, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. Workplace Safety does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, assignments, and work schedules.

### General Provisions:

- A. **Role and Appointment of "Impartial Hearing Officer":** For purposes of this procedure, the role of the "Impartial Hearing Officer" will be to define the issues, identifying areas of agreement between the parties and identifying the issues in dispute, and to hear the parties' respective arguments. The impartial hearing officer will be appointed by the Superintendent based upon the nature of the matter in dispute.
- B. **Time Limits:** Failure to submit or process a grievance by the employee within the time limits specified below, or agreed upon extensions, will constitute waiver of the grievance. Failure of a District representative to meet the time limits specified below will cause the grievance to move automatically to the next step in the procedure within seven (7) days of such failure. A grievance or decision or appeal is considered timely if received by the employer during normal business hours or if postmarked, or emailed, by 12:00 midnight on the due date. The time limits contained in this procedure are to be strictly observed and may only be extended upon the express written consent of the parties.
- C. **Days:** The term "days" as used in this provision means calendar days, excluding holidays. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday, or holiday, the time limit is the next day that is not a Saturday, Sunday, or holiday.
- D. **Scheduling:** Grievance meetings and hearings will typically be held during the employee's off-duty hours. Time spent in grievance meetings and hearings will not be considered as compensable work time.
- E. **Representation:** The employee will have the right to representation during the grievance procedure at the employee's expense.

### Procedure for Grievances Concerning Employee Terminations and Employee Discipline:

The employer and employee may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

**Step 1:** An earnest effort will be made to settle the matter informally between the aggrieved employee and the employee's immediate supervisor. If the grievance is not resolved informally, then it will be reduced to writing by the employee who will submit it to the employee's immediate supervisor within fourteen (14) days after the facts upon which the grievance is

based first became known, or should have become known, to the employee. The written grievance will provide a detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and indicate the specific relief being sought. The supervisor will reply in writing to the employee within fourteen (14) days after receipt of the written grievance.

Step 2: If the grievance is not settled in Step 1, and the employee wishes to appeal the decision of the supervisor, the employee will submit in writing a request for administrative reconsideration to the Superintendent or designee within fourteen (14) days of the date the employee received the initial administrative denial of the grievance, or, if no initial response was provided, within fourteen (14) days of the deadline for providing written grievance. The written grievance must include the name and job title of the grievant and a detailed statement of the grievance, including the issue involved, the relief sought, the time and date the alleged incident or violation took place, the signature of the grievant, and the date the grievance was filed.

The Superintendent or designee will provide a final administrative response to the grievant in writing within twenty (20) days of the District's receipt of the request for reconsideration. If the grievance has not been resolved and either (1) has been denied in the form of a final administrative response from the Superintendent or designee; or (2) no final administrative response has been provided by the Superintendent or designee by the applicable deadline for such a response, the grievant may continue to pursue the grievance by filing a request for a hearing as provided under Step 3, below.

Step 3: If the grievance is not settled in Step 2, and the employee wishes to appeal the decision of the Superintendent or designee, the employee will submit the written grievance to the Superintendent or designee within seven (7) days after receipt of the Superintendent's written answer to request a hearing before an impartial hearing officer. The impartial hearing officer will be appointed by the Superintendent or designee. If timely requested, the hearing will normally be scheduled within thirty (30) days of receipt of the request for hearing. The impartial hearing officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The impartial hearing officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. At the conclusion of the hearing, the impartial hearing officer will render a written decision indicating the reasons for one of four possible decisions:

1. Sustaining the discipline/termination.
2. Modifying the discipline/termination.
3. Denying the discipline/termination.
4. Recommending additional investigation prior to final determination.

The impartial hearing officer will issue the written decision to the employee and employer within thirty (30) calendar days from the date of the hearing or submission of post-hearing briefs. In cases where the impartial hearing officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing will be scheduled. The impartial hearing officer may apply relaxed standards for the admission of evidence and may request oral or written arguments and replies. Step 4: The employer or employee may appeal the decision of the impartial hearing officer to the School Board in writing within seven (7) days of receipt of the written decision of the impartial hearing officer. The decision of the governing body will be final and binding upon the parties.

Level of Review: The role of the School Board, in reviewing the decision of the impartial hearing officer, is to solely address the following questions:

1. Did the impartial hearing officer follow a fair and impartial process?
2. Is there evidence of corruption, fraud, or misconduct by the impartial hearing officer?
3. Did the impartial hearing officer make an error of law which makes the award invalid?
4. Did the impartial hearing officer make an error of fact which makes the award invalid?

After answering the above questions, the School Board will decide to uphold, modify, or reverse the decision of the impartial hearing officer. The School Board will issue its written decision within sixty (60) days from receipt of the appeal.

#### Procedure for Grievances Concerning Employee Workplace Safety:

The employer and employee may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

Step 1: Employees who personally identifies, or is given information about, a workplace safety issue or incident must notify their immediate supervisor of the issue or incident as soon as reasonably practicable. All workplace safety issues and incidents, no matter how insignificant the situation may appear to be, must be reported by an employee to their immediate supervisor within 24 hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

A written report of the incident or issue, by the person experiencing or anticipating physical health or safety concerns, outlining the events that transpired and proposed resolution, if any, will be submitted to the building principal or direct supervisor for review and consideration within seven (7) days of the incident or issue.

Step 2: After receipt of the written report, the building principal, direct supervisor, or designee will conduct additional investigation, as required, and issue a final report on its findings and conclusions within thirty (30) days of receipt of the written report. Copies of the report will be given to the persons who signed the written incident report as well as to the Superintendent or designee.

Step 3: The employee may appeal the findings and conclusions of the building principal or direct supervisor by submitting a request for administrative reconsideration by the Superintendent or designee within fourteen (14) days of the date the employee received the initial administrative denial of the grievance, or, if no initial response was provided, within fourteen (14) days of the deadline for providing written grievance.

The Superintendent or designee will provide a final administrative response to the grievant in writing within twenty (20) days of the District's receipt of the request for reconsideration. If the grievance has not been resolved and either (1) has been denied in the form of a final administrative response from the Superintendent or designee; or (2) no final administrative response has been provided by the Superintendent or designee by the applicable deadline for such a response, the grievant may continue to pursue the grievance by filing a request for a hearing as provided under Step 4, below.

Step 4: The employee may appeal the findings and conclusions of the Superintendent or designee and request the appointment of an impartial hearing officer within seven (7) days after receipt of the Superintendent's report. The impartial hearing officer will be appointed by the Superintendent or designee.

If timely requested, the hearing will normally be scheduled within thirty (30) days of receipt of the request for hearing. The impartial hearing officer may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. The impartial hearing officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. At the conclusion of the hearing, the impartial hearing officer will render a written decision indicating one of three outcomes:

1. Sustain the conclusions of the building principal or direct supervisor.
2. Deny the conclusions of the building principal or direct supervisor and ordering additional or alternative remedial measures.
3. Recommend additional investigation prior to final determination. The impartial hearing officer will issue the written decision to the employee and employer within thirty (30) calendar days from the date of the hearing or submission of post-hearing briefs. In cases where the impartial hearing officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing will be scheduled. The impartial hearing officer may apply relaxed standards for the admission of evidence and may request oral or written arguments and replies.

Step 5: The employer or employee may appeal the decision of the impartial hearing officer to the School Board in writing within seven (7) days of receipt of the written decision of the impartial hearing officer. The decision of the School Board will be final and binding upon the parties.

Level of Review: The role of the School Board, in reviewing the decision of the impartial hearing officer, is to solely address the following questions:

1. Did the impartial hearing officer follow a fair and impartial process?
2. Is there evidence of corruption, fraud, or misconduct by the impartial hearing officer?
3. Did the impartial hearing officer make an error of law which makes the award invalid?
4. Did the impartial hearing officer make an error of fact which makes the award invalid?

After answering the above questions, the School Board will decide to uphold, modify, or reverse the decision of the impartial hearing officer. The School Board will issue its written decision within sixty (60) days from receipt of the appeal.

#### Impartial Hearing Officer Selection Procedures:

In the event an employee grievance related to employee discipline, termination or workplace safety proceeds to a hearing before an impartial hearing officer, the Superintendent or designee will identify an impartial hearing officer consistent with the following minimum requirements:

- The hearing officer will be (1) an attorney who is licensed to practice in the State of Wisconsin; or (2) a current or former school administrator who remains licensed by the Department of Public Instruction as either a superintendent or principal, provided the person demonstrates to the satisfaction of the Superintendent sufficient familiarity with the procedures for conducting a fair and impartial hearing; or (3) such another individual deemed qualified by the School Board provided that the School Board, upon recommendation by the Superintendent, affirmatively approves the individual's alternative qualifications prior to the person serving as a hearing officer.
- If the hearing officer is an attorney, that individual may be an attorney who (or whose firm) represents the District in another capacity only if (1) there is no evidence of bias toward either party; and (2) the attorney, or another attorney from the same firm, is not representing the District in any capacity in connection with the grievance in question.
- The hearing officer will not be an employee of the District.
- Hearing officers may be identified based on their suitability to hear grievances over particular issues (due to their background and experience). (e.g., an individual may be deemed well-qualified to hear a grievance over a "workplace safety" issue, or perhaps well-suited for grievances other than a grievance over a "workplace safety" issue).
- The hearing officer assigned to any pending grievance must be available to hear the case and render a decision in a timely manner. To the extent that the District has compiled a list of two or more potential impartial hearing officers who the District deems qualified to serve as a hearing officer with respect to any pending grievance, the Superintendent or designee may use a rotational system, random drawing, or similar system to identify the hearing officer who will be contacted first and asked about their availability. However, the failure to use such a system will not be deemed an error unless the individual selected as the hearing officer fails to satisfy the statutory requirement of impartiality.

Adapted from Retired Policy 527, 527-Rule (1), and 527 Rule (2)

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Section	4000 Support Staff Templates
Title	EMPLOYEE ANTI-HARASSMENT
Code	po4362
Status	
Legal	111.31, 118.195, 118.20, Wis. Stats. 29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967 29 U.S.C. 794, Rehabilitation Act of 1973 42 U.S.C. 1983 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964 42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended 29 C.F.R. Part 1635 National School Boards Association Inquiry and Analysis - May 2008

#### 4362 - **EMPLOYEE ANTI-HARASSMENT**

##### **Prohibited Harassment**

The School Board is committed to a work environment that is free of harassment of any form. The District will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The School Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including sexual orientation or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters (collectively, Protected Classes), or any other characteristic protected by law in its employment practices (hereinafter referred to as harassment), and encourages those within the District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The School Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur between employee-and-employee or employee-and-student.

The School Board ensures procedures will be in place to investigate all allegations of harassment and, in those cases where harassment is substantiated, take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects.

Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

## Notice

Notice of the School Board's policy on anti-harassment related to employment practices and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

## Definitions

Words used in this policy will have those meanings defined herein; words not defined herein will be construed according to their plain and ordinary meanings.

**Compliance Officer:** an employee designated by the School Board to be responsible for coordinating the District's efforts to comply with state and federal nondiscrimination laws and for receiving formal complaints of employee discrimination.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

**Respondent** is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**District community** means students and District employees (i.e., administrators, professional and support staff), as well as School Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the School Board.

**Third Parties** include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the District, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

## Bullying

Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact the employee's physical or emotional well-being. Bullying need not be based on any Protected Class. Staff members should report complaints of bullying behavior to their supervisor. If their supervisor is the subject of the behavior, the complaint should be reported to the Superintendent. If the Superintendent is the subject of the behavior, the complaint should be reported to the School Board President. These complaints will be investigated in alignment to Policy 3362.01/4362.01 Threatening Behavior Towards Staff Members. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the employee's protected class and will be investigated in alignment with procedures in this policy.

## Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against an employee based on one or more of the employee's Protected Class that:

- A. places an employee in reasonable fear of harm to their person or damage to their property;
- B. has the effect of substantially interfering with an employee's work performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Harassment also includes "hate speech" directed against an employee—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice.

### **Sexual Harassment**

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex.

Examples include, but are not limited to:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;
- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment;
- E. consensual sexual relationships where such a relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct will be addressed solely by Policy 2266- Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work environment that reasonably may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- H. speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- I. giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- J. leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;

- K. consensual sexual relationships where such a relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;
- L. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life; and
- M. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of School Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches, or other school authorities) and a student are expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

### **Boundary Invasions**

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However, other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to, the following:

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e., having a special friend or a special relationship);
- G. initiating or extending contact with students beyond the school day for personal purposes;
- H. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. invading a student's privacy (e.g., walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e., another staff member or parent of the student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly touchy with students;
- P. favoring certain students by inviting them to come to the classroom at non-class times;
- Q. getting a student out of class to visit with the staff member;

- R. providing advice to or counseling a student regarding a personal problem (i.e., problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- S. talking to a student about problems that would normally be discussed with adults (i.e., marital issues);
- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student secrets and having secrets with a student;
- V. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal, or the Superintendent.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Age Harassment**

Prohibited age-based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

### **Race/Color Harassment**

Prohibited race/color-based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disability or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Anti-Harassment Compliance Officers**

The following individual(s) will serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)" or CO or COs):

Mark Inouye  
 Director of Student Services/Title IX Coordinator - Students  
 715-425-1800  
 852 E. Division Street

River Falls, WI 54022  
mark.inouye@rfsd.k12.wi.us

Nate Schurman  
Director of Human Resources and Leadership Development/Title IX Coordinator - Staff  
715-425-1800  
852 E. Division Street  
River Falls, WI 54022  
nate.schurman@rfsd.k12.wi.us

The names, titles, and contact information of these individuals will be published annually:

- A. on the District's website.
- B. in the Employee Handbook.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

### **Reports and Complaints of Harassing Conduct**

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about unwelcome conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers will accept reports of harassment directly from any member of the District community, or a Third Party, or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any employee who directly observes harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any employee who observes an act of harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the District's intent to investigate the alleged wrongdoing.

