

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

Monday, August 19, 2024 - 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 IN THE DISTRICT ADMINISTRATIVE OFFICE CONFERENCE ROOM**
2. **PLEDGE OF ALLEGIANCE**
3. **HEARING OF VISITORS OR DELEGATIONS**
 - A. Lions Club Donation - Carole Mottaz
4. **INFORMATIONAL ITEMS**
 - A. **Superintendent, Administrative, and Student Representative Reports**
 1. Superintendent Report 3
 - a. 2024-25 School Year Preparation
 - b. School Board Student Representative
 - c. School Forest Pavilion Update
5. **ACTION ITEMS**
 - A. **Approval of Minutes, bills, and recommended employment** 8

Description: The following have been submitted for approval:
Item 1: July 22, 2024, Regular Board of Education meeting minutes
Item 2: Bills submitted for payment
Item 3: Pursuant to Board Policy which references Wisconsin Statutes Sections 111, 118, 121, all employees who require Wisconsin state certification shall be recommended by the superintendent to the Board of Education for approval. All recommendations presented at this time are pursuant to approved Board policies and accompanying administrative procedures.
Recommended Action: Approve minutes, bills, and employment as presented.
 - B. **Consideration and/or Action to approve August 12, 2024 Personnel Committee recommendations** 18

Description: The Personnel Committee met on August 12, 2024, to hear a certified staffing update, to hear a staff onboarding & orientation report, to hear the director of human resources and leadership development goals presentation, to approve revisions to the district office and buildings & grounds program assistant job description, and finally to approve revisions to policy 537 staff development.
Recommended Action:
 1. Approve the District Office and Buildings & Grounds Program Assistant job description.
 2. Approve the first reading of revised School Board Policy 537 Staff Development.
 - C. **Consideration and/or Action to approve August 12, 2024, Finance & Facilities Committee recommendations** 23

Description: The Finance and Facilities Committee met on August 12, 2024, to hear a referendum projects update and to review the finance & facilities 2024-25 committee goals.
Recommended Action: No action, informational only.
 - D. **Approve the Service Agreement with the University of WI- River Falls, University Preschool Program, to share the cost of a special education paraprofessional for the 2024-2025 school year** 47

Description: Director of Student Services, Mark Inouye, will present a new service agreement to the Board for approval to share the cost of a special education paraprofessional with the University of WI- River Falls, University Preschool Program, for the 2024-2025 school year.
Recommended Action: Approve the Service Agreement with the University of WI-River Falls, University Preschool Program, to share the cost of a special education paraprofessional for the 2024-2025 school year as presented.

E. Approve 66.0301 agreements

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Description: For the last several years, the Prescott, Ellsworth, and River Falls School Districts have shared a teacher for students with hearing impairments. Administration wishes to continue the agreement for the 2024-2025 school year. Also needing approval is the Project SEARCH 66.0301 agreements with the Ellsworth and Prescott School Districts.

Recommended Action:

1. Approve the Teacher of the Hearing Impaired 66.0301 agreement with the Prescott and Ellsworth School Districts for the 2024-2025 school year.
2. Approve Project SEARCH 66.0301 agreements with Ellsworth and Prescott School Districts for the 2024-2025 school year.

F. Consideration and/or Action to approve the first readings of revised School Board Policy 132 School Board Member Resignation, Policy 141 School Board Officers, Policy 142 School Attorney, Policy 151 School Board Policy Development, Policy 151.2 Policy Dissemination, and Policy 151.3 Administration in Policy Absence

54

Description: The administrative team is recommending minor updates to the following policies in the 100 series.

Recommended Action:

1. Approve the first reading of revised School Board Policy 132 School Board Member Resignation.
2. Approve the first reading of revised School Board Policy 141 School Board Officers.
3. Approve the first reading of revised School Board Policy 142 School Attorney.
4. Approve the first reading of revised School Board Policy 151 School Board Policy Development.
5. Approve the first reading of revised School Board Policy 151.2 Policy Dissemination.
6. Approve the first reading of revised School Board Policy 151.3 Administration in Policy Absence.

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

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

Recommended Action: As needed.

H. Schedule next Board/Committee meetings

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

Recommended Action: Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, September 9, 2024, 6:00 p.m.

Finance and Facilities Committee meeting: Monday, September 9, 2024, 7:00 p.m. (or immediately following Educational Program)

Annual Meeting/Budget Hearing: Monday, September 16, 2024, 6:00 p.m. (*at the River Falls High School*)

Personnel Committee meeting: Monday, September 23, 2024, 6:00 p.m.

Regular Board meeting: Monday, September 30, 2024, 7:00 p.m.

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

6. ADJOURN



Superintendent Report

August 19, 2024

2024-25 School Year Preparation

- Bus Driver and Substitute Teacher Training
- New Teacher Orientation
- August In-Service Highlights



SCHOOL DISTRICT OF River Falls
 Administrative Office
 852 E. Division Street, River Falls, WI 54022
 PHONE: (715) 425-1800 FAX: (715) 425-1801
 www.rfed.k12.wi.us

Bus Driver Training Agenda
 August 13, 2024

Location
 Greenwood Elementary School Gym (982 E Division St, River Falls, WI 54022).
 Please use the main entrance

Agenda

| | |
|-------------|---|
| 11:00-11:05 | Introductions Nate Schurman - Director of Human Resources |
| 11:05-11:20 | Appendix E of Employee Handbook (use of radio, what to do in an accident) Todd Burrip |
| 11:20-11:45 | Student Bus Expectations Nate Henry |
| 11:45-12:00 | Maintenance Request look for letters for Gary Pacheco |
| 12:00-12:10 | Transportation/Maintenance Center design and planning Lynette Coy |
| 12:10-12:30 | Q and A Panel (Driver: Nate, Todd, Ashly Birgenheimer) |
| 12:30-1:00 | Lunch Provided by RFSD Food Services |

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Substitute Training Agenda - August 14, 2024

Location
 Greenwood Elementary School Gym (982 E Division St, River Falls, WI 54022). *Please use the main entrance*

Agenda

| | |
|-------------|---|
| 11:00-11:05 | Introductions Nate Schurman - Director of Human Resources Collect Q and A questions/topics |
| 11:05-11:25 | Interactive Whiteboard Use - Part 1 Brian Dado, Ron Francis, Chris Geiser |
| 11:25-11:55 | Interactive Whiteboard Use - Part 2 Brian Dado, Ron Francis, Chris Geiser |
| 11:55-12:05 | Effective Classroom Management (new presentation needed) Lisa Gohl and Brian Buck |
| 12:05-12:25 | Q and A - Admin Reps from ES, MS, HS Kate Stuppel, Mark Chapin, Kir Luedtke |
| 12:25-1:00 | Lunch Provided by RFSD Food Services |

School Board Student Representative

- **One-year term**
- **Open to RFHS or Renaissance Charter Academy Student**
- **Goals of the School Board Student Representative**
 - Leadership opportunity and insight into public service.
 - Offer a student perspective during school board meetings.
- **Non-voting member**
- **Recruitment will start at the beginning of the school year.**



School Forest Pavilion

- River Falls Rotary is providing the funding for the construction of a Pavilion, Concrete Pad, and related site work at the School Forest.
- 50 ft (L) x 20 ft (W) x 14 ft (H)-> Conservation Easement limits the size of the building.