Members of the District community, along with Third Parties, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other District official so that the District may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report will file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the District community and Third Parties who believe they have been harassed by another member of the District community or a Third Party are entitled to utilize the School Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.

Reporting procedures are as follows:

- A. Employees who believe they have been the victim of harassment prohibited under this policy are encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy will immediately report the alleged harassment to the appropriate school official as defined in D below.

C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy will be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.

D. Appropriate District officials are as follows:

1. Any complaint under this policy will be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints will be reported to the Superintendent, who will coordinate with the other appointed/designated CO or, if appropriate, appoint/designate another individual to serve as CO for the complaint regarding a CO.
2. Any complaint under this policy regarding the Superintendent or a School Board Member that is received by the District Compliance Officer will be referred to the School Board's legal counsel, who will assume the role of the District Compliance Officer for such complaints.

E. The reporting party or Complainant will be encouraged to use a [report form](#) (**LINKED FORM WILL NEED TO BE UPDATED**) available from the Principal of each building or available from the District office, but oral reports will be considered complaints as well. **Use of formal reporting forms will not be mandated.** However, all oral complaints will be reduced to writing. Further, nothing in this policy will prevent any person from reporting harassment directly to the Superintendent or other supervisory employee.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who will investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal will suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer will keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to harassment or has witnessed harassment of another may seek resolution of the complaint through the procedures described below. The complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights (OCR), the Wisconsin Equal Rights Division, and/or the Equal Employment Opportunity Commission (EEOC). The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov); Web: <http://www.ed.gov/ocr>.

### **Complaint Procedure**

A Complainant who alleges harassment based on a protected class or retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) directly to one of the COs; or 3) to the Superintendent or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a School Board member will be referred to the School Board's legal counsel, who will assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint will be reported to the Superintendent, who will consult with the other appointed/designated CO, if any, and if necessary, appoint/designate another individual to serve in the role of CO for a complaint regarding a CO.

Due to the sensitivity surrounding complaints of harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) days.

Throughout the course of the process as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All written complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of their understanding of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO will ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent. No temporary arrangements will be disciplinary to either the Complainant or Respondent.

Within two (2) days of receiving a complaint, the CO will inform the Respondent that a complaint has been received.

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO will inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. Respondent will be afforded the opportunity to submit a written response to the complaint. The CO will inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Investigations will be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO will keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation including, but not limited to, evaluations and prior disciplinary actions, or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO or designee will prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the Respondent engaged in harassment of or retaliation toward the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the School Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may in consultation with the Superintendent, or School Board President if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO, the Superintendent must either issue a written decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in harassment of or retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

The decision of the Superintendent will be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to School Board Policy 3340. Nothing in this policy will be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

The School Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the District community or a Third Party alleging the harassment pursues the complaint. The School Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the School Board.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint will not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

All timelines pertinent to the investigation process are intended to be guidelines to assure that the investigation proceeds with all deliberate efficiency. Failure of the CO to meet any specific timeline does not invalidate the investigation or provide a defense to the allegations.

### **Privacy/Confidentiality**

The District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so, will instruct all members of the District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Directives During Investigation**

The CO may recommend to the Superintendent placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the Superintendent is the Respondent, the CO will make such a recommendation to the School Board. Administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO will determine whether any witnesses in the course of an investigation should be provided a *Garrity* warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

### **Remedial Action and Monitoring**

If warranted, appropriate remedial action will be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

The School Board may appoint an individual, who may be an employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

### **Sanctions and Disciplinary Action**

The School Board will vigorously enforce its prohibitions against harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent will consider the totality of the circumstances. In those cases where harassment is not substantiated, the School Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other School Board policies.

Where the School Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the School Board and/or Superintendent will be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the School Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Allegations Constituting Criminal Conduct**

If the CO has reason to believe that the Complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the Superintendent will be advised that local law enforcement was notified.

If the Complainant has been the victim of criminal conduct and the accused is the Superintendent, such knowledge should be reported by the CO to local law enforcement. After such report has been made, the School Board President will be advised that local law enforcement was notified.

Any reports made to local law enforcement will not terminate the COs obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, the harassment investigation will not be stopped due to the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Reprisal**

Submission of a good faith complaint or report of harassment will not affect the Complainant's or reporter's work status or work environment. However, the School Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The School Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Miscellaneous**

The District will conspicuously post a notice including this policy against harassment in each school in a place accessible to the District community and members of the public. This notice will also include the name, mailing address, and telephone number of the COs, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in educational employment, and the mailing address and telephone number of the United States Equal Employment Opportunity Commission.

A link to this policy will appear in the Employee Handbook and a copy will be made available upon request of employees and other interested parties.

### **Education and Training**

In support of this policy, the School Board promotes preventative educational measures to create greater awareness of harassment. The Superintendent will provide appropriate information to all members of the District community related to the implementation of this policy and will provide training for District staff at such times as the School Board in consultation with the Superintendent determines is necessary or appropriate.

The School Board will respect the privacy of the Complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

### **Retention of Investigatory Records and Materials**

The CO(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy will retain all documents, electronically stored information (ESI), and electronic media (as defined in Policy 8315 - Information Management) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the School Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to employees and a narrative of verbal disciplinary sanctions issued to employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to Complainant and/or the Respondent, including no contact orders to both parties, the dates issued, and the dates the parties acknowledged receipt; and

- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the School Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the School Board's expectations to staff with respect to the subject of this policy (e.g., Employee Handbook);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) retained may include public records and records exempt from disclosure under Federal and/or State law.

The documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation will be retained in accordance with Policy 8310 - Public Records, Policy 8315- Information Management, and Policy 8320 - Personnel Records for not less than three (3) years, but longer if required by the District's records retention schedule.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	THREATENING BEHAVIOR TOWARD STAFF MEMBERS
Code	po4362.01
Status	
Legal	Chapter 947, Wis. Stats.

#### 4362.01 - **THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

The School Board believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate, or are intended to intimidate a staff member or are reasonably likely to cause concern for his/her physical and/or psychological well-being is strictly forbidden. Such actions by any student, parent, visitor, staff member, School Board member, contractor, or agent of the School Board are prohibited, and the School Board authorizes appropriate corrective and remedial action, including disciplinary action where appropriate, referral to law enforcement, or pursuit of other remedies, including injunctive relief if appropriate. This policy should be read consistently with, and in conjunction with, school safety and the mandatory reporting of threats of violence in Policy 8462.01 - Threats of Violence.

Staff members should report complaints of threatening behavior to their supervisor. If their supervisor is the subject of the threatening behavior, the complaint should be reported to the Superintendent. If the Superintendent is the subject of the threatening behavior, the complaint should be reported to the School Board President.

The supervisor or Superintendent will implement procedures for the investigation and resolution of threatening behavior complaints.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	COMPENSATION FOR PART-TIME STAFF
Code	po4410.01
Status	

4410.01 - **COMPENSATION FOR PART-TIME STAFF**

The School Board requires that part-time support staff be compensated in an amount appropriate to the position's duties and responsibilities and the portion of time worked, whether it be a fraction of a day or a fraction of a year. The Superintendent will ensure that such arrangements are consistent with any applicable terms of the Employee Handbook.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	BENEFITS
Code	po4425
Status	
Legal	Consolidated Omnibus Budget Reconciliation Act of 1985 Pub. L. 99-272

**4425 - BENEFITS**

It is the School Board’s policy to provide a competitive and comprehensive package of employee benefits to its employees to effectively attract and retain high-quality employees.

The specific design and development of employee benefit plans, including health insurance, dental and vision insurance, short-term and long-term disability insurance, and life insurance benefits, will be determined by the Superintendent with approval by the School Board. These programs will be reviewed no less than annually, and where necessary or appropriate, the Superintendent will solicit bids from potential vendors to provide employee benefits or analyze alternative options, such as self-funding insurance plans. The Superintendent will present to the School Board for its approval any proposed changes or contract extensions for such benefits.

A schedule of current benefits will be available in the Human Resources Department.

Covered employees will be provided continuation rights to the extent required under applicable provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

The School Board retains final authority to establish, modify, rescind, add, or in any way affect employee benefits.

The School Board will determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employee and employer share of applicable premiums through School Board action.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po4430.01
Status	
Legal	29 U.S.C. 2601 et seq. 29 C.F.R. Part 825 103.10, Wis. Stats. Wis. Admin. Department of Workforce Development (DWD) 225 National Defense Authorization Act of 2010

**4430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")**

**Introduction**

In accordance with Federal and State law, the School Board will provide family and medical leave to support staff. The School Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the School Board's other policies will run concurrently (at the same time).

**Eligibility Requirements**

To be eligible for leave under the FMLA, a staff member must have been employed by the School Board for at least twelve (12) months and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave.

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

**Qualifying Reasons for Leave**

The School Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child;

B. for placement with the eligible staff member of a child for adoption or foster care;

C. to care for an eligible staff member's spouse, child, or parent with a "serious health condition";

The term "child" generally includes a legal ward or a biological, adopted, foster, or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be either under eighteen (18) years of age or unable to care for themselves due to a physical or mental disability or, for leave under State law only, unable to care for themselves due to a serious health condition.

"Parent" includes a staff member's spouse's parent or guardian only if the staff member is requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expenses.

D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of the staff member's position;

E. because of a qualifying exigency resulting from active military service of the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves;

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, which renders the service member medically unfit to perform the member's office, grade, rank, or rating.

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation, or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation, or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for the staff member's own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent will determine whether an employee's request for leave qualifies under one (1) of the above categories.

### **Amount of Leave Available**

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, the staff member is entitled to a total of twelve (12) work weeks of leave in a rolling twelve (12) month period measured backward from the date of usage for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, the staff member is entitled to ten (10) work weeks of leave in a calendar year as follows:

- A. a total of six (6) weeks of leave for the birth of the staff member's child, and/or the foster placement of a child with the staff member as a precondition to adoption;
- B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C. a total of two (2) weeks of leave due to the staff member's serious health condition.

School Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service are counted in determining an employee's eligibility for FMLA leave.

### **Definitions of Serious Health Conditions**

In conjunction with the certification provided by a healthcare provider, the School Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

#### **A. Hospital Care**

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

#### **B. Absence Plus Treatment**

A period of incapacity of more than three (3) consecutive calendar days\* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

- 1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
- 2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

\*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

#### **C. Pregnancy**

Any period of incapacity due to pregnancy, or for prenatal care.

#### **D. Chronic Conditions Requiring Treatment**

A chronic condition which:

- 1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;

2. continues over an extended period of time (including recurring episodes of a single underlying condition); and
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

#### **E. Permanent/Long-Term Conditions Requiring Supervision**

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The staff member or their family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

#### **F. Multiple Treatments (Non-Chronic Conditions)**

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

#### **Required Staff Member Notice**

The staff member must provide the Superintendent with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under the WFMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

If requested, notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the Superintendent (forms available from the U.S. Department of Labor).

When planning medical treatment, the staff member should consult with their supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with their supervisor in order to work out a treatment schedule which best suits the staff member's needs, as well as the District's.

If a staff member must take more leave than originally anticipated, they must notify the Superintendent within two (2) business days of learning of the circumstances necessitating the extension.

#### **Certification By Healthcare Provider**

If a staff member requests leave due to their own serious health condition or the serious health condition of their spouse, child, or parent, if requested, the leave request must be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 will be allowed. The School Board reserves the right to certify all information permitted by law.

If requested, the staff member must provide the fully completed certification to the Superintendent within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it should be returned to the Superintendent as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent doubts the validity of a certification, the Superintendent may require, at the School Board's expense, that the staff member obtain a second opinion from a School Board-designated provider, not regularly employed by the School Board. If the opinions of the staff member's and the School Board's healthcare providers differ, a third, final, and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent may request re-certifications on a periodic basis as permitted by law.

### **Designation of Leave**

In all circumstances, it is the responsibility of the Superintendent to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and their rights and responsibilities under this policy.

The Superintendent will give the staff member the Notice on each occasion that the staff member notifies their supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the Superintendent will provide to the employee a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the Superintendent sufficient to enable the Superintendent to determine that the leave is being taken for an FMLA-qualifying reason.