School Forest Pavilion



School District of River Falls
Regular Board Meeting
Monday, July 22, 2024 - 6:00 PM
District Office, 852 E Division Street
River Falls, Wisconsin 54022

The regularly scheduled meeting of the River Falls Board of Education was called to order on Monday, July 22, 2024 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, members Bo Hirstein and Alison Page. Also present were Superintendent David Bell, Director of Human Resources and Leadership Development Nate Schurman, Co-Directors of Academic Services MaryBeth Elliott and Amy Wise, and Director of Finance & Facilities Lynette Coy. Director of Student Services Mark Inouye, River Falls High School Principal Kit Luedtke and Greenwood Elementary Principal Kate Skappel

HEARING OF VISITORS OR DELEGATIONS

A community member requested clarification regarding the Title IX changes occurring in the district due to the federal mandate.

INFORMATIONAL ITEMS

A. Superintendent, Administrative, and Student Representative Reports

1. Superintendent Report

a. Entry Plan Update

Bell updated the Board on his entry plan as the new superintendent including the policy review schedule, strategic plan monitoring, and the district scorecard.

b. Preliminary Agendas for Newspaper

Due to the deadlines of the local newspapers, the district would like to add a caveat at the end of all published agendas that says: *"This preliminary agenda is prepared early in order to meet publication timelines for the area newspapers. Changes to the agenda may occur. If so, those changes will appear on the final agenda at least 24 hours in advance of the meeting. The final agenda can be viewed on the district's website: Menu>School Board>Board Meetings>Agendas & Meeting Minutes>View Board Meeting & Committee Agendas & Minutes."*

ACTION ITEMS

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

1. The Minutes from the June 24, 2024, Regular Board of Education meeting.

2. Accounts Payable and Payroll payments in the amount of \$4,548,642.25.

3. Pursuant to Board Policy which references Wisconsin Statutes Sections 111, 118, and 121, approval of the following employment recommendations: 1. Recommended approval of the employment of MaryBeth Elliott as Co-Director of Academic Services at District Office effective July 1, 2024 (replaces Nate Schurman). 2. Recommended approval of the employment of Amy Wise as Co-Director of Academic Services at District Office effective July 1, 2024 (replaces Nate Schurman). 3. Recommended approval of the employment of Rachel Mader as Principal at Westside Elementary School effective July 1, 2024 (replaces Chris Kamrath). 4. Recommended approval of the employment of DeAnna Wronski as 1.0 FTE Special Education Teacher at Greenwood Elementary School effective August 20, 2024 (replaces Emma Brennan-Bobert). Ms. Wronski earned her bachelor's degree from Winona State University and her master's degree from UW Stevens Point. She has 7 years of experience (Ellsworth, Plum City, Glenwood City) and her salary will be based on level C1M of the salary ladder. 5. Recommended approval of the employment of Carly Pfeffer as 1.0 FTE Special Education Teacher at Greenwood Elementary School effective August 20, 2024 (replaces Ashleigh Olson). Ms. Pfeffer earned her bachelor's degree from UW River Falls and her master's degree from St. Mary's University of MN. She has 4 years of experience (Cadott, Waukesha) and her salary will be based on level B1M of the salary ladder. 6. Recommended approval of the employment of Madalyn Krizek-Score as 1.0 FTE English-Language Arts Teacher at River Falls High School effective August 20, 2024 (replaces Amanda Whipkey). Ms. Krizek-Score earned her bachelor's degree from UW River Falls and her salary will be based on level BASE of the salary ladder. 7. Recommended approval of the employment of Kaja Montplaisir as 1.0 FTE English-Language Arts Teacher at River Falls High School effective August 20, 2024 (replaces Kim Miller). Ms.

Montplaisir earned her bachelor's degree from UW Stevens Points and has 1.5 years of experience (Milwaukee) Her salary will be based on level A2 of the salary ladder. 8. Recommended approval of the employment of Mitchell Kallenbach as 1.0 FTE Alternative Education Teacher at Renaissance Charter Academy effective August 20, 2024 (replaces Peggy Webb). Mr. Kallenbach earned his bachelor's degree from UW Eau Claire and his salary will be based on level BASE of the salary ladder. 9. Recommended approval of the transfer of employment for Nate Schurman from Director of Academic Services to Director of Human Resources and Leadership Development at District Office effective July 1, 2024 (replaces David Bell). 10. Recommended approval of the increased employment for Abby Mazzei, Gifted and Talented Teacher, from 0.5 FTE to 0.7 FTE effective August 26, 2024 (increased needs). 11. Recommended acceptance of the resignation of Marie Anderson-Smolinski as full-time Special Education Teacher at River Falls High School effective the end of the 2023-24 year. 12. Recommended acceptance of the resignation of Cameron Wilken as full-time Physical Education Teacher at River Falls High School effective the end of the 2023-24 year. 13. Recommended acceptance of the resignation of Matt Smith as full-time Business Education Teacher at River Falls High School effective the end of the 2023-24 year. Motion carried unanimously (5-0).

B. Consideration and/or Action to approve July 15, 2024, Educational Program Committee recommendations

The Educational Program Committee met on July 15, 2024, to approve the 2024-25 Academic Standards Public Notice and to approve the 2024-25 student and athletic handbooks.

1. Tuchtenhagen moved, seconded by Page to approve Academic Standards Public Notice. Motion carried unanimously (5-0).
2. Tuchtenhagen moved, seconded by Curtis to approve the 2024-25 Elementary Student Handbook, the 2024-25 Meyer Middle School Student Handbook, the 2024-25 Meyer Middle School Athletic Handbook, the 2024-25 Renaissance Charter Academy Student Handbook, the 2024-25 River Falls High School Student Handbook and the 2024-25 River Falls High School Athletic Handbook. Motion carried unanimously (5-0).

C. Consideration and/or Action to approve July 15, 2024, Finance & Facilities Committee recommendations

The Finance and Facilities Committee met on July 15, 2024, to hear an update on internal controls in the Finance office, to hear a 2023-24 budget update, to approve the 2023-24 fiscal year-end fund balance designations, to approve the 2023-24 year-end Fund 46 transfer, to hear an update on the July 1 Equalization Aid estimate for 2024-25, and hear an update on the design and planning of the referendum projects.

1. Page moved, seconded by Curtis to approve the 2023-24 fiscal year-end fund balance designations. Motion carried unanimously (5-0).
2. Page moved, seconded by Tuchtenhagen to approve the 2023-24 year-end Fund 46 transfer of \$1,050,000. Motion carried unanimously (5-0).

D. Consideration and/or Action to approve July 15, 2024 Personnel Committee recommendations

The Personnel Committee met on July 15, 2024, to hear a certified staffing update, to approve the 2024-25 employee handbook revisions, and to approve the safety and crisis response program assistant, the academic services, student services and finance & facilities program assistant, and the speed & strength program assistant job descriptions.

1. Curtis moved, seconded by Page to approve the 2024-25 RFSD Employee Handbook revisions. Motion carried unanimously (5-0).
2. Page moved, seconded by Hirstein to approve the Safety and Crisis Response Program Assistant job description and the Academic Services, Student Services, and Finance & Facilities Program Assistant job descriptions. Motion carried unanimously (5-0).
3. Johnson Myers moved, seconded by Tuchtenhagen to approve the Speed and Strength Program Assistant job description. Motion carried unanimously (5-0).

E. Consideration and/or Action to approve the Administrative recommendation to officially close the K-8 Virtual eSchool program indefinitely

District Administration presented the Board with the recommendation to officially close the K-8 Virtual eSchool program. The K-8 Virtual eSchool was previously suspended in March 2023 due to district funding concerns and low enrollment. Curtis moved, seconded by Page to approve the administrative recommendation to officially close the K-8 Virtual eSchool program. Motion carried unanimously (5-0).

F. Consideration and/or Action to approve the first readings of revised School Board Policy 411.11 Title IX Sexual Harassment and 411.11-Rule Title IX Sexual Harassment Complaint Procedures

District Administration provided recommendations for revisions to Policies 411.11 and 411.11-Rule. Johnson Myers moved, seconded by Page to approve the first readings of revised School Board Policy 411.11 Title IX Sex Nondiscrimination and 411.11-Rule Title IX Sex Nondiscrimination Complaint Procedures. Motion carried unanimously (5-0).

G. Consideration and/or Action to approve the second reading of the new School Board Policy 342 Programs for Children with Disabilities

The first reading of the new policy 342 Programs for Children with Disabilities was approved at the June 24, 2024, Regular Board Meeting.

Page moved, seconded by Tuchtenhagen to approve the second reading of the new School Board Policy 342 Programs for Children with Disabilities. Motion carried unanimously (5-0).

H. Consideration and/or Action to approve the second reading of revised School Board Policy 345.44 Elementary School Grade Level Promotion

District Administration recommends that this revision should not proceed with the second approval in order to conduct further review of the policy.

No action, informational only.

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

As always, Board members will be given the opportunity to suggest items for future Board member agendas.

No recommendations at this time.

J. Schedule next Board/Committee meetings

Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, August 5, 2024, 6:00 p.m.

Finance and Facilities Committee meeting: Monday, August 12, 2024, 7:00 p.m. (or immediately following Personnel)

Personnel Committee meeting: Monday, August 12, 2024, 6:00 p.m.

Regular Board meeting: Monday, August 19, 2024, 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.

ADJOURNMENT

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

Lindsey Curtis, Clerk

SCHOOL DISTRICT OF RIVER FALLS
River Falls , Wisconsin 54022

August 2024 Board Meeting

| Accounts Payable | AMOUNT |
|---|----------------|
| Checks # 218506 - 218744 | \$1,259,966.26 |
| ACH # 242500001-242500056 | \$162,417.60 |
| Wires The Standard, Mn Life, HealthPartners, Payroll Taxes Quarterly Excise Tax, WEA, Wis Deferred Comp, EBC Neopost Fee, EyeMed, HSA Bank, WRS-Retirement State of WI garnishment | \$1,712,010.85 |
| NSF/Return of Funds | |
| Void Ck #217006; Ck #217781; Ck#218193; Ck#218222 Ck#218306; Ck#218469 | -\$8,088.20 |

PAYROLL

| | |
|--|----------------|
| Checks # 129227 | \$25.80 |
| ACH # 997389792 - 997390297; 997390802-997391582 | \$1,436,795.46 |
| Void | \$0.00 |

\$4,563,127.77

Actual

| | |
|------------------------------------|-----------------|
| FNB - General Money Market Balance | \$11,014,868.25 |
| RCU - Money Market Balance | \$145,362.95 |

Publication List - Checks over \$100 - Aug 2024 Meeting

| POST | CHECK | | INVOICE | |
|-----------|--------|-------------------------------------|--------------------|--------------|
| DATE | NUMBER | VENDOR | DESCRIPTION | AMOUNT |
| 7/5/2024 | 218506 | AEGIS CORPORATION | Crime Policy | \$ 2,268.00 |
| 7/5/2024 | 218507 | AMERICAN CAPITAL FINANCIAL SERVICES | Lease Pymt | \$ 43,044.41 |
| 7/5/2024 | 218508 | AWSA | Renewal | \$ 515.00 |
| 7/5/2024 | 218509 | BALDWIN LIGHTSTREAM | internet/phone | \$ 1,601.84 |
| 7/5/2024 | 218510 | CHUBB | insur. renewal | \$ 3,585.00 |
| 7/5/2024 | 218511 | CLASSLINK INC | renew license | \$ 12,634.59 |
| 7/5/2024 | 218512 | COMMUNITY INSURANCE CORPORATION | insur. Renewal | \$ 78,733.00 |
| 7/5/2024 | 218514 | FIRST EAGLE BANK | Lease Pymt | \$ 19,382.09 |
| 7/5/2024 | 218515 | FIRST EAGLE BANK | Lease Pymt | \$ 51,989.70 |
| 7/5/2024 | 218516 | FRONTLINE TECHNOLOGIES GROUP LLC | Renewal | \$ 14,876.68 |
| 7/5/2024 | 218517 | INFINITE CAMPUS | License Renewal | \$ 49,127.30 |
| 7/5/2024 | 218518 | INTEGRATED SYSTEMS CORPORATION | Skyward Hosting | \$ 6,958.00 |
| 7/5/2024 | 218519 | MARSH & MCLENNAN AGENCY LLC | insur. renewal | \$ 2,144.46 |
| 7/5/2024 | 218520 | MINNESOTA ORCHESTRA | Reserve FT tickets | \$ 512.50 |
| 7/5/2024 | 218521 | SCENARIO LEARNING LLC | Vector Training | \$ 6,702.82 |
| 7/5/2024 | 218522 | SWANK MOTION PICTURES INC | Subscription | \$ 4,778.00 |
| 7/5/2024 | 218523 | TOWN OF RIVER FALLS | Permit Fee | \$ 120.00 |
| 7/5/2024 | 218524 | UNITED WAY ST CROIX VALLEY | Multiple Invoices | \$ 180.00 |
| 7/5/2024 | 218525 | WI ASSOC OF SCHOOL BOARDS INC | Membership Dues | \$ 9,299.00 |
| 7/5/2024 | 218526 | WASBO | Membership | \$ 275.00 |
| 7/5/2024 | 218527 | WASDA | Multiple Invoices | \$ 1,890.00 |
| 7/5/2024 | 218528 | WASPA | Multiple Invoices | \$ 1,940.00 |
| 7/5/2024 | 218529 | WERMC | Dues/Fees | \$ 3,924.67 |
| 7/5/2024 | 218530 | WILS | yrly subscription | \$ 199.00 |
| 7/5/2024 | 218531 | WISCONSIN DEPT OF REVENUE | Payroll accrual | \$ 514.40 |
| 7/5/2024 | 218532 | WSSCA | Membership dues | \$ 180.00 |
| 7/12/2024 | 218533 | BIG RIVERS CONFERENCE | Conf Dues | \$ 2,500.00 |
| 7/12/2024 | 218534 | BRILL, RYAN | Reim supplies | \$ 211.87 |
| 7/12/2024 | 218535 | BSN SPORTS | Multiple Invoices | \$ 3,075.00 |
| 7/12/2024 | 218536 | CANON FINANCIAL SERVICES INC | Lease Payments | \$ 3,257.56 |
| 7/12/2024 | 218537 | CINTAS | BG Expense | \$ 302.57 |
| 7/12/2024 | 218538 | CITY OF RIVER FALLS | Demo Permit | \$ 135.00 |
| 7/12/2024 | 218539 | FACILITIES MANAGEMENT EXPRESS LLC | Dist Work Orders | \$ 9,093.00 |
| 7/12/2024 | 218541 | PARTS TOWN LLC | Steam Kettle Part | \$ 764.21 |
| 7/12/2024 | 218542 | PROGRESS PUBLICATIONS | folders | \$ 550.00 |
| 7/12/2024 | 218543 | RIVER FALLS SUNSHINE FUND | Tourn sponsor | \$ 250.00 |
| 7/12/2024 | 218544 | ROBERT W. BAIRD & CO. INC. | Forecast Model | \$ 7,000.00 |
| 7/12/2024 | 218545 | RSCHOOL TODAY | scheduling | \$ 3,345.00 |
| 7/12/2024 | 218546 | SHERWIN WILLIAMS CO | Multiple Invoices | \$ 1,526.02 |
| 7/12/2024 | 218548 | ULINE | Wire Security Rm | \$ 1,375.00 |
| 7/12/2024 | 218549 | WI ASSOC OF SCHOOL BOARDS INC | Multiple Invoices | \$ 890.00 |
| 7/12/2024 | 218551 | EDUTRAK LLC | FS Software | \$ 4,976.00 |
| 6/29/2024 | 218552 | 5 STAR RESTROOM RENTALS | restroom rental | \$ 1,161.25 |
| 6/29/2024 | 218553 | AMAZON CAPITAL SERVICES INC. | supplies | \$ 170.81 |