The Superintendent will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

### **Manner In Which Leave Can Be Taken**

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with their supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the Superintendent may offer a staff member a temporary transfer to another position for which the staff member is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

### **Coordinating Leaves - Substitution**

Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member must use the following leaves provided by the School Board, if available:

- A. vacation or personal leave, if available, for any family or medical leave;
- B. accrued paid family leave (i.e., paid leave covering the particular circumstances for which the staff member is seeking leave), if available, for birth, adoption, or to care for a seriously ill family member; and
- C. accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the staff member's own serious health condition.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the School Board would not normally provide such paid leave.

For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which the staff member has earned and accrued, for leave taken under this policy, if available. The School Board reserves the right to deny substitution as permitted by law.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

### **Continuation of Benefits**

A staff member will remain eligible for group health insurance benefits under the School Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the School Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying their portion of health insurance premiums regardless of whether the staff member's family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the Superintendent for making premium payments for group health insurance during leaves.

To the extent permitted by law, the School Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the School Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

### **Accrual of Benefits**

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

### **Employment Restoration**

A staff member will generally be reinstated to the same position they held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if the staff member had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, the staff member is not entitled to be reinstated.

A staff member who exceeds the FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member **may** be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify their supervisor immediately. Upon such notice, the Superintendent will promptly reinstate the staff member to active employment, provided the staff member has the present skill and ability to perform the essential functions of their job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of their ability to return to work.

### **Fitness For Duty Certification**

If leave is due to the staff member's serious health condition, the staff member must present certification to return to work to their supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job-related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, the staff member may be disciplined, up to and including termination.

With the staff member's permission, the School Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

### **Confidentiality**

All medical information relating to leave, whether written or verbal, will be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

### **No Discrimination**

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions, or under attendance policies.

### **Miscellaneous**

The Superintendent may designate another administrator to perform their duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent will see that the policy is posted properly.

The Superintendent will provide a copy of the policy upon the request of a staff member.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	JOB-RELATED EXPENSES
Code	po4440
Status	
Legal	2 C.F.R. 200.464 2 C.F.R. 200.474 2 C.F.R. 200.475

**4440 - JOB-RELATED EXPENSES**

The School Board will provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member of the District reasonably and necessarily incurred in the course of performing services for the District, whether within or outside the District, under the direction of the School Board.

The validity of payments for job-related expenses will be determined by the Superintendent through travel pre-approval procedures outlined in the Employee Handbook.

Payment and reimbursement rates for per diem meals, lodging, and mileage will be approved by the School Board annually through the approval of the Employee Handbook. The School Board will establish mileage rates in accordance with the Federal Internal Revenue Service prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include, but are not limited to, alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would 1) require circuitous routing; 2) require travel during unreasonable hours; 3) excessively prolong travel; 4) result in additional costs that would offset the transportation savings; or 5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic, least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates 1) the participation in the event by the individual traveling is necessary to the Federal award; and 2) the costs are reasonable and consistent with the District's travel policy. Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.

The School Board will pay the expenses of support staff members when they attend meetings approved in accordance with the policy of this School Board and guidelines outlined in the Employee Handbook.

Whenever a staff member is unable to provide appropriate expense documentation, they may be reimbursed in an amount not to exceed \$50 upon written approval of the expenses by the Superintendent.

All travel will comply with the travel procedures and rates established in the Employee Handbook. All costs incurred with Federal funds must meet the cost allowability standards within School Board Policy 6110 - Grant Funds.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11 ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services or the President (or designee), must apply to travel under Federal awards.

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Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	UNAUTHORIZED WORK STOPPAGE
Code	po4531
Status	
Legal	111.70(4)(L), Wis. Stats.

**4531 - UNAUTHORIZED WORK STOPPAGE**

The School Board is obligated and committed to providing certain basic services to students participating in District programs.

Recognizing the fact that a District, for various reasons, could experience an unauthorized work stoppage, the School Board remains committed to providing educational and related services.

Support staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	EMPLOYEE ANTI-HARASSMENT
Code	po3362 - DB 1/19/26
Status	
Legal	111.31, 118.195, 118.20, Wis. Stats. 29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967 29 U.S.C. 794, Rehabilitation Act of 1973 42 U.S.C. 1983 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964 42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act 42 U.S.C. 6101, The Age Discrimination Act of 1975 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended 29 C.F.R. Part 1635 National School Boards Association Inquiry and Analysis - May 2008

### 3362 - **EMPLOYEE ANTI-HARASSMENT**

#### **Prohibited Harassment**

The School Board is committed to a work environment that is free of harassment of any form. The District will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The School Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including sexual orientation or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters (collectively, Protected Classes), or any other characteristic protected by law in its employment practices (hereinafter referred to as harassment), and encourages those within the District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The School Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur between employee-and-employee or employee-and-student.

The School Board ensures procedures will be in place to investigate all allegations of harassment and, in those cases where harassment is substantiated, take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects.

Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

## Notice

Notice of the School Board's policy on anti-harassment related to employment practices and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

## Definitions

Words used in this policy will have those meanings defined herein; words not defined herein will be construed according to their plain and ordinary meanings.

**Compliance Officer:** an employee designated by the School Board to be responsible for coordinating the District's efforts to comply with state and federal nondiscrimination laws and for receiving formal complaints of employee discrimination.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

**Respondent** is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**District community** means students and District employees (i.e., administrators, professional and support staff), as well as School Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the School Board.

**Third Parties** include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the District, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

## Bullying

Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact the employee's physical or emotional well-being. Bullying need not be based on any Protected Class. Staff members should report complaints of bullying behavior to their supervisor. If their supervisor is the subject of the behavior, the complaint should be reported to the Superintendent. If the Superintendent is the subject of the behavior, the complaint should be reported to the School Board President. These complaints will be investigated in alignment to Policy 3362.01/4362.01 Threatening Behavior Towards Staff Members. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the employee's protected class and will be investigated in alignment with procedures in this policy.

## Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against an employee based on one or more of the employee's Protected Class that:

- A. places an employee in reasonable fear of harm to their person or damage to their property;
- B. has the effect of substantially interfering with an employee's work performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Harassment also includes "hate speech" directed against an employee—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice.

## Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex.

Examples include, but are not limited to:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;
- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment;
- E. consensual sexual relationships where such a relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct will be addressed solely by Policy 2266- Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work environment that reasonably may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- H. speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- I. giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- J. leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;
- K. consensual sexual relationships where such a relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;

- L. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life; and
- M. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of School Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches, or other school authorities) and a student are expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

### **Boundary Invasions**

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However, other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to, the following:

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e., having a special friend or a special relationship);
- G. initiating or extending contact with students beyond the school day for personal purposes;
- H. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. invading a student's privacy (e.g., walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e., another staff member or parent of the student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly touchy with students;
- P. favoring certain students by inviting them to come to the classroom at non-class times;
- Q. getting a student out of class to visit with the staff member;
- R. providing advice to or counseling a student regarding a personal problem (i.e., problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- S. talking to a student about problems that would normally be discussed with adults (i.e., marital issues);

T. being alone with a student behind closed doors without a legitimate educational purpose;

U. telling a student secrets and having secrets with a student;

V. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal, or the Superintendent.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, surnames, and/or involves religious slurs.

### **National Origin/Ancstry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Age Harassment**

Prohibited age-based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

### **Race/Color Harassment**

Prohibited race/color-based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disability or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Anti-Harassment Compliance Officers**

The following individual(s) will serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)" or CO or COs):

Mark Inouye  
Director of Student Services/Title IX Coordinator - Students  
715-425-1800  
852 E. Division Street  
River Falls, WI 54022  
mark.inouye@rfsd.k12.wi.us

Nate Schurman  
Director of Human Resources and Leadership Development/Title IX Coordinator - Staff

715-425-1800  
852 E. Division Street  
River Falls, WI 54022  
nate.schurman@rfsd.k12.wi.us

The names, titles, and contact information of these individuals will be published annually:

- A. on the District's website.
- B. in the Employee Handbook.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

### **Reports and Complaints of Harassing Conduct**

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about unwelcome conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers will accept reports of harassment directly from any member of the District community, or a Third Party, or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any employee who directly observes harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any employee who observes an act of harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the District's intent to investigate the alleged wrongdoing.

Members of the District community, along with Third Parties, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other District official so that the District may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report will file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the District community and Third Parties who believe they have been harassed by another member of the District community or a Third Party are entitled to utilize the School Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.

Reporting procedures are as follows:

- A. Employees who believes they have been the victim of harassment prohibited under this policy are encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy will immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy will be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.

D. Appropriate District officials are as follows:

1. Any complaint under this policy will be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints will be reported to the Superintendent, who will coordinate with the other appointed/designated CO or, if appropriate, appoint/designate another individual to serve as CO for the complaint regarding a CO.
2. Any complaint under this policy regarding the Superintendent or a School Board Member that is received by the District Compliance Officer will be referred to the School Board's legal counsel, who will assume the role of the District Compliance Officer for such complaints.

E. The reporting party or Complainant will be encouraged to use a [report form](#) (**LINKED FORM WILL NEED TO BE UPDATED**) available from the Principal of each building or available from the District office, but oral reports will be considered complaints as well. **Use of formal reporting forms will not be mandated.** However, all oral complaints will be reduced to writing. Further, nothing in this policy will prevent any person from reporting harassment directly to the Superintendent or other supervisory employee.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who will investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal will suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer will keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to harassment or has witnessed harassment of another may seek resolution of the complaint through the procedures described below. The complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights (OCR), the Wisconsin Equal Rights Division, and/or the Equal Employment Opportunity Commission (EEOC). The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

### **Complaint Procedure**

A Complainant who alleges harassment based on a protected class or retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) directly to one of the COs; or 3) to the Superintendent or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a School Board member will be referred to the School Board's legal counsel, who will assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint will be reported to the Superintendent, who will consult with the other appointed/designated CO, if any, and if necessary appoint/designate another individual to serve in the role of CO for a complaint regarding a CO.

Due to the sensitivity surrounding complaints of harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) days.

Throughout the course of the process as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All written complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of their understanding of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO will ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent. No temporary arrangements will be disciplinary to either the Complainant or Respondent.

Within two (2) days of receiving a complaint, the CO will inform the Respondent that a complaint has been received.

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO will inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. Respondent will be afforded the opportunity to submit a written response to the complaint. The CO will inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Investigations will be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO will keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation including, but not limited to, evaluations and prior disciplinary actions, or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO or designee will prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the Respondent engaged in harassment of or retaliation toward the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the School Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may in consultation with the Superintendent, or School Board President if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO, the Superintendent must either issue a written decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in harassment of or retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

The decision of the Superintendent will be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to School Board Policy 3340. Nothing in this policy will be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

The School Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the District community or a Third Party alleging the harassment pursues the complaint. The School Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the School Board.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint will not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

All timelines pertinent to the investigation process are intended to be guidelines to assure that the investigation proceeds with all deliberate efficiency. Failure of the CO to meet any specific timeline does not invalidate the investigation or provide a defense to the allegations.

### **Privacy/Confidentiality**

The District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so, will instruct all members of the District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Directives During Investigation**

The CO may recommend to the Superintendent placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the Superintendent is the Respondent, the CO will make such a recommendation to the School Board. Administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO will determine whether any witnesses in the course of an investigation should be provided a *Garrity* warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

### **Remedial Action and Monitoring**

If warranted, appropriate remedial action will be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

The School Board may appoint an individual, who may be an employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

### **Sanctions and Disciplinary Action**

The School Board will vigorously enforce its prohibitions against harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent will consider the totality of the circumstances. In those cases where harassment is not substantiated, the School Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other School Board policies.

Where the School Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the School Board and/or Superintendent will be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the School Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Allegations Constituting Criminal Conduct**

If the CO has reason to believe that the Complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the Superintendent will be advised that local law enforcement was notified.

If the Complainant has been the victim of criminal conduct and the accused is the Superintendent, such knowledge should be reported by the CO to local law enforcement. After such report has been made, the School Board President will be advised that local law enforcement was notified.

Any reports made to local law enforcement will not terminate the COs obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, the harassment investigation will not be stopped due to the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Reprisal**

Submission of a good faith complaint or report of harassment will not affect the Complainant's or reporter's work status or work environment. However, the School Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The School Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Miscellaneous**

The District will conspicuously post a notice including this policy against harassment in each school in a place accessible to the District community and members of the public. This notice will also include the name, mailing address, and telephone number of the COs, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in educational employment, and the mailing address and telephone number of the United States Equal Employment Opportunity Commission.

A link to this policy will appear in the Employee Handbook and a copy will be made available upon request of employees and other interested parties.

### **Education and Training**

In support of this policy, the School Board promotes preventative educational measures to create greater awareness of harassment. The Superintendent will provide appropriate information to all members of the District community related to the implementation of this policy and will provide training for District staff at such times as the School Board in consultation with the Superintendent determines is necessary or appropriate.

The School Board will respect the privacy of the Complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

### **Retention of Investigatory Records and Materials**

The CO(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy will retain all documents, electronically stored information (ESI), and electronic media (as defined in Policy 8315 - Information Management) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the School Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to employees and a narrative of verbal disciplinary sanctions issued to employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the School Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the School Board's expectations to staff with respect to the subject of this policy (e.g., Employee Handbook);

O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) retained may include public records and records exempt from disclosure under Federal and/or State law.

The documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation will be retained in accordance with Policy 8310 - Public Records, Policy 8315- Information Management, and Policy 8320 - Personnel Records for not less than three (3) years, but longer if required by the District's records retention schedule.

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Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	EMPLOYEE ANTI-HARASSMENT
Code	po1662
Status	
Legal	111.31, 118.195, 118.20, Wis. Stats. 29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967 29 U.S.C. 794, Rehabilitation Act of 1973 42 U.S.C. 1983 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964 42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended 29 C.F.R. Part 1635 National School Boards Association Inquiry and Analysis - May 2008

## 1662 - **EMPLOYEE ANTI-HARASSMENT**

### **Prohibited Harassment**

The School Board is committed to a work environment that is free of harassment of any form. The District will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The School Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including sexual orientation or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters (collectively, Protected Classes), or any other characteristic protected by law in its employment practices (hereinafter referred to as harassment), and encourages those within the District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The School Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur between employee-and-employee or employee and student.

The School Board ensures procedures will be in place to investigate all allegations of harassment and, in those cases where harassment is substantiated, take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects.

Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

## Notice

Notice of the School Board's policy on anti-harassment related to employment practices and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

## Definitions

Words used in this policy will have those meanings defined herein; words not defined herein will be construed according to their plain and ordinary meanings.

**Compliance Officer:** an employee designated by the School Board to be responsible for coordinating the District's efforts to comply with state and federal nondiscrimination laws and for receiving formal complaints of employee discrimination.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

**Respondent** is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**District community** means students and District employees (i.e., administrators, professional and support staff), as well as School Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the School Board.

**Third Parties** include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the District, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

## Bullying

Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact the employee's physical or emotional well-being. Bullying need not be based on any Protected Class. Staff members should report complaints of bullying behavior to their supervisor. If their supervisor is the subject of the behavior, the complaint should be reported to the Superintendent. If the Superintendent is the subject of the behavior, the complaint should be reported to the School Board President. These complaints will be investigated in alignment with Policy 3362.01/4362.01 Threatening Behavior Towards Staff Members. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the employee's protected class and will be investigated in alignment with procedures in this policy.

## Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against an employee based on one or more of the employee's Protected Class that:

- A. places an employee in reasonable fear of harm to their person or damage to their property;
- B. has the effect of substantially interfering with an employee's work performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Harassment also includes "hate speech" directed against an employee—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice.

## Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex. Examples include, but are not limited to:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;
- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment;
- E. consensual sexual relationships where such a relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct will be addressed solely by Policy 2266- Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work environment that reasonably may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- H. speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- I. giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- J. leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;
- K. consensual sexual relationships where such a relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;

- L. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life; and
- M. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of School Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches, or other school authorities) and a student are expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

### **Boundary Invasions**

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However, other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to, the following:

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e., having a special friend or a special relationship);
- G. initiating or extending contact with students beyond the school day for personal purposes;
- H. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. invading a student's privacy (e.g., walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e., another staff member or parent of the student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly touchy with students;
- P. favoring certain students by inviting them to come to the classroom at non-class times;
- Q. getting a student out of class to visit with the staff member;
- R. providing advice to or counseling a student regarding a personal problem (i.e., problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- S. talking to a student about problems that would normally be discussed with adults (i.e., marital issues);

T. being alone with a student behind closed doors without a legitimate educational purpose;

U. telling a student secrets and having secrets with a student;

V. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal, or the Superintendent.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, surnames, and/or involves religious slurs.

### **National Origin/Ancstry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Age Harassment**

Prohibited age-based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

### **Race/Color Harassment**

Prohibited race/color-based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disability or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Anti-Harassment Compliance Officers**

The following individual(s) will serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)" or CO or COs):

Mark Inouye  
Director of Student Services/Title IX Coordinator - Students  
715-425-1800  
852 E. Division Street  
River Falls, WI 54022  
mark.inouye@rfsd.k12.wi.us

Nate Schurman  
Director of Human Resources and Leadership Development/Title IX Coordinator - Staff

715-425-1800  
852 E. Division Street  
River Falls, WI 54022  
nate.schurman@rfsd.k12.wi.us

The names, titles, and contact information of these individuals will be published annually:

- A. on the District's website.
- B. in the Employee Handbook.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

### **Reports and Complaints of Harassing Conduct**

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about unwelcome conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers will accept reports of harassment directly from any member of the District community, or a Third Party, or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any employee who directly observes harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any employee who observes an act of harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the District's intent to investigate the alleged wrongdoing.

Members of the District community, along with Third Parties, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other District official so that the District may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report will file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the District community and Third Parties who believe they have been harassed by another member of the District community or a Third Party are entitled to utilize the School Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.

Reporting procedures are as follows:

- A. Employees who believe they have been the victim of harassment prohibited under this policy are encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy will immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy will be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.

D. Appropriate District officials are as follows:

1. Any complaint under this policy will be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints will be reported to the Superintendent, who will coordinate with the other appointed/designated CO or, if appropriate, appoint/designate another individual to serve as CO for the complaint regarding a CO.
2. Any complaint under this policy regarding the Superintendent or a School Board Member that is received by the District Compliance Officer will be referred to the School Board's legal counsel, who will assume the role of the District Compliance Officer for such complaints.

E. The reporting party or Complainant will be encouraged to use a [report form](#) (**LINKED FORM WILL NEED TO BE UPDATED**) available from the Principal of each building or available from the District office, but oral reports will be considered complaints as well. **Use of formal reporting forms will not be mandated.** However, all oral complaints will be reduced to writing. Further, nothing in this policy will prevent any person from reporting harassment directly to the Superintendent or other supervisory employee.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who will investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal will suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer will keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to harassment or has witnessed harassment of another may seek resolution of the complaint through the procedures described below. The complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights (OCR), the Wisconsin Equal Rights Division, and/or the Equal Employment Opportunity Commission (EEOC). The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

### **Complaint Procedure**

A Complainant who alleges harassment based on a protected class or retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) directly to one of the COs; or 3) to the Superintendent or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a School Board member will be referred to the School Board's legal counsel, who will assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint will be reported to the Superintendent, who will consult with the other appointed/designated CO, if any, and if necessary, appoint/designate another individual to serve in the role of CO for a complaint regarding a CO.

Due to the sensitivity surrounding complaints of harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) days.

Throughout the course of the process as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All written complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of their understanding of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO will ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent. No temporary arrangements will be disciplinary to either the Complainant or Respondent.

Within two (2) days of receiving a complaint, the CO will inform the Respondent that a complaint has been received.

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO will inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. Respondent will be afforded the opportunity to submit a written response to the complaint. The CO will inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Investigations will be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO will keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation including, but not limited to, evaluations and prior disciplinary actions, or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO or designee will prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the Respondent engaged in harassment of or retaliation toward the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the School Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may in consultation with the Superintendent, or School Board President if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO, the Superintendent must either issue a written decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in harassment of or retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

The decision of the Superintendent will be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to School Board Policy 3340. Nothing in this policy will be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

The School Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the District community or a Third Party alleging the harassment pursues the complaint. The School Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the School Board.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint will not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

All timelines pertinent to the investigation process are intended to be guidelines to assure that the investigation proceeds with all deliberate efficiency. Failure of the CO to meet any specific timeline does not invalidate the investigation or provide a defense to the allegations.

### **Privacy/Confidentiality**

The District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so, will instruct all members of the District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Directives During Investigation**

The CO may recommend to the Superintendent placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the Superintendent is the Respondent, the CO will make such a recommendation to the School Board. Administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO will determine whether any witnesses in the course of an investigation should be provided a *Garrity* warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

### **Remedial Action and Monitoring**

If warranted, appropriate remedial action will be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

The School Board may appoint an individual, who may be an employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

### **Sanctions and Disciplinary Action**

The School Board will vigorously enforce its prohibitions against harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent will consider the totality of the circumstances. In those cases where harassment is not substantiated, the School Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other School Board policies.

Where the School Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the School Board and/or Superintendent will be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the School Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Allegations Constituting Criminal Conduct**

If the CO has reason to believe that the Complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the Superintendent will be advised that local law enforcement was notified.

If the Complainant has been the victim of criminal conduct and the accused is the Superintendent, such knowledge should be reported by the CO to local law enforcement. After such report has been made, the School Board President will be advised that local law enforcement was notified.

Any reports made to local law enforcement will not terminate the COs obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, the harassment investigation will not be stopped due to the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Reprisal**

Submission of a good faith complaint or report of harassment will not affect the Complainant's or reporter's work status or work environment. However, the School Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The School Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Miscellaneous**

The District will conspicuously post a notice including this policy against harassment in each school in a place accessible to the District community and members of the public. This notice will also include the name, mailing address, and telephone number of the COs, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in educational employment, and the mailing address and telephone number of the United States Equal Employment Opportunity Commission.

A link to this policy will appear in the Employee Handbook and a copy will be made available upon request of employees and other interested parties.

### **Education and Training**

In support of this policy, the School Board promotes preventative educational measures to create greater awareness of harassment. The Superintendent will provide appropriate information to all members of the District community related to the implementation of this policy and will provide training for District staff at such times as the School Board in consultation with the Superintendent determines is necessary or appropriate.

The School Board will respect the privacy of the Complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

### **Retention of Investigatory Records and Materials**

The CO(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy will retain all documents, electronically stored information (ESI), and electronic media (as defined in Policy 8315 - Information Management) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the School Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to employees and a narrative of verbal disciplinary sanctions issued to employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the School Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the School Board's expectations to staff with respect to the subject of this policy (e.g., Employee Handbook);

O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) retained may include public records and records exempt from disclosure under Federal and/or State law.

The documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation will be retained in accordance with Policy 8310 - Public Records, Policy 8315- Information Management, and Policy 8320 - Personnel Records for not less than three (3) years, but longer if required by the District's records retention schedule.

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Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	SCHOOL BOARD MEMBER ANTI-HARASSMENT
Code	po0145
Status	
Legal	118.13, 120.13(1), 111.32(13), 111.36(1) Wis. Stats. P.I. 9, Wis. Adm. Code Title IX Education Amendments of 1972, Chapter 227

**0145 - SCHOOL BOARD MEMBER ANTI-HARASSMENT**

The School Board is committed to an environment that is free of harassment. The District will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. The harassment of a District staff member, student, or another School Board member by a member of the School Board is strictly forbidden. Any member who is found to have harassed a member of the staff, a student, or another School Board member will be subject to discipline by the School Board and may be reported to law enforcement authorities.

The School Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including sexual orientation or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District’s premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters (collectively, Protected Classes), or any other characteristic protected by law in its employment practices (hereinafter referred to as harassment), and encourages those within the District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The School Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual’s work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur between employee-and-employee or employee-and-student.

The School Board ensures procedures will be in place to investigate all allegations of harassment and, in those cases where harassment is substantiated, take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects.

**Definitions**

Words used in this policy will have those meanings defined herein; words not defined herein will be construed according to their plain and ordinary meanings.

**Compliance Officer:** an employee designated by the School Board to be responsible for coordinating the District's efforts to comply with state and federal nondiscrimination laws and for receiving formal complaints of employee discrimination.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Day(s):** Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays). 283

**Respondent** is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**District community** means students and District employees (i.e., administrators, professional and support staff), as well as School Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the School Board.

**Third Parties** include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the School Board, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

### **Bullying**

Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact the employee's physical or emotional well-being. Bullying need not be based on any Protected Class. Staff members should report complaints of bullying behavior to their supervisor. If their supervisor is the subject of the behavior, the complaint should be reported to the Superintendent. If the Superintendent is the subject of the behavior, the complaint should be reported to the School Board President. These complaints will be investigated in alignment to Policy 3362.01/4362.01 Threatening Behavior Towards Staff Members. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the employee's protected class and will be investigated in alignment with procedures in this policy.

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against an employee based on one or more of the employee's Protected Class that:

- A. places an employee in reasonable fear of harm to their person or damage to their property;
- B. has the effect of substantially interfering with an employee's work performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Harassment also includes "hate speech" directed against an employee—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice.

### **Sexual Harassment**

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex.

Examples include, but are not limited to:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;
- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment;
- E. consensual sexual relationships where such a relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266– Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct will be addressed solely by Policy 2266

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work environment that reasonably may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- H. speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- I. giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- J. leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;
- K. consensual sexual relationships where such a relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;
- L. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life; and
- M. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of School Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches, or other school authorities) and a student are expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

### **Boundary Invasions**

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However, other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to, the following:

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;

- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e., having a special friend or a special relationship);
- G. initiating or extending contact with students beyond the school day for personal purposes;
- H. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. invading a student's privacy (e.g., walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e., another staff member or parent of the student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly touchy with students;
- P. favoring certain students by inviting them to come to the classroom at non-class times;
- Q. getting a student out of class to visit with the staff member;
- R. providing advice to or counseling a student regarding a personal problem (i.e., problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- S. talking to a student about problems that would normally be discussed with adults (i.e., marital issues);
- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student secrets and having secrets with a student;
- V. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal, or the Superintendent.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

## **Age Harassment**

Prohibited age-based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

## **Race/Color Harassment**

Prohibited race/color-based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

## **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disability or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

## **Anti-Harassment Compliance Officers**

Mark Inouye  
Director of Student Services/Title IX Coordinator - Students  
715-425-1800  
852 E. Division Street  
River Falls, WI 54022  
mark.inouye@rfsd.k12.wi.us

Nate Schurman  
Director of Human Resources and Leadership Development/Title IX Coordinator - Staff  
715-425-1800  
852 E. Division Street  
River Falls, WI 54022  
nate.schurman@rfsd.k12.wi.us

The names, titles, and contact information of these individuals will be published annually:

- A. on the District's website.
- B. in the Employee Handbook.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

## **Reports and Complaints of Harassing Conduct**

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about unwelcome conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers will accept reports of harassment directly from any member of the District community, or a Third Party, or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the

Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any employee who directly observes harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any School Board employee who observes an act of harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other School Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the District's intent to investigate the alleged wrongdoing.

Members of the District community, along with Third Parties, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other District official so that the District may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report will file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the District community and Third Parties who believe they have been harassed by another member of the District community or a Third Party are entitled to utilize the School Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.

Reporting procedures are as follows:

- A. Employees who believe they have been the victim of harassment prohibited under this policy are encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy will immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy will be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate District officials are as follows:
  1. Any complaint under this policy will be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints will be reported to the Superintendent, who will coordinate with the other appointed/designated CO or, if appropriate, appoint/designate another individual to serve as CO for the complaint regarding a CO.
  2. Any complaint under this policy regarding the Superintendent or a School Board Member that is received by the District Compliance Officer will be referred to the School Board's legal counsel, who will assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or Complainant will be encouraged to use a [report form](#) (**LINKED FORM WILL NEED TO BE UPDATED**) available from the Principal of each building or available from the District office, but oral reports will be considered complaints as well. **Use of formal reporting forms will not be mandated.** However, all oral complaints will be reduced to writing. Further, nothing in this policy will prevent any person from reporting harassment directly to the Superintendent or other supervisory employee.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who will investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal will suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer will keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

## **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to harassment or has witnessed harassment of another may seek resolution of the complaint through the procedures described below. The complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights (OCR), the Wisconsin Equal Rights Division, and/or the Equal Employment Opportunity Commission (EEOC). The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

### **Complaint Procedure**

A Complainant who alleges harassment based on a protected class or retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) directly to one of the COs; or 3) to the Superintendent or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a School Board member will be referred to the School Board's legal counsel, who will assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint will be reported to the Superintendent, who will consult with the other appointed/designated CO, if any, and if necessary appoint/designate another individual to serve in the role of CO for a complaint regarding a CO.

Due to the sensitivity surrounding complaints of harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) days.

Throughout the course of the process as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All written complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of their understanding of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO will ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent. No temporary arrangements will be disciplinary to either the Complainant or Respondent.

Within two (2) days of receiving a complaint, the CO will inform the Respondent that a complaint has been received.

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO will inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. Respondent will be afforded the opportunity to submit a written response to the complaint. The CO will inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Investigations will be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO will keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation including, but not limited to, evaluations and prior disciplinary actions, or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO or designee will prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the Respondent engaged in harassment of or retaliation toward the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the School Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may in consultation with the Superintendent, or School Board President if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO, the Superintendent must either issue a written decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in harassment of or retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

The decision of the Superintendent will be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to School Board Policy 3340. Nothing in this policy will be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

The School Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the District community or a Third Party alleging the harassment pursues the complaint. The School Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the School Board.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint will not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

All timelines pertinent to the investigation process are intended to be guidelines to assure that the investigation proceeds with all deliberate efficiency. Failure of the CO to meet any specific timeline does not invalidate the investigation or provide a defense to the allegations.

## **Privacy/Confidentiality**

The District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so, will instruct all members of the District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Directives During Investigation**

The CO may recommend to the Superintendent placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the Superintendent is the Respondent, the CO will make such recommendation to the School Board. Administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO will determine whether any witnesses in the course of an investigation should be provided a *Garrity* warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

### **Remedial Action and Monitoring**

If warranted, appropriate remedial action will be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

The School Board may appoint an individual, who may be an employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

### **Sanctions and Disciplinary Action**

The School Board will vigorously enforce its prohibitions against harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent will consider the totality of the circumstances. In those cases where harassment is not substantiated, the School Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other School Board policies.

Where the School Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the School Board and/or Superintendent will be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the School Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Allegations Constituting Criminal Conduct**

If the CO has reason to believe that the Complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the Superintendent will be advised that local law enforcement was notified.

If the Complainant has been the victim of criminal conduct and the accused is the Superintendent, such knowledge should be reported by the CO to local law enforcement. After such report has been made, the School Board President will be advised that local law enforcement was notified.

Any reports made to local law enforcement will not terminate the COs obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, the harassment investigation will not be stopped due to the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Reprisal**

Submission of a good faith complaint or report of harassment will not affect the Complainant's or reporter's work status or work environment. However, the School Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The School Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Miscellaneous**

The District will conspicuously post a notice including this policy against harassment in each school in a place accessible to the District community and members of the public (ASK DAVID L.). This notice will also include the name, mailing address, and telephone number of the COs, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in educational employment, and the mailing address and telephone number of the United States Equal Employment Opportunity Commission.

A link to summary of this policy and any related administrative guidelines will appear in the Employee Handbook and a copy will be made available upon request of employees and other interested parties.

### **Education and Training**

In support of this policy, the School Board promotes preventative educational measures to create greater awareness of harassment. The Superintendent will provide appropriate information to all members of the District community related to the implementation of this policy and will provide training for District staff at such times as the School Board in consultation with the Superintendent determines is necessary or appropriate.

The School Board will respect the privacy of the Complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

### **Retention of Investigatory Records and Materials**

The CO(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy will retain all documents, electronically stored information (ESI), and electronic media (as defined in Policy 8315 - Information Management) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;

- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the School Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to employees and a narrative of verbal disciplinary sanctions issued to employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the School Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the School Board's expectations to staff with respect to the subject of this policy (e.g., Employee Handbook);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) retained may include public records and records exempt from disclosure under Federal and/or State law.

The documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation will be retained in accordance with Policy 8310 - Public Records, Policy 8315- Information Management, and Policy 8320 - Personnel Records for not less than three (3) years, but longer if required by the District's records retention schedule.

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**School District of River Falls**  
**Ad-Hoc Policy Committee Report**

Monday, February 2, 2026 - 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, February 2, 2026, at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 6:02 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 Lindsey Curtis. Superintendent David Bell and Director of Human Resources and Leadership Development Nate Schurman were also present.

1. **CALL TO ORDER - 6:02 PM**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS - None**
  
4. **CONSENT AGENDA - 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 4111 - Creating a Position
- Policy 4112 - School Board-Staff Communications
- Policy 4120.01 - Job Descriptions
- Policy 4120.04 - Employment of Substitutes
- Policy 4121 - Criminal History Record Check and Employee Self-Reporting Requirements
- Policy 4122.01 - Drug-Free Workplace
- Policy 4122.02 - Nondiscrimination Based on Genetic Information of the Employee
- Policy 4130 - Assignment and Transfer
- Policy 4131 - Reduction in Staff
- Policy 4139 - Staff Discipline
- Policy 4160 - Physical Examination
- Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty
- Policy 4211 - Whistleblower Protection
- Policy 4214 - Staff Gifts
- Policy 4216 - Support Staff Dress and Appearance
- Policy 4217 - Weapons Prohibited for Support Staff
- Policy 4220 - Evaluation of Support Staff
- Policy 4230 - Ethics and Conflict of Interest
- Policy 4310 - Employee Expression in Noninstructional Settings
- Policy 4362.01 - Threatening Behavior Towards Staff Members
- Policy 4410.01 - Compensation for Part-Time Staff
- Policy 4425 - Benefits
- Policy 4440 - Job-Related Expenses
- Policy 4531 - Unauthorized Work Stoppage

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

5. **NEOLA POLICY 4122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**  
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 4122 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

**6. NEOLA POLICY 4215 - USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF**

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:** Johnson Myers moved, seconded by Page, to approve Neola Policy 4215 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

**7. NEOLA POLICY 4231 - OUTSIDE ACTIVITIES OF SUPPORT STAFF**

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 4231 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

**8. NEOLA POLICY 4340 - GRIEVANCE PROCEDURE**

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 4340 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

**9. NEOLA POLICY 4430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE (FMLA)**

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:** Johnson Myers moved, seconded by Curtis, to approve Neola Policy 4430.01 with the recommended adjustments discussed by the committee and recommend it for the first reading. The motion passed 3-0.

**10. NEOLA POLICY 4120 - EMPLOYMENT OF SUPPORT STAFF**

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 4120 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

**11. NEOLA POLICY 4124 - NOTICE OF REASONABLE ASSURANCE OF EMPLOYMENT**

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 4124 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

**12. NEOLA POLICY 4140 - TERMINATION AND RESIGNATION**

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 4140 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

**13. NEOLA POLICY 145 - SCHOOL BOARD MEMBER ANTI-HARASSMENT**

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 145 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

**14. NEOLA POLICY 1662 - EMPLOYEE ANTI-HARASSMENT (ADMINISTRATION SERIES)**

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 1662 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

15. **NEOLA POLICY 3362 - EMPLOYEE ANTI-HARASSMENT (PROFESSIONAL STAFF SERIES)**  
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 3362 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.
16. **NEOLA POLICY 4362 - EMPLOYEE ANTI-HARASSMENT (SUPPORT STAFF SERIES)**  
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 4362 for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.
17. **NEOLA POLICY 1213 - STUDENT SUPERVISION AND WELFARE (ADMINISTRATION SERIES)**  
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 1213 with the recommended adjustments discussed by the committee and recommend it for the first reading. The motion passed 3-0.
18. **NEOLA POLICY 3213 - STUDENT SUPERVISION AND WELFARE (PROFESSIONAL STAFF SERIES)**  
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 3213 with the recommended adjustments discussed by the committee and recommend it for the first reading. The motion passed 3-0.
19. **NEOLA POLICY 4213 - STUDENT SUPERVISION AND WELFARE (SUPPORT STAFF SERIES)**  
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 4213 with the recommended adjustments discussed by the committee and recommend it for the first reading. The motion passed 3-0.
20. **SCHEDULE NEXT POLICY AD-HOC COMMITTEE MEETING**  
Upcoming committee meeting dates, times, and locations were reviewed.  
**Action:** Set the meeting schedule as follows:  
Ad-Hoc Policy Committee meeting: Monday, March 2, 2026, 6:00 p.m.  
*The meeting will be held in the District Office conference room at 852 E. Division Street.*
21. **ADJOURN** at 7:14 p.m.

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Stacy Johnson Myers, Ad-Hoc Policy Committee Chair



Book	Clean Copies for Discussion/Approval
Section	4000 Support Staff Templates
Title	STUDENT SUPERVISION AND WELFARE
Code	po4213
Status	
Legal	48.981, 948, 948.095, Wis. Stats.

#### 4213 - **STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the School Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student will be referred to the proper authorities and be subject to discipline, up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under 48.981, Wis. Stats., and Policy 8462 - Child Abuse and Neglect.

Each District support staff member will maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following standards:

- A. A support staff member will report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A support staff member will report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the Superintendent, the School Resource Officer (SRO). and/or local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. Support staff should not volunteer to take on responsibilities they are not reasonably qualified or able to perform. Voluntarily assuming such duties carries the same level of accountability as formally assigned responsibilities.
- D. A support staff member will not send students on any personal errands.
- E. A support staff member will not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline, up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. A support staff member will not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

- G. A support staff member will not transport students for school-related activities in a private vehicle without the approval of the Human Resources Department and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is a support staff member's family member.
- H. A student will not be required to perform work or services that may be detrimental to their health.
- I. Support staff will not engage students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- J. In the scope of their responsibilities, support staff are expressly prohibited from posting any picture, video, meme, or other visual depiction, pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a support staff's own child or other relative.
- K. In the scope of their responsibilities, support staff are authorized to communicate with students through District email and through the use of District approved notifications applications (apps). Examples of notification apps include but are not limited to: Remind, Teamsnap, or SportsYou. The Activities Director, High School Principal, and Middle School Principal have the authority to approve notification apps for District use. Texting or communicating with students from a device using any other method is prohibited.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and School Board Policy 8462 - Child Abuse and Neglect, each support staff member will report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Book	Clean Copies for Discussion/Approval
Section	3000 Professional Staff Templates
Title	STUDENT SUPERVISION AND WELFARE
Code	po3213
Status	
Legal	48.981, 948, 948.095 Wis. Stats.

### 3213 - **STUDENT SUPERVISION AND WELFARE**

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the professional staff member, and/or harm to the welfare of the student(s). It is the intent of the School Board to direct the preparation of guidelines that would minimize that possibility.