Publication List - Checks over \$100 - Aug 2024 Meeting

| | | | | |
|-----------|--------|--|--------------------|--------------|
| 6/29/2024 | 218555 | AUTO VALUE | BG Supplies | \$ 165.98 |
| 6/29/2024 | 218557 | BOARDMAN & CLARK LLP | Legal services | \$ 1,272.00 |
| 6/29/2024 | 218559 | BRAGER, JOANNE | Travel Reim | \$ 177.10 |
| 6/29/2024 | 218560 | ST CROIX LANES | Bowling | \$ 594.00 |
| 6/29/2024 | 218561 | C & L COMMUNICATIONS INC | June Locates | \$ 2,766.75 |
| 6/29/2024 | 218562 | CAPITAL ONE | Walmart supplies | \$ 569.31 |
| 6/29/2024 | 218565 | CERNOHOUS CHEVROLET | install seats | \$ 6,062.70 |
| 6/29/2024 | 218566 | CHARTWELLS | June invoice | \$ 33,993.84 |
| 6/29/2024 | 218567 | CHIPPEWA VALLEY SPORTING GOODS | supplies | \$ 2,483.00 |
| 6/29/2024 | 218568 | CINTAS | BG Expense | \$ 267.72 |
| 6/29/2024 | 218569 | DERRICK BUILDING SOLUTIONS LLC | Roller Shades | \$ 3,450.00 |
| 6/29/2024 | 218571 | EAGLE EYE FARM | KC FT | \$ 1,590.00 |
| 6/29/2024 | 218573 | EPSTEIN, GARY | Driver Meals | \$ 116.00 |
| 6/29/2024 | 218575 | FAST COPY CENTER | envelopes | \$ 260.00 |
| 6/29/2024 | 218576 | FAWN-DE-ROSA | KC FT | \$ 2,330.00 |
| 6/29/2024 | 218577 | FIELD ENVIRONMENTAL CONSULTING INC | Testing | \$ 1,652.11 |
| 6/29/2024 | 218578 | FLIGHT DECK ATHLETICS INC. | supplies | \$ 458.00 |
| 6/29/2024 | 218579 | GILBY'S STREET DEPT | new vehicle logos | \$ 201.00 |
| 6/29/2024 | 218580 | H&B SPECIALIZED PRODUCTS INC | inspections | \$ 8,133.00 |
| 6/29/2024 | 218581 | HASELMAN, JOSEPH | Reim mileage | \$ 149.21 |
| 6/29/2024 | 218584 | HILLYARD INC MPLS | Maint supplies | \$ 1,520.99 |
| 6/29/2024 | 218585 | HUB 70 DESIGN AND PRINT LLC | Board Room Decal | \$ 332.28 |
| 6/29/2024 | 218586 | HUDSON PHYSICIANS | health screens | \$ 1,919.00 |
| 6/29/2024 | 218587 | HUEBSCH | Maint supplies | \$ 899.35 |
| 6/29/2024 | 218589 | INDUSTRIAL MECHANICAL & CONSTRUCTION | Sealcoating | \$ 1,760.00 |
| 6/29/2024 | 218590 | JOHN HALL'S ALASKA | transportation | \$ 10,393.00 |
| 6/29/2024 | 218591 | KWIK TRIP INC. | Fuel | \$ 2,585.65 |
| 6/29/2024 | 218592 | LHB INC | Project Term Fees | \$ 8,500.00 |
| 6/29/2024 | 218593 | LINEHAN OUTDOOR SERVICES LLC. | concrete repairs | \$ 9,249.00 |
| 6/29/2024 | 218595 | LOFFLER COMPANIES INC. | copiers | \$ 1,278.71 |
| 6/29/2024 | 218598 | MASTERCARD CORPORATE CLIENTS | monthly invoices | \$ 29,875.61 |
| 6/29/2024 | 218599 | METROPOLIS RESORT AND CONFERENCE CENTER | KC FT | \$ 2,480.00 |
| 6/29/2024 | 218600 | MILLER, KIMBERLY | Reim Forensics | \$ 3,997.69 |
| 6/29/2024 | 218603 | BUREAU VERITAS NAT'L ELEVATOR INSPECTION S | Elev Inspections | \$ 240.00 |
| 6/29/2024 | 218606 | NEO ELECTRICAL SOLUTIONS LLC | install scoreboard | \$ 1,661.49 |
| 6/29/2024 | 218607 | PARAGON DEVELOPMENT SYSTEMS INC | Chromebooks | \$ 547.92 |
| 6/29/2024 | 218610 | PLUM, SARAH | Reim mileage | \$ 220.76 |
| 6/29/2024 | 218611 | R & K SERVICES | scoreboard/kit | \$ 14,300.00 |
| 6/29/2024 | 218612 | REINDERS | Grass Seed/Straw | \$ 252.75 |
| 6/29/2024 | 218613 | RF REN PROJECT LLC | change orders | \$ 31,443.99 |
| 6/29/2024 | 218614 | RIVER CITY DISPOSAL INC. | Garbage | \$ 3,399.68 |
| 6/29/2024 | 218615 | RIVER CITY STITCH LLC | Parade Swag | \$ 1,030.00 |
| 6/29/2024 | 218616 | RIVER FALLS ACE HARDWARE | supplies | \$ 233.44 |
| 6/29/2024 | 218618 | RIVER FALLS MUNICIPAL | monthly invoices | \$ 70,962.12 |
| 6/29/2024 | 218619 | RIXMANN, JEFFREY | Driver Meals | \$ 101.00 |
| 6/29/2024 | 218620 | ROBERT W. BAIRD & CO. INC. | webinar series | \$ 500.00 |
| 6/29/2024 | 218621 | ROCKLER WOODWORKING & HARDWARE | tech ed equip | \$ 5,559.00 |

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Publication List - Checks over \$100 - Aug 2024 Meeting

| | | | | |
|-----------|--------|--|--------------------|---------------|
| 6/29/2024 | 218623 | SCHAEFFER MFG INC | oil | \$ 7,242.40 |
| 6/29/2024 | 218624 | SCHURMAN, NATHAN | interview lunch | \$ 102.93 |
| 6/29/2024 | 218625 | SECURITY CHECK ME LLC | bkgd cks | \$ 987.00 |
| 6/29/2024 | 218626 | SHERWIN WILLIAMS CO | supplies | \$ 205.20 |
| 6/29/2024 | 218628 | SOUTH DAKOTA STATE UNIVERSITY ATHLETICS | FB Coaches Camp | \$ 825.00 |
| 6/29/2024 | 218629 | ST. CROIX VALLEY RESTORATIVE SERVICES INC. | Student Therapy | \$ 525.00 |
| 6/29/2024 | 218631 | STAPLES -(PAPER) | supplies | \$ 219.45 |
| 6/29/2024 | 218633 | ST CROIX GAS | monthly invoices | \$ 5,985.87 |
| 6/29/2024 | 218635 | THE JOURNAL | legal postings | \$ 871.38 |
| 6/29/2024 | 218636 | TOTAL EXCAVATING AND GRADING LLC | Forest Gravel | \$ 627.50 |
| 6/29/2024 | 218637 | VCI ENVIRONMENTAL INC | Abatement (TV's) | \$ 560.00 |
| 6/29/2024 | 218638 | VERIZON WIRELESS | cell phones | \$ 2,248.37 |
| 6/29/2024 | 218640 | WI ASSOC OF SCHOOL BOARDS INC | Dist Policy Review | \$ 9,055.00 |
| 6/29/2024 | 218641 | WELD RILEY SC | Legal | \$ 1,300.00 |
| 7/19/2024 | 218643 | A & C KITCHEN EXHAUST SERVICES | Kit Hood Cleaning | \$ 3,400.00 |
| 7/19/2024 | 218645 | AT&T | 715-425-1803 147 0 | \$ 1,381.33 |
| 7/19/2024 | 218646 | AT&T BUSINESS DIRECT | Multiple Invoices | \$ 1,702.48 |
| 7/19/2024 | 218648 | AWSA | membership | \$ 515.00 |
| 7/19/2024 | 218649 | CARGO VAN-GO | Cargo Van | \$ 19,970.00 |
| 7/19/2024 | 218650 | CARQUEST OF RIVER FALLS | Multiple Invoices | \$ 600.49 |
| 7/19/2024 | 218651 | CINTAS | Supplies | \$ 342.12 |
| 7/19/2024 | 218652 | CYCLONE FENCE INC | Fence | \$ 7,906.00 |
| 7/19/2024 | 218653 | DEMCO INC | supplies | \$ 125.42 |
| 7/19/2024 | 218654 | ELLIOTT, MARYBETH | MacBook Pro | \$ 2,149.00 |
| 7/19/2024 | 218655 | FACTORY MOTOR PARTS COMPANY | Supplies | \$ 367.50 |
| 7/19/2024 | 218656 | FULL COMPASS SYSTEMS | supplies | \$ 9,438.08 |
| 7/19/2024 | 218658 | GUTHRIE THEATER | CE Play TX | \$ 3,630.00 |
| 7/19/2024 | 218659 | HARRIS | Multiple Invoices | \$ 13,356.00 |
| 7/19/2024 | 218660 | HILLYARD INC MPLS | Multiple Invoices | \$ 16,097.73 |
| 7/19/2024 | 218661 | HOUGHTON MIFFLIN HARCOURT PUBLISHING CO | Multiple Invoices | \$ 3,121.33 |
| 7/19/2024 | 218662 | J H LARSON COMPANY | Maint Stock | \$ 530.40 |
| 7/19/2024 | 218663 | JOHNSON CONTROLS FIRE PROTECTION LP | Multiple Invoices | \$ 1,711.53 |
| 7/19/2024 | 218665 | KOLMAN, PATRICIA | CE Refund | \$ 155.00 |
| 7/19/2024 | 218667 | LAMINATION DEPOT | supplies | \$ 531.86 |
| 7/19/2024 | 218668 | LEARNING A-Z | renew licenses | \$ 1,693.00 |
| 7/19/2024 | 218669 | LIBERTY MUTUAL INSURANCE | Policy Premium | \$ 125,508.00 |
| 7/19/2024 | 218670 | MACKIN EDUCATIONAL RESOURCES | subscription | \$ 955.00 |
| 7/19/2024 | 218671 | MENARDS | Multiple Invoices | \$ 3,890.80 |
| 7/19/2024 | 218672 | METROPOLIS RESORT AND CONFERENCE CENTER | KC Field Trip | \$ 2,020.00 |
| 7/19/2024 | 218673 | MIDWEST BUS PARTS INC | Supplies | \$ 199.00 |
| 7/19/2024 | 218674 | NARDINI FIRE EQUIPMENT | Multiple Invoices | \$ 998.80 |
| 7/19/2024 | 218675 | BUREAU VERITAS NATL ELEVATOR INSPECT SVCS | Elevator inspect. | \$ 160.00 |
| 7/19/2024 | 218678 | ORDWAY CTR FOR PERFORMING ARTS | CE Play TX | \$ 2,271.00 |
| 7/19/2024 | 218679 | PARTS TOWN LLC | Kitch. Equip Parts | \$ 1,393.61 |
| 7/19/2024 | 218680 | PECHACEK, RYAN | FFA Retreat Reim | \$ 1,355.95 |
| 7/19/2024 | 218681 | PENN STATE INDUSTRIES | supplies | \$ 382.30 |
| 7/19/2024 | 218682 | POWERSCHOOL GROUP LLC | Subscription | \$ 18,575.40 |