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student will be referred to the proper authorities and be subject to discipline, up to and including discharge.

This policy should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats., and Policy 8462 - Child Abuse and Neglect.

Each District employee will maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities, which include, but are not limited to, the following standards:

- A. A professional staff member will report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A professional staff member will report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the Superintendent, the School Resource Officer (SRO), and/or local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. A professional staff member should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. A professional staff member will provide proper instruction in the safety matters presented in assigned course guides.
- E. A professional staff member will not send students on any personal errands.
- F. A professional staff member will not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline, up to and including termination of employment.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and

students.

- G. A professional staff member will not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- H. A professional staff member will not transport students for school-related activities in a private vehicle without the approval of the Human Resources Department and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Trips. This does not apply to any student who is a professional staff member's family member.
- I. A student will not be required to perform work or services that may be detrimental to their health.
- J. Professional staff will not engage students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- K. In the scope of their professional responsibilities, professional staff are expressly prohibited from posting any picture, video, meme, or other visual depiction pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a professional staff member's own child or other relative.
- L. In the scope of their professional responsibilities, professional staff including coaches and advisors, are authorized to communicate with students through District email and through the use of District approved notifications applications (apps). Examples of notification apps include but are not limited to: Remind, Teamsnap, or SportsYou. The Activities Director, High School Principal, and Middle School Principal have the authority to approve notification apps for District use. Texting or communicating with students from a device using any other method is prohibited.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and School Board Policy 8462 - Child Abuse and Neglect, each professional staff member will report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	STUDENT SUPERVISION AND WELFARE
Code	po1213
Status	
Legal	48.981, Wis. Stats. 948, Wis. Stats. 948.095, Wis. Stats.

#### 1213 - **STUDENT SUPERVISION AND WELFARE**

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator. It is the intent of the School Board to direct the preparation of guidelines that would minimize that possibility.

An administrator who is found to have had sexual contact with any student will be referred to the proper authorities and be subject to discipline, up to and including discharge.

This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462.

Each administrator will maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following:

- A. An administrator will report immediately any accident or safety hazard about which they are informed, or detect, to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. An administrator will report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the Superintendent, the School Resource Officer (SRO), and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. An administrator should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. An administrator will not send students on any personal errands.
- E. An administrator will not associate with students at any time in a manner which gives the appearance of impropriety including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any administrator will subject the offender to potential criminal liability and District discipline, up to and including termination of employment.

This provision should not be construed as precluding an administrator from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. An administrator will not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. An administrator will not transport students for school-related activities in a private vehicle without the approval of the Human Resources Department and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Trips. This does not apply to any student who is an administrator's family member.
- H. A student will not be required to perform work or services that may be detrimental to their health.
- I. Administrators will not engage students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- J. In the scope of their professional responsibilities, administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of an administrator's own child or other relative.
- K. In the scope of their professional responsibilities, administrators are authorized to communicate with students through District email and through the use of District approved notifications applications (apps). Examples of notification apps include but are not limited to: Remind, Teamsnap, or SportsYou. The Activities Director, High School Principal, and Middle School Principal have the authority to approve notification apps for District use. Texting or communicating with students from a device using any other method is prohibited.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and School Board Policy 8462 - Child Abuse and Neglect, each administrator will report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

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**School District of River Falls**  
**Educational Program Committee Report**

Monday, February 9, 2026 - 6:00 PM  
District Office  
852 E Division Street  
River Falls, Wisconsin 54022

The School Board's Educational Program Committee meeting was held on Monday, February 9, 2026, at the District Office 852 E Division Street, River Falls, Wisconsin 54022. Chair Tuchtenhagen called the meeting to order at 6:00 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

**PRESENT**

Committee Members: Alan Tuchtenhagen (Chair), Lindsey Curtis, and Monica LaVold. School Board members Bo Hirstein, Stacy Johnson Myers (6:13 arrival), Mike Miller, and Alison Page. Superintendent David Bell, Director of Human Resources Nate Schurman, and Co-Directors of Academic Services MaryBeth Elliott & Amy Wise were also present.

1. **CALL TO ORDER - 6:00 PM**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS - None**
  
4. **APPROVE RF4C CONTRACT 2026-28**  
David Bell, Superintendent, presented the District's 2026-28 RF4C contract.  
**Action:** LaVold moved, seconded by Curtis, to approve the RF4C contract for the 2026-28 school years. Motion passed 3-0.
  
5. **APPROVE PRELIMINARY 10-12TH GRADE SOCIAL STUDIES TRIP APPLICATION TO EASTERN EUROPE**  
Luke Chafee, River Falls High School Social Studies Teacher, presented the preliminary field trip application for students to Eastern Europe in June 2028.  
**Action:** LaVold moved, seconded by Curtis, to approve the preliminary field trip application to Eastern Europe, June 2028. Motion passed 3-0.
  
6. **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 School Board meeting agendas.  
**Action:** No suggestions at this time.
  
7. **SCHEDULE NEXT EDUCATIONAL PROGRAM COMMITTEE MEETING**  
Upcoming committee meeting dates, times, and locations will be reviewed.  
**Action:** Set the meeting schedule as follows:  
Educational Program Committee meeting: Monday, March 9, 2026, 6:00 p.m.  
*The meeting will be held in the District Office Conference Room at 852 E. Division Street.*
  
8. **ADJOURN** at 7:01 p.m.

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Alan Tuchtenhagen, Educational Program Committee Chair



## AGREEMENT

This Agreement regarding the River Falls 4 Children program (“RF4C”) is between (“Provider”), a partner, and the School District of River Falls (“RFSD”). This Agreement will be for the 2026-27 and 2027-28 school years. It is agreed between Provider and RFSD as follows: RFSD and Provider are each sometimes referred to herein as a “Party” and collectively as the “Parties.”

### I. OPERATIONS

- A. Provider will hold and maintain a valid child care license issued by the Wisconsin Department of Children and Families and not be subject to or have been subject to any “enforcement actions” for a period of 2 years before the effective date of this Agreement and throughout the term of this Agreement.
- B. Provider will provide all required teacher(s), teacher assistant(s) and site for delivery of all services to be provided by Provider under this Agreement (collectively, the “RF4C Services”).
- C. RF4C Services will be provided on all scheduled days and hours on the School Calendar, as hereinafter defined. Days and hours of instruction will be added if inclement weather results in fewer than 437 hours per school year.
- D. A standard school calendar will be provided by the RF4C Coordinator to Provider no later than July 15 (the “School Calendar”). The School Calendar will include days and hours of instruction which must be followed by the Provider. Provider may request changes to the School Calendar by August 1 but RFSD has no obligation to accept any such requested changes. Any proposed changes to the School Calendar to be followed by Provider must first be approved, in writing by the RF4C Coordinator. Any failure by Provider to adhere to the School Calendar will result in a reduction, on a prorated basis, of the per pupil payments outlined in Part V, Section D.
- E. Childcare and/or extended services are an option for preschool participants but not a condition of enrollment in the RF4C program at the Provider’s facility. It is understood and agreed that RFSD has no involvement of any kind with any other services and/or care given by Provider.
- F. Provider will comply with the site technology requirements, which require, at a minimum, maintaining email and internet capabilities.

- G. The RF4C Coordinator will be advised by the Site Coordinator of current enrollments, attendance reports, and all other reports requested by RFSD in accordance with determined deadlines.

## **II. LOCATION/FACILITIES**

- A. The RF4C Services will be provided, pursuant to this Agreement, at facilities located at (address), River Falls, Wisconsin 54022 (the "Site").
- B. The Provider will maintain an appropriate environment for four-year-olds at the Site. The appropriateness of the environment is subject to the approval of RFSD. An appropriate environment includes, but is not necessarily limited to:
- (i) Maintaining indoor/outdoor space/equipment and toys in good condition;
  - (ii) Indoor play space with equipment appropriate for early childhood;
  - (iii) Outdoor play space with equipment appropriate for early childhood;
  - (iv) Maintain a clean, well-lit, secure site;
  - (v) Provide adequate personal storage space for children (i.e. "cubbies");
  - (vi) A space which complies with the requirements imposed by the Establishment Clause of the First Amendment to the United States Constitution;
  - (vii) A private and confidential space with a table and a minimum of four chairs to meet with parents and specialists, and to provide special education and related aids and services; and
  - (viii) Handicap accessibility in accordance with applicable laws and regulations.
- C. Custodial services for the Site will be provided at the sole cost and expense of the Provider. Custodial services will be performed daily so that the Site remains in a safe, clean and sanitary condition.

## **III. STAFF**

- A. The RF4C Coordinator is Becky McAleavey. The RF4C Administrator is Kai Rodgers.
- B. The Site Coordinator is (name). The Site Coordinator may be replaced from time to time at Provider's discretion. The Provider will notify the RF4C

Coordinator if the Site Coordinator is replaced within 5 days of such replacement and provide the name of the replacement.

- C. Provider will provide a DPI certified teacher, who meets DPI licensure requirements for four-year-old kindergarten, for each RF4C classroom in the program. The Provider will notify the RF4C Coordinator of any changes to the teaching staff within 5 days.
- D. Provider will also provide a teacher assistant, with a minimum of a high school diploma and Early Childhood I Certification (or the equivalent), for each RF4C classroom when the enrollment exceeds 13 children in a classroom.
- E. Provider will obtain background checks on all its employees or independent contractors who have any involvement with the RF4C program and provide copies of each background check to the RF4C Coordinator. The background checks will be provided before the start of the school year or, for any employees or independent contractors who begin mid-school year, before the employee starts working in the RF4C Program.
- F. Provider will ensure that each RF4C classroom has a consistent teacher and a teacher assistant (as necessary based on enrollment).
- G. CPR and first aid trained staff are available at all times when providing RF4C Services.
- H. Provider will ensure a duty-free planning time that will be equal to 2.5 hours per class per week. A schedule of planning time will be provided to the RF4C Coordinator by the Provider for each DPI certified teacher and will be subject to the approval of RFSD.
- I. In addition to the duty-free planning time, paid preparation/collaboration time will be provided to the DPI certified teacher to collaborate with RFSD staff members, co-teachers, and others. A schedule of collaboration time will be provided to the RF4C Coordinator by the Provider for each DPI certified teacher and will be subject to the approval of RF4C Coordinator.
- J. Provider's staff that provide RF4C Services will participate in required joint training and professional development as required by RFSD. Such staff will be provided advanced notice of times for required joint training and professional development. Joint training and professional development will occur on inservice dates on District Calendar.
- K. RF4C Coordinator will provide an opportunity for teachers and directors of the RF4C program to participate in an exit survey or interview to discuss the program's strengths and weaknesses.

- L. For any DPI licensed teacher hired by the Provider, the Provider will pay the teacher a minimum of \$22.00 per hour for RF4C work performed for the Provider including time worked during instruction for the Provider and during planning for instruction. RFSD will provide a transition period for providers to attain the required minimum wage by request only and will consider such requests when submitted to the RF4C Coordinator.

#### **IV. ACTIVITIES/CURRICULUM**

- A. A developmentally appropriate preschool model will be used by the Provider to deliver RF4C Services and meet the RF4C Learner Outcomes.
- B. Site classrooms will not be segregated by family income or a child's ability or/disability.
- C. Cultural and/family values will be incorporated into the program.
- D. The RFSD has provided the Creative Curriculum and its components to be used in each RF4C classroom. All other materials including consumable supplies will be provided by Provider, at its sole cost and expense. Prior to any updates to RFSD provided curriculum, RFSD will engage Providers in a process to review and update RF4C Curriculum.
- E. Provider will adequately maintain all materials, equipment, supplies provided or loaned to it by RFSD. Provider will provide a current list of provided or loaned materials, equipment, supplies upon request or if terminated from the RF4C Program.
- F. Common documentation of Early Learner Outcomes will be completed using the assessment and screening tools selected by RFSD.
- G. Provider will participate in any data collection, reporting process, and goal setting as directed by RFSD. Data and reports will be provided in a timely manner.
- H. Wis. Stat. § 118.016(2) requires an early literacy screener to be administered to each student enrolled in 4-year-old kindergarten at least two times during the school year. AimswebPlus is the early literacy screener that is required by the Department of Public Instruction. Each RF4C classroom will administer AimswebPlus to all students in the Fall (before the 45th day of school) and Spring (less than 45 days before the last day). Assessment materials and training, as necessary, will be provided by the RFSD. Early literacy screener assessment scores will be shared with RFSD.

- I. Wis. Stat. § 118.016(1)(a) defines any student who scores below the 25 percentile on the screener as “at risk”. Parents/caregivers of at-risk RF4C students will be notified by the RFSD Director of Academic Services.
- J. RFSD reserves the right to monitor curriculum implementation in each RF4C classroom throughout the school year.