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Publication List - Checks over \$100 - Aug 2024 Meeting

| | | | | |
|-----------|--------|-------------------------------------|--------------------|---------------|
| 7/19/2024 | 218684 | RENAISSANCE | Licenses | \$ 36,946.10 |
| 7/19/2024 | 218685 | SEESAW LEARNING INC | Renewal | \$ 2,625.00 |
| 7/19/2024 | 218687 | STEP SAVER INC | Multiple Invoices | \$ 240.00 |
| 7/19/2024 | 218688 | UNITED WAY ST CROIX VALLEY | Multiple Invoices | \$ 180.00 |
| 7/19/2024 | 218689 | WEST BEND MUTUAL INSURANCE | Wkr Comp Policy | \$ 177,817.00 |
| 7/19/2024 | 218690 | WISCONSIN DEPT OF REVENUE | Payroll accrual | \$ 634.52 |
| 7/26/2024 | 218691 | 95 PERCENT GROUP | subscription | \$ 12,600.00 |
| 7/26/2024 | 218692 | ADVANCED LIGHT & SOUND LLC | Security Wiring | \$ 32,148.76 |
| 7/26/2024 | 218693 | AIRBORNE ATHLETICS INC | equipment | \$ 7,295.00 |
| 7/26/2024 | 218695 | AUTO VALUE | Multiple Invoices | \$ 333.74 |
| 7/26/2024 | 218696 | BLICK ART MATERIALS | supplies | \$ 1,511.95 |
| 7/26/2024 | 218697 | BSN SPORTS | Multiple Invoices | \$ 5,750.00 |
| 7/26/2024 | 218698 | CHILDREN'S MUSEUM OF EAU CLAIRE | KC Field Trip | \$ 582.00 |
| 7/26/2024 | 218699 | CHIPPEWA VALLEY MUSEUM | KC Field Trip | \$ 900.00 |
| 7/26/2024 | 218700 | CINEMA ENTERTAINMENT CORP | KC Field Trip | \$ 1,257.90 |
| 7/26/2024 | 218701 | CINTAS | Supplies | \$ 302.57 |
| 7/26/2024 | 218702 | CITY OF MENOMONIE | KC Field Trip | \$ 528.00 |
| 7/26/2024 | 218703 | CPI INC | Multiple Invoices | \$ 600.00 |
| 7/26/2024 | 218704 | DISCOVERY EDUCATION INC | Webinar | \$ 575.00 |
| 7/26/2024 | 218705 | ERIC ARMIN INC | Multiple Invoices | \$ 125.27 |
| 7/26/2024 | 218706 | GALLAGHER BENEFIT SERVICES INC | Consulting Svcs | \$ 5,000.00 |
| 7/26/2024 | 218707 | GILBY'S STREET DEPT | banner supplies | \$ 170.00 |
| 7/26/2024 | 218709 | HILLYARD INC MPLS | Multiple Invoices | \$ 2,632.30 |
| 7/26/2024 | 218710 | HUB 70 DESIGN AND PRINT LLC | Multiple Invoices | \$ 374.70 |
| 7/26/2024 | 218711 | HUDL | subscription | \$ 10,800.00 |
| 7/26/2024 | 218712 | INDIANHEAD TRUCK EQUIPMENT | sprayer parts | \$ 138.38 |
| 7/26/2024 | 218713 | INDUSTRIAL SAFETY INC. | Fire Exting. Svc | \$ 3,547.00 |
| 7/26/2024 | 218714 | JOHNSON CONTROLS FIRE PROTECTION LP | Fire Syst Inspect. | \$ 1,298.61 |
| 7/26/2024 | 218715 | KOMPAS CARE | Software | \$ 8,086.00 |
| 7/26/2024 | 218716 | MC GRAW-HILL COMPANIES | ALEKS Licenses | \$ 828.00 |
| 7/26/2024 | 218717 | MENARDS | Multiple Invoices | \$ 404.33 |
| 7/26/2024 | 218718 | MORGAN, MADISON | supplies reim | \$ 195.48 |
| 7/26/2024 | 218719 | MTI DISTRIBUTING INC | Toro Parts | \$ 2,442.14 |
| 7/26/2024 | 218720 | NCS PEARSON INCORPORATED | Multiple Invoices | \$ 517.00 |
| 7/26/2024 | 218721 | NELSON, ANN | ASHA Reim | \$ 144.00 |
| 7/26/2024 | 218722 | O'REILLY AUTO PARTS | Multiple Invoices | \$ 171.14 |
| 7/26/2024 | 218725 | ORKIN | Multiple Invoices | \$ 8,513.04 |
| 7/26/2024 | 218726 | OUR NEIGHBOR'S PLACE | Donation | \$ 112.00 |
| 7/26/2024 | 218727 | PARTS TOWN LLC | Multiple Invoices | \$ 578.85 |
| 7/26/2024 | 218728 | PECHACEK, RYAN | Reim Travel Exp | \$ 752.40 |
| 7/26/2024 | 218729 | PLANK ROAD PUBLISHING | mag/CD's | \$ 150.45 |
| 7/26/2024 | 218731 | RIDDELL/ALL AMERICA SPORTS CORP | Multiple Invoices | \$ 11,360.90 |
| 7/26/2024 | 218732 | RYDIN | Pkng Permits | \$ 503.06 |
| 7/26/2024 | 218733 | SCHOLASTIC INC | Multiple Invoices | \$ 2,426.94 |
| 7/26/2024 | 218737 | T-MOBILE | hotspots | \$ 500.00 |
| 7/26/2024 | 218738 | T-MOBILE | WiFi | \$ 172.20 |
| 7/26/2024 | 218741 | TROLLHAUGEN | KC Field Trip | \$ 4,000.00 |

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Publication List - Checks over \$100 - Aug 2024 Meeting

| | | | | |
|-----------|-----------|---------------------------------------|-------------------|--------------|
| 7/26/2024 | 218743 | UNIVERSAL LASER SYSTEMS INC | Software | \$ 995.00 |
| 7/26/2024 | 218744 | YOUTH IN MUSIC LLC | Band Reg | \$ 850.00 |
| 7/31/2024 | 202400001 | GREAT WEST | Multiple Invoices | \$ 1,095.17 |
| 7/5/2024 | 242500002 | COMPUTER INTEGRATION TECHNOLOGIES INC | Multiple Invoices | \$ 31,608.00 |
| 7/5/2024 | 242500003 | RF REN PROJECT LLC | Ren Rent/Insur | \$ 18,109.91 |
| 7/5/2024 | 242500004 | SKYWARD INC. | License | \$ 28,371.00 |
| 7/12/2024 | 242500005 | ACME TOOLS | Multiple Invoices | \$ 381.48 |
| 7/12/2024 | 242500006 | AIR COMMUNICATIONS OF WI INC | repeater rent | \$ 581.28 |
| 7/12/2024 | 242500009 | AMAZON CAPITAL SERVICES INC | Multiple Invoices | \$ 4,267.61 |
| 7/19/2024 | 242500016 | AMAZON CAPITAL SERVICES INC | Multiple Invoices | \$ 10,379.19 |
| 7/19/2024 | 242500017 | CESA #5 | IC Support | \$ 9,631.08 |
| 7/19/2024 | 242500018 | COMPUTER INTEGRATION TECHNOLOGIES INC | Multiple Invoices | \$ 3,652.00 |
| 7/19/2024 | 242500019 | GAME ONE | supplies | \$ 288.00 |
| 7/19/2024 | 242500021 | IXL LEARNING | License | \$ 4,525.00 |
| 7/19/2024 | 242500023 | RIVER CITY STITCH LLC | Shirts | \$ 396.00 |
| 7/19/2024 | 242500024 | STAPLES -(PAPER) | supplies | \$ 538.48 |
| 7/19/2024 | 242500025 | WSMA | member dues | \$ 504.00 |
| 7/26/2024 | 242500032 | AMAZON CAPITAL SERVICES INC | Multiple Invoices | \$ 10,672.92 |
| 7/26/2024 | 242500033 | BAUER BUILT INC | Alignment | \$ 255.95 |
| 7/26/2024 | 242500034 | DUET RESOURCE GROUP INC | REN Recept Desk | \$ 5,530.81 |
| 7/26/2024 | 242500035 | ELECTRONIX EXPRESS | supplies | \$ 1,240.72 |
| 7/26/2024 | 242500036 | J W PEPPER & SON INC | Multiple Invoices | \$ 1,004.99 |
| 7/26/2024 | 242500038 | NORTH CENTRAL INTERNATIONAL LLC | Supplies | \$ 148.44 |
| 7/26/2024 | 242500039 | OGDEN ENGINEERING COMPANY INC | school forest wk | \$ 820.00 |
| 7/26/2024 | 242500040 | PAR INC | supplies | \$ 216.00 |
| 7/26/2024 | 242500041 | PARAGON DEVELOPMENT SYSTEMS INC | Multiple Invoices | \$ 1,879.00 |
| 7/26/2024 | 242500042 | RF REN PROJECT LLC | Ren Rent/Insur | \$ 18,109.91 |
| 7/26/2024 | 242500054 | STAPLES -(PAPER) | Multiple Invoices | \$ 8,263.19 |
| 7/26/2024 | 242500056 | WSMA | Dues | \$ 588.00 |

RIVER FALLS BOARD OF EDUCATION MEETING

Monday, August 19, 2024

Personnel Agenda:

1. Recommended approval of the employment of Emily Kolb as 1.0 FTE Physical Education Teacher at Rocky Branch Elementary School effective August 20, 2024 (replaces Chase Nelson). Ms. Kolb earned her bachelor's degree from UW Eau Claire and her salary will be based on level BASE of the salary ladder.
2. Recommended approval of the employment of Catherine Swanson as 1.0 FTE Instructional Coach at Meyer Middle School effective August 20, 2024 (new position). Ms. Swanson earned her bachelor's degree from UW La Crosse and her master's degree from Cardinal Stritch University. She has 15 years of experience (Hudson, Waukesha) and her salary will be based on level F1M of the salary ladder.
3. Recommended approval of the employment of Tanner Pietz as 1.0 FTE Vocal Music Teacher at Meyer Middle School and River Falls High School effective August 20, 2024 (replaces Sarah Plum). Mr. Pietz earned his bachelor's degree from Northern State University. He has ½ year of experience (South Dakota) and his salary will be based on level BASE of the salary ladder.
4. Recommended approval of the employment of Colleen Sowa as 1.0 FTE Physical Education Teacher at River Falls High School effective August 20, 2024 (replaces Cam Wilken). Ms. Sowa earned her bachelor's degree from UW River Falls and has eleven years of experience (River Falls, Mahtomedi, UWRF, U of MN). Her salary will be based on level D2 of the salary ladder.
5. Recommended acceptance of the resignation of Karyn Chukel as full-time Math Teacher at River Falls High School effective July 18, 2024.
6. Recommended acceptance of the resignation of Emily Huber as full-time School Counselor at Greenwood Elementary School effective August 9, 2024.

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

Monday, August 12, 2024 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

The School Board's Personnel Committee meeting was held on Monday, August 12, 2024 at District Office 852 E Division Street River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 6:00 PM. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and *Eau Claire Leader-Telegram*.

PRESENT

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

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS - A community member asked a question related to new Title IX legislation.

4. CERTIFIED STAFFING UPDATE

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

Action: None, informational only.

5. ONBOARDING AND ORIENTATION UPDATE

The committee discussed the onboarding and orientation process that new staff experience.

Action: None, informational only.

6. DIRECTOR OF HR AND LEADERSHIP 2024-25 GOALS

New Director of Human Resources and Leadership Development, Nate Schurman, shared his goals for the 2024-2025 school year.

Action: None, informational only.

7. DISTRICT OFFICE AND BUILDINGS & GROUNDS PROGRAM ASSISTANT JOB DESCRIPTION

Director of Human Resources and Leadership Development, Nate Schurman, proposed updates to the Office and Buildings & Grounds Program Assistant job description. Updates reflect the new program assistant employment group.

Action: Motion by Tuchtenhagen, second by Page to approve the District Office and Buildings & Grounds Program Assistant job description. Approved unanimously.

8. REVIEW POLICY 537 STAFF DEVELOPMENT

The administrative team recommended minor updates to the following policy in the 500 series.

Action: Motion by Page, second by Tuchtenhagen to approve the updates to School Board Policy 537 Staff Development. Approved unanimously.

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

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

Recommended Action: As needed.

10. SCHEDULE NEXT PERSONNEL COMMITTEE MEETING

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

Recommended Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, September 23, 2024, 6:00 p.m.

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

11. **ADJOURNED AT 6:49**

Stacy Johnson Myers, Personnel Committee Chair

School District of River Falls
Job Description
DISTRICT OFFICE AND BUILDINGS & GROUNDS PROGRAM ASSISTANT

MINIMUM QUALIFICATIONS:

1. **Hold a** high school diploma.
2. **Have** telephone reception experience.
3. **Have** strong **communication and organizational skills to handle a wide variety of situations.** ~~human relations and communication skills.~~
4. **Be proficient in the use of technology.** ~~Computer skills including word processing.~~
5. **Demonstrate** the ability to take initiative, work independently, and manage diverse personalities.
6. **Be able to** maintain confidentiality.
7. **Be able to** work on multiple projects at the same time and meet deadlines.

POSITION SUMMARY:

The District Office and Buildings and Grounds **Program Assistant** ~~Secretary~~ is responsible for providing receptionist and telephone duties, ~~management of open enrollment~~, and buildings and grounds ~~secretarial~~ support at the district office.