## **V. FUNDING**

- A. No fees may be required of a parent(s) or guardian(s) to enroll their child in the RF4C program.
- B. Collection of all childcare/tuition fees associated with childcare and/or extended services provided outside the RF4C program, as set forth below, will be the sole responsibility of the Provider.
- C. Participants arriving or remaining more than 10 minutes before or after defined preschool hours are subject to childcare fees which may be assessed by the Provider, directly to the participant’s parent(s) or guardian(s). In this regard, the Provider will provide appropriate notification to parents of all fees and financial expectations.
- D. **The per pupil amount to be provided by RFSD to the Provider will be:**
  - **\$3,000 per school year for each eligible student enrolled in the RF4C program for the 2026-27 school year. At a minimum, each section will be reimbursed for a minimum of 12 students per teacher. For sections with an assistant, the minimum reimbursement will be 20 students per teacher/teacher assistant.**
  - **For 2027-28, the per pupil amount will be no less than \$3,100 per school year for each eligible student enrolled in the RF4C program. At a minimum, each section will be reimbursed for a minimum of 12 students per teacher. For sections with an assistant, the minimum reimbursement will be 20 students per teacher/teacher assistant.**
- E. Provider will receive four payments from RFSD based on pupil count and compliance with this Agreement. The first payment will occur on Oct. 15<sup>th</sup> and will be 20% of the total due. The second payment will occur on November 15<sup>th</sup> and will be 20% of the total due. The third payment will be on March 1<sup>st</sup> and will be 20%, and the final payment will occur on April 15<sup>th</sup> - or after the Provider has completed all year end activities and provided all required documentation to RFSD, whichever is later. The amount of each payment will be based on the student count taken 2 weeks prior to payment date.
- F. RFSD reserves the right to withhold any or all installment payments in the event the Provider does not comply with any of the requirements of this

Agreement, including without limitation, the completion of all year-end activities and the provision of all required documentation. Withheld installment payments will be made once the Provider has complied with the Agreement to the satisfaction of RFSD.

- G. An additional per pupil amount of \$150 will be provided by RFSD to the Provider per school year for each eligible student enrolled in the RF4C. The purpose of the additional per pupil amount is to provide a bonus stipend to 4K Teachers.
- The Provider will receive payments in accordance with the payment schedule in Section V., paragraph E.
  - The Provider must provide sufficient documentation to the District four weeks after each payment to show that Provider made the bonus stipend payments to all 4k teachers in an amount equivalent to the per pupil amount in this paragraph.
  - The distribution of the bonus stipend should be in a uniform manner per teacher, and any increase should not impact other existing benefits.

## **VI. PARENT INVOLVEMENT**

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

## **VII: SUPPORT SERVICES**

- A. The Provider will actively participate in the Student Support Team (SST) process which helps to identify students who may need additional support for learning.
- B. The River Falls School District will provide Special Education support by providing consultation and coaching through a special education teacher or school psychologist
- C. If the level of need for special education support is greater than the consultation and coaching provided, the IEP team will convene to determine if additional special education support and/or alternative placement is needed.

- D. Support services provided by Provider will include:
- (i) Immunization records on file;
  - (ii) Information on health and safety;
  - (iii) Integration of special education students, when appropriate;
  - (iv) Maintenance of student records.
  - (v) Staff and volunteer background checks; and
  - (vi) Crisis planning to consist of protocols for staff and students, submission of safety drill schedules, and documentation.

## **VIII. STANDARDS**

- A. The recommended RF4C enrollment is 21 four-year-olds per classroom with up to a maximum of 24 based on district administrative recommendation and need. Classroom enrollment is aligned with the licensing regulations for square footage of 35 sq. ft. per child. Total classroom enrollment will not exceed a staff-child ratio of 1:13 as required in state child care licensing regulations.
- B. The 2026-28 RF4C Agreement must be signed by RFSD and the Provider by March 1, 2026. By March 15, 2026 the RFSD will verify the number of sections offered by the provider.
- C. Non-RFSD students may participate in the 4K program, but enrollment priority must be given to RFSD students. Provider further agrees to notify RFSD of the enrollment of any and all non-RFSD students.
- D. Non-RFSD students who are not eligible for open enrollment in RFSD will be subject to tuition charges. RFSD will be responsible for the billing and collection of such charges. In the event of non-payment of tuition charges, RFSD will notify Provider, and Provider agrees to exclude the affected student until RFSD advises that payment has been made to its satisfaction.
- E. The Provider, the Site, and each RF4C classroom at the Site are subject to, and agree to comply with all applicable Wisconsin Department of Child and Family Services child care licensing regulations, DPI standards, Wisconsin Statutes, RFSD policies, and appropriate early childhood education procedures.
- F. The Provider will follow state laws related to the suspension [Wis. Stats. § 120.13(1)(b)] and expulsion [Wis. Stats. § 120.13 (1)(b)3] of RF4C students. These laws define: the conduct that could lead to these actions, the notifications required, procedures, and student rights. The Provider will consult with the RF4C Coordinator prior to suspending an RF4C student.
- G. Prior to providing any services under this Agreement, the Provider will review the River Falls 4 Children Program Handbook provided by the RFSD and

Provider will comply with all requirements set forth in the Handbook at all times.

- H. The Provider must remain in good standing with the Wisconsin Department of Children and Families licensing authority. Any violation documented by the Wisconsin Department of Child and Family Services, whether or not it results in an “enforcement action,” will be immediately reported to RFSD. Failure to report within 7 days of the issuance of the violation will constitute a breach of this Agreement.

## **IX. EVALUATIONS**

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

## **X. INSURANCE AND INDEMNIFICATION**

- A. Additional Insured and Notice of Cancellation Endorsements. Before commencing any services under this Agreement, Provider will provide RFSD with a Certificate of Insurance showing the coverage specified below as being in force during the terms of the Agreement. The “School District of River Falls” will be named as an additional insured on the General Liability coverage and a copy of the specific or blanket additional insured endorsement must accompany the Certificate of Insurance along with a copy of the specific insurance endorsement that coverage will not be canceled or changed except upon 30 days written notice to RFSD. Provider will send Certificates of Insurance and supporting documentation directly to RFSD at the address provided for notice below.
- B. General Liability Insurance. Provider will provide the RFSD with a certificate of General Liability Insurance. General Liability Insurance limits will be no less than \$1,000,000 per occurrence and \$2,000,000 aggregate and \$1,000,000 Umbrella. Umbrella coverage must follow all underlying forms. If Non-Aggregate, policy coverage will be no less than \$3,000,000.
- C. Professional Liability Insurance. Provider will provide the RFSD with a certificate of insurance evidencing Professional Liability Insurance. The Professional Liability limits will be no less than \$1,000,000 and the insurance will not exclude coverage for liability for Corporal Punishment, Sexual Abuse/Molestation, or any

similar intentional conduct. The coverage will include coverage for claims covered by standard educators legal liability coverage.

- D. Workers Compensation Insurance. Provider will provide the RFSD with a certificate of insurance evidencing Workers Compensation in an amount equal to that required by statute.
- E. Auto Liability Insurance. In the event Provider will be using vehicles to transport students (either owned by Provider or its employees or volunteers), Provider will provide the RFSD with a certificate of insurance evidencing insurance limits of no less than \$1,000,000 combined single limit, including Hired/Non-Owned coverage evidencing limits no less than \$1,000,000 combined single limit. The RFSD will be named as an additional insured on the Auto Liability coverage, and a copy of the specific additional insured endorsement must accompany the Certificate of Insurance along with a copy of the specific insurance endorsement that coverage will not be canceled or changed except upon 30 days written notice to RFSD.
- F. Indemnification - Injuries. Provider agrees to defend, indemnify, and hold harmless RFSD, its School Board, administration, employees, and volunteers, individually and collectively, from and against all costs, losses, claims, actions, attorney fees, and judgements arising from personal injuries, property damage, or otherwise, that may arise from or alleged to be caused by Provider's negligence as a result of Provider's use or occupancy of RFSD's land, facilities, or equipment.
- G. Indemnification – Services. Provider agrees to defend, indemnify, and hold harmless RFSD, its School Board, administration, employees, and volunteers, individually and collectively, from and against all costs, losses, claims, actions, attorney fees, and judgements arising from personal injuries, property damage, or otherwise, that may arise from or alleged to be caused by Provider's negligence as a result of Provider's performance or providing of RF4C Services under this Agreement.

## **XI. DEFAULT; DAMAGES**

- A. Default. Each and every term and condition of this Agreement is deemed to be a material element of this Agreement. If either Party fails or refuses to perform according to the terms of this Agreement; it may be declared in default thereof. A declaration of default by either Party must be made in writing to the other Party, describe how the allegedly defaulting Party has failed to perform according to the terms of this Agreement, and provide an opportunity for consultation with the other Party to review what steps may be necessary to cure the default.

- B. Remedies Upon Default. If one Party declares the other in default of this Agreement, the allegedly defaulting Party will have a period of five (5) days within which to cure the default. If the allegedly defaulting Party fails to correct the default, or timely performance is not possible, the Party declaring default may elect to: (1) treat the Agreement as continuing and require specific performance; (2) immediately terminate this Agreement; and/or (3) avail itself of any other remedy at law or equity or as otherwise set forth in this Agreement.
- C. Right to Terminate. This Agreement may be terminated by RFSD immediately, without payment or penalty of any sort, if it deems that the health or safety of participants is in jeopardy, regardless of whether the jeopardy results from a breach of this Agreement or any other reason.

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

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

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

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

## **XII. MISCELLANEOUS**

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

**Notice to Provider:**

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

Notice to RFSD:  
Kai Rodgers  
RF4C Program Administrator  
River Falls School District  
852 E Division St  
River Falls, WI 54022  
FAX: 715-200-5771

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

Notices will be sent by registered or certified U.S. mail, postage prepaid, or by commercial overnight delivery service and will be deemed delivered to the addressee on the date of the return receipt acknowledgment (in the case of notices sent via U.S. mail) or on the next day after the date the notice was sent (in the case of notices sent by overnight delivery service).

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

H. Counterparts: This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same Agreement.

[Signature Page Follows]

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the "Effective Date").

RF4C Provider Name

School District of River Falls

By: \_\_\_\_\_

Name:

Title:

By: \_\_\_\_\_

Name: Kai Rodgers

Title: RF4C Program Administrator

By: \_\_\_\_\_

Name:

Title:



By: \_\_\_\_\_

Name: Becky McAleavey

Title: RF4C Coordinator

**PRELIMINARY APPLICATION FOR SANCTION OF SCHOOL-SPONSORED TRIPS**  
(Overnight trips, more than 150 miles or out of the country)  
**INITIAL APPROVAL REQUIRED FOR RAISING FUNDS**

*Please complete this application and forward to Central Office for presentation to the Educational Program Committee of the Board of Education for approval, prior to fund-raising.  
All activities must be in compliance with Board Policy 374-Student Fund-raising Activities.  
This does not represent final approval for the trip, approval granted via BOE approval.*

Trip/Group Name: Social Studies Trip June 2028	
Location of Trip: Slovenia, Croatia, Bosnia and Herzegovania	
Date of Trip: June 2028	Total Number of Days (from departure to return): 9
Name of Tour Company (if applicable): EF tours	
Name of Head Chaperone/Advisor: Luke Chaffee	
Anticipated Methods of Fundraising: Direct request, Culvers and Chipotle fundraiser nights, selling chocolate.	
Amount Expected to be Fund Raised: Really depends on student engagement, but usually 200-500 per student.	
Approximate Number of Students Involved and Grade Levels: 12 - 30...      10-12	
Estimated Cost of Trip per Student; What is Included/Not Included in Price? 5,200 per student	
Will student cost include a pro-rated amount for chaperone(s) cost?    Yes <input checked="" type="radio"/> No    (circle one) If yes, what is the additional amount per student, if applicable? No	
Please identify any chaperone benefits provided by the tour company: (e.g. 1 paid chaperone per 10 students participating) Chaperones travel free with each six paying travelers. There is a large group stipened if more than 50 students register for the trip.	
Deadline for forfeiture of deposit if a student decided not to participate: This depends on if the student buys one of three insurance options. It can be as short as 90 days or as long as up to the day of travel.	
Please provide a brief explanation of instructional purposes of the trip and how it complements the advisor's district curriculum objective: Student travel allows us to bring the themes, ideas and learning that occur in the Social Studies department to life. Student will engage with peoples and places that are unique and different than their own places of origin. This gives the students the opportunity to learn about and engage with a broader global community and help them identify their role and purpose in that community.	
Date 1/16/2026	Chaperone/Advisor Signature 
Date 1/19/27	Building Administrator Signature 
Date	Director of Academic Services Signature
Date	Educational Program Chair Signature

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

Monday, February 9, 2026 - 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 Personnel Committee meeting was held on Monday, February 9, 2026, at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 7:05 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

**PRESENT**

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

**1. CALL TO ORDER - 7:05 PM**

**2. MANNER OF PUBLIC NOTIFICATION OF MEETING**

**3. HEARING OF VISITORS OR DELEGATIONS - None**

**4. STAFFING UPDATE**

The administrative team shared a 2026-27 staffing update.

**Action:** None, informational only.

**5. APPROVE RECOMMENDED 2026-27 STAFFING PLAN: PHASE I**

Administration shared Phase I of the District staffing plan that includes certified staff positions considered to be essential additions for the 2026-27 school year. These positions are hard to fill, and approval of this plan will allow for early posting of these positions.

**Action:** Tuchtenhagen moved, seconded by Page, to approve 2026-27 Staffing Plan: Phase I. Motion passed 3-0.

**6. APPROVE 2027-28 SCHOOL YEAR CALENDAR**

The calendar committee recommended the 2027-28 school calendar. The school calendar will include the school year start/end dates, in-service days, and vacation days.

**Action:** Page moved, seconded by Tuchtenhagen, to approve the 2027-28 School Year Calendar. Motion passed 3-0.

**7. APPROVE 2026-27 SCHOOL YEAR CALENDAR IMPORTANT DATES**

The calendar committee recommended the 2026-27 school calendar's important dates. This calendar includes back-to-school nights, parent-teacher conferences, and graduation.

**Action:** Tuchtenhagen moved, seconded by Page, to approve the 2026-27 School Calendar Important Dates. Motion passed 3-0.

**8. NEW STAFF MID-YEAR CHECK-IN FEEDBACK**

Director of Human Resources and Leadership Nate Schurman provided a summary of new staff feedback related to their experiences in the School District of River Falls.

**Action:** None, informational only.

**9. NOTICE OF COMMENCEMENT OF CONTRACT NEGOTIATIONS**

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

**Action:** Tuchtenhagen moved, seconded by Page, to approve Commencement of Contract Negotiations. Motion passed 3-0.

10. **CONSIDERATION OF ADJOURNING TO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 19.85(1)(C), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF CONSIDERING THE EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY, TO DISCUSS TEACHER CONTRACT DAYS AND COMPENSATION, AND PURSUANT TO WIS. STAT. SEC. 19.85(1)(E), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF DELIBERATING OR NEGOTIATING THE PURCHASING OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION, FOR THE PURPOSE OF DISCUSSING 2026-27 CONTRACT NEGOTIATION MEETINGS, COMPENSATION STUDY DATA, POTENTIAL NON-RENEWALS AND POTENTIAL BUDGET REDUCTIONS. ROLL CALL REQUIRED.**  
**Action:** Page moved, seconded by Tuchtenhagen, to adjourn into closed session. Roll Call Vote: Page-yes, Tuchtenhagen - yes, Myers - yes.
11. **CONVENE TO CLOSED SESSION PURSUANT TO THE ABOVE** at 7:43 p.m.  
**Present:** Committee Members Stacy Johnson Myers (Chair), Alison Page, and Alan Tuchtenhagen. School Board members Lindsey Curtis, Bo Hirstein, Monica LaVold, and Mike Miller. Superintendent David Bell and Director of Human Resources & Leadership Development Nate Schurman.
- The committee discussed negotiation work sessions & negotiation meetings with the teacher and bus driver union groups, reviewed a regional compensation analysis for all staff, and reviewed potential non-renewals. The committee tabled the decision regarding staff reduction plans. These plans will be revisited at the full School Board meeting on February 23, 2026.
12. **RECONVENE INTO OPEN SESSION FOR POTENTIAL ACTION RELATED TO CLOSED SESSION BUSINESS** at 8:40 p.m.  
**Action:** Page moved, seconded by Tuchtenhagen, to reconvene in open session. Roll Call Vote: Page-yes, Tuchtenhagen - yes, Myers - yes.
- Closed Session Action:** Page moved, seconded by Tuchtenhagen, to schedule negotiation work sessions and negotiation meetings with the teacher and bus driver union groups. Motion passed 3-0
13. **PROPOSED/SUGGESTED ITEMS FOR THE NEXT REGULAR AND FUTURE PERSONNEL MEETING AGENDA(S)**  
As always, committee members were given the opportunity to suggest items for future committee and/or School Board meeting agendas.  
**Action:** No suggestions at this time.
14. **SCHEDULE NEXT PERSONNEL COMMITTEE MEETING**  
Upcoming committee meeting dates, times, and locations will be reviewed.  
**Action:** Set the meeting schedule as follows:  
Personnel Committee meeting, Monday, March 9, 2026, 8:00 p.m. *(or immediately following Finance & Facilities)*  
*The meeting will be held at the District Office Conference Room, 852 E. Division Street.*
15. **ADJOURN** at 8:42 p.m.

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Stacy Johnson Myers, Personnel Committee Chair

**2026-27 STAFFING PLAN: PHASE I**

<b>Location</b>	<b>Position and FTE</b>
Rocky Branch	Special Education Teacher (.5 FTE Cross Categorical)
District	Physical Therapist (.4 FTE)
RFPME	Cross Categorical Special Education Teacher (.5 FTE)
District	Speech Therapist (.6 FTE)
Rocky Branch	Special Education Teacher (.5 FTE Early Childhood)

**2026-27 STAFFING PLAN: PHASE I, Feb. 9, 2026**  
**RATIONALE**

**Rocky Branch Cross Categorical SPED Teacher: 0.5 FTE**

School	Projected Enrollment 26-27	Avg. Fall/Mid-year Move In	Current FTE	Proposed FTE
Rocky Branch	53	7.5	4.0	4.5
Greenwood	48	2	4.0	4.0
Westside	40	2.5	4.0	4.0

**RFPME Cross Categorical SPED Teacher: 0.5 FTE**

School	Projected Enrollment 26-27	Current FTE	Proposed FTE
Montessori	18	1.0	1.5

- 12 Students: 1 Teacher aligns with Greenwood Special Education staffing.
- Montessori serves multiple disabilities, making it very difficult to provide proactive and responsive services with 1 staff member.

**Speech/Language: 0.6 FTE**

Year	22-23	23-24	24-25	25-26	26-27	Current FTE	Proposed FTE
IEPs	187	188	199	213	?	5.4	6.0

- 25-26: Average caseload = 39.4
- 26-27 Average caseload = 35.5
- Serves all district buildings, daycares, and 4K

**Area comparisons average caseload**

- Hudson 31.1
- New Richmond 39.9
- Menomonie 39.4
- Rice Lake 29.6
- Prescott 33.3
- Amery 26.9

**2026-27 STAFFING PLAN: PHASE I, Feb. 9, 2026**  
**RATIONALE**

**Physical Therapy: 0.4 FTE**

Year	22-23	23-24	24-25	25-26	Projected 26-27	Current FTE	Proposed FTE
IEPs	24	30	28	37	41	1	1.4

- All district schools and UWRF 4K
- IEP meetings and Progress Reports for entire caseload

**4K/Early Childhood: 0.5 FTE**

- The primary duty of the added 0.5 position, would be to establish another co-taught 4K site if necessary.
- Currently we have 20 students who are 4K eligible based on age, but many of them are very young, and may end up continuing in Early Childhood for another year.
  - Can increase Early Childhood sections from 4-6 to accommodate the second year of Early Childhood with existing staff.
- There is also uncertainty about the status of 4K sites and potential Get Kids Ready sites, who need to make a decision by the end of February.

School District of River Falls  
**2027-28 SCHOOL CALENDAR**

**August 2027**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23♦	24♦	25♦	26♦	27
30♦	31♦			

*16-17 – New Teacher Orientation*  
*18 – K Boost*  
*19 – New Para Orientation*  
*26 & 30 – Teacher Curriculum Academy*  
*23, 24, 25, & 31 – Teacher In-service*

**September 2027**      **21**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

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

**October 2027**      **19**

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

*8- No School (Teacher In-service)*  
*(HS Virtual Day)*  
*11 – No School (Vacation)*

**November 2027**      **18**

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

*5 – No School (Teacher In-service)*  
*24-26 – No School (Thanksgiving Break)*

**December 2027**      **15**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

*22-31 – No School (Winter Break)*

**January 2028**      **20**

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

*21– No School (Teacher In-service)*

**February 2028**      **19**

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

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

**March 2028**      **18**

M	T	W	TH	F
		1	2	3T
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31Q

*20-24 – No School (Spring Break)*

**April 2028**      **19**

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

*3– No School (Teacher In-service)*

**May 2028**      **21**

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

*5 – No School (Vacation)*  
*29 – No School (Memorial Day)*

**June 2028**      **5**

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

*7 – Last Day of School*  
*8-9 – Teacher In-service*

**Quarters (Secondary):**

- 1: 9/1/27-11/4/27 (44 days)
- 2: 11/8/27-1/20/28 (43 days)
- 3: 1/24/28-3/31/28 (43 days)
- 4: 4/4/28-6/7/28 (45 days)

**Trimesters (Elementary):**

- 1: 9/2/27-11/23/27 (56 days)
- 2: 11/29/27-3/3/28 (59 days)
- 3: 3/6/28-6/6/28 (60 days)

First Student Day: September 1, 2027  
 No School Days:   
 Graduation Day: TBD  
 Last Student Day: June 7, 2028  
 Possible Make-Up Days: \*

Student Days	175
Parent Teacher Conference Days	2
Work/In-service Days ♦	13
<b>Total Days</b>	<b>190</b>



August 2026				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20♦	21
24♦	25♦	26♦	27♦	28
31				

September 2026				
M	T	W	Th	F
	1▲	2	3	4
7	8	9	10	11
14	15	16L	17	18
21	22	23L	24	25
28	29	30L		

October 2026				
M	T	W	Th	F
			1	2
5♦	6	7L	8	9
12	13	14L	15	16
19	20	21L	22	23
26	27	28L	29	30Q

November 2026				
M	T	W	Th	F
2♦	3	4	5	6
9	10	11L	12	13
16	17	18L	19	20T
23	24	25	26	27
30				

December 2026				
M	T	W	Th	F
	1	2L	3	4
7	8	9L	10	11
14	15	16L	17	18
21	22	23	24	25
28	29	30	31	

January 2027				
M	T	W	Th	F
				1
4	5	6L	7	8
11	12	13L	14	15Q
18♦*	19	20	21	22
25	26	27L	28	29

February 2027				
M	T	W	Th	F
1	2	3L	4	5
8	9	10L	11	12
15♦*	16	17	18	19
22	23	24L	25	26

March 2027				
M	T	W	Th	F
1	2	3L	4	5T
8	9	10L	11	12
15	16	17	18	19
22	23	24L	25	26
29	30	31L		

April 2027				
M	T	W	Th	F
			1Q	2♦*
5	6	7	8	9
12	13	14L	15	16
19	20	21L	22	23
26	27	28L	29	30

May 2027				
M	T	W	Th	F
3	4	5L	6	7*
10	11	12L	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2027				
M	T	W	Th	F
	1	2	3	4▼
7*♦	8*♦	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29			

▲	First Student Day
▼	Last Student Day
■	No school
*	Possible make-up days
♦	In-service Days
L	HS Late Start: 8:15am

**AUGUST 2026**

17-18	New Teacher Orientation
19	K Boost
19	Renaissance GEDO 2 Info. Meeting (4:00-6:30 pm)
20	New Para Orientation
20	Teacher Curriculum Academy
24-27	Teacher In-Service
25	MMS Back-to-School Open House (12:30-7:30 pm)
26	HS Parent Night Open House (5-8 pm)
26	RCA Back to School Parent Night (4-6:30pm)
26	Elementary Back-to-School Open House (3-6 pm)

**SEPTEMBER**

1	First Student Day of School (all schools, including RF4C)
7	No School (Labor Day)
28	HS & RCA Parent/Teacher Conferences (4:30-7 pm)

**OCTOBER**

5	No School for Grades 4K-8 (Teacher In-Service) Virtual Day for Grades 9-12
30	End of Quarter One (Secondary Level)

**NOVEMBER**

2	No School (Teacher In-Service)
2	Elementary Parent-Teacher Conferences (4-7:30 pm)
5	MMS Parent-Teacher Conferences (3:45-7:30 pm)
5	Elementary Parent-Teacher Conferences (4-7:30 pm)
11	MMS Veterans Day Program (1:30 pm)
20	End of Trimester One (Elementary Level)
25-27	No School (Thanksgiving Break)

**DECEMBER**

7	HS & RCA Parent/Teacher Conferences (4:30-7 pm)
23-31	No School (Winter Break)

**JANUARY 2027**

1	No School (Winter Break)
15	End of Quarter Two (Secondary Level)
18	No School (MLK Day) (Teacher In-Service)
25	HS Course Registration Night (5-8 pm)

**FEBRUARY**

15	No School for Grades 4K-8 (Teacher In-Service) Virtual Day for Grades 9-12
15	Elementary Parent-Teacher Conferences (4-7:30 pm)
18	Elementary Parent-Teacher Conferences (4-7:30 pm)
18	HS & RCA Parent/Teacher Conferences (4:30-7 pm)

**MARCH**

5	End of Trimester Two (Elementary Level)
15-19	No School (Spring Break)

**APRIL**

1	End of Quarter Three (Secondary Level)
1	MMS Parent-Teacher Conferences (3:45-7:30 pm)
2	No School (Teacher In-Service)
6	HS ACT Day for Grades 9, 10, 11 Service to Community Day for Grade 12

**MAY**

10	HS & RCA Parent/Teacher Conferences (4:30-7 pm)
7	No School (Vacation)
14	Renaissance Senior Celebration (4:30-7:30 pm)
31	No School (Memorial Day)

**JUNE**

4	Last Student Day of School
6	High School Graduation (1-3 pm)
7-8	No School (Teacher In-Service)