REPORTS TO:

Superintendent of Schools and Director of Buildings & Grounds

PERFORMANCE RESPONSIBILITIES:

1. Welcome visitors and serve as district receptionist.
2. Provide general telephone reception for facilities-related issues and other general information calls received by the district.
3. Prepare and process correspondence and other materials that support the district office and buildings and grounds department.
4. Order office supplies as needed, and sign for and check in orders as they arrive.
5. Troubleshoot problems with office machines (copier, typewriters, fax, binding) and call for service if needed.
6. Assemble district information and distribute as requested by callers and visitors.
7. ~~Manage the open enrollment and tuition waiver process including advertisement, processing applications, records requests, communication of approval or denial and building placement, and reports to Department of Public Instruction (DPI), special education billing assistance, and open enrollment information to the Board and administration as requested.~~
8. ~~Maintain a database of home-school residents and distribute to appropriate staff.~~
9. ~~Update telephone wall directory.~~
10. Management of environmental health and safety regulations for the district ~~concerns~~.
11. ~~Organize and schedule required trainings for employee groups to meet health and safety requirements.~~
12. Update Wisconsin Hazmat Online Planning and Reporting System (WHOPRS) database to accurately reflect chemicals used in the district.
13. Track Safety Data Sheets (SDS) for the buildings and grounds department and district office.
14. Assist with bid process as directed. The tasks may include but are not limited to distributing information, publishing of request for proposals, creating letters of acceptance/rejection, and communication with vendors and district staff.
15. Process purchase orders, p-card receipts, and cash receipts for buildings and grounds and district office in a timely manner. For each order and receipt, this requires: researching and communicating with buildings and grounds employees and vendors to verify accuracy, uploading orders into financial software, and monitoring supervisor approvals.
16. Make arrangements for employee workshops and trainings as directed by Director of Buildings and Grounds.
17. Coordinate and assist buildings and grounds employees with the attainment of job required licenses.
18. Manage the online work order request system, including employee training.
19. Maintain building records of projects throughout the district.

School District of River Falls
Job Description
DISTRICT OFFICE AND BUILDINGS & GROUNDS PROGRAM ASSISTANT

20. Attend custodian meetings as needed.
21. Communicate with buildings and grounds staff and contracted vendors regarding facilities/buildings and grounds contracts.
22. Monitor buildings and grounds department budget to assure compliance, including energy usage spreadsheets.
23. Annual calculation of building rental fees.
24. Secondary approval of time off, True Time/timesheet compliance, and substitute coverage for the buildings and grounds department.
25. Organize orientation and onboarding for new buildings and grounds employees including but not limited to, uniform ordering, computer systems training, distribution and troubleshooting of keys/badges, and introduction to building protocols.
26. Coordinate buildings and grounds department job postings, prepare employee interviews, complete reference checks, and employee recommendations for all new hires.
27. Support district security efforts by monitoring event scheduling for district events and coordinating with building level event schedulers. Ensure proper custodial coverage for community and school events.
28. Program door access system for community and employee access (may occur outside of normal working hours).
29. Monitor facilities scheduler and work with maintenance technicians to ensure HVAC programming of building automation systems for use of facilities.
30. Implement and assist with management of badge access system as needed.
31. Maintain ~~district office and~~ buildings and grounds employee spreadsheets.
- ~~32. Serve on District Crisis Response Team.~~
33. Perform all other duties as assigned.

Revised 7/22/24



POLICY 537 STAFF DEVELOPMENT

The **School** Board of Education recognizes the importance of the professional growth and **staff** development of ~~staff members~~ as a means of strengthening the educational **al** programming **ing**. Individual staff members are encouraged to attend **out of district professional development opportunities such as workshops, conferences, conventions, and advanced educational programs** opportunities. **Professional growth experiences will align with District goals and priorities,** to enhance educational growth. **Staff who attend such conferences are expected to share their learning with other staff as directed by their supervisor.**

Building administrators, in collaboration with the Director of Academic Services, will promote professional development and will prioritize budget dollars for these opportunities. The School Board shall attempt to allow for these opportunities in developing the annual District budget. **Attendance at out of district professional development opportunities, registration,** mileage and related expenses for attendance at ~~inservice meetings, conventions, etc.,~~ must be approved in writing in advance by the prescribed District procedures.

Principals, and other instructional leaders such as instructional coaches, will provide internal professional development opportunities for all staff, in line with building and district goals. District directed inservice activities ~~shall be~~ will addressed to the expressed needs of the staff and the priorities of the **School** Board **as documented in the strategic plan.** **The administrative team will** Collaborative efforts should be implemented to assess local needs, analyze resources, and plan and evaluate the long-range comprehensive professional growth and development program to ensure that all personnel are appropriately and adequately trained.

The School District of River Falls encourages staff to attend national, state and local professional conferences when attendance is thought to **will** provide for an expansion of skills and knowledge which will result in further professional development. Further,

LEGAL REFERENCE: Wisconsin Statutes Section 118.21(4), **120.12(2m), 121.02(1)(a), 121.02(1)(b), 121.02(1)(q);** Wisconsin Administrative Codes PI 8.01(2)(b), **PI 34, Subch. II**

CROSS REFERENCE: 671.2 Expense Reimbursements, Current Employee Agreement

DATE OF ADOPTION: March 19, 1979

REVISED: September 16, 1991, December 19, 2005, **September 30, 2024**

School District of River Falls
Finance and Facilities Committee Meeting Report

Monday, August 12, 2024 - at 7:00 PM or immediately following the 6:00 PM Personnel meeting
District Office
852 E Division Street
River Falls, Wisconsin 54022

The School Board's Finance and Facilities Committee meeting was held on Monday, August 12, 2024 at District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Miller called the meeting to order at 6:58 pm. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

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

1. CALL TO ORDER – 6:58 pm

- 2. MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. HEARING OF VISITORS OR DELEGATIONS – none.

4. Referendum Projects Update

The Administration, Bray Architects and Kraus Anderson provided a design and planning update on the \$28 million referendum projects.

Action: None, informational only.

5. Finance & Facilities 2024-25 Committee Goals – tabled to September meeting.

Action: None, informational only.

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

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

Recommended Action: As needed.

7. SCHEDULE NEXT FINANCE & FACILITIES COMMITTEE MEETING

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

Recommended Action: Set the meeting schedule as follows:

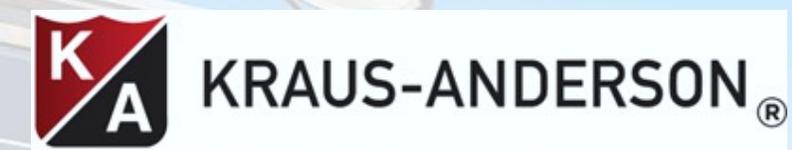
Finance and Facilities Committee meeting, Monday, September 9, 2024, 7:00 p.m. (*or immediately following Educational Program*)

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

8. ADJOURNED at 7:43 p.m.

Mike Miller, Finance and Facilities Committee Chair

BRAYARCHITECTS



SCHOOL DISTRICT OF
River Falls

FINANCE & FACILITIES COMMITTEE

SCHOOL DISTRICT OF RIVER FALLS

2024-08-12

Bray Architects



Matthew Wolfert
President, Principal, Architect



Jeffrey Peck
Delivery Team Leader, Architect



Jesus Sandoval
Project Leader, Architect



Mark Roeder
Senior Project Specialist



Maribell Cruz
Project Coordinator



Jennifer Doering
Interior Designer

Kraus Anderson



John Huenink
Vice President



Gary Zifko
Project Executive

BRAY ARCHITECTS
KRAUS ANDERSON
TEAM MEMBERS

OVERALL TIMELINE



SCHEDULE



2024 Referendum Master Schedule Review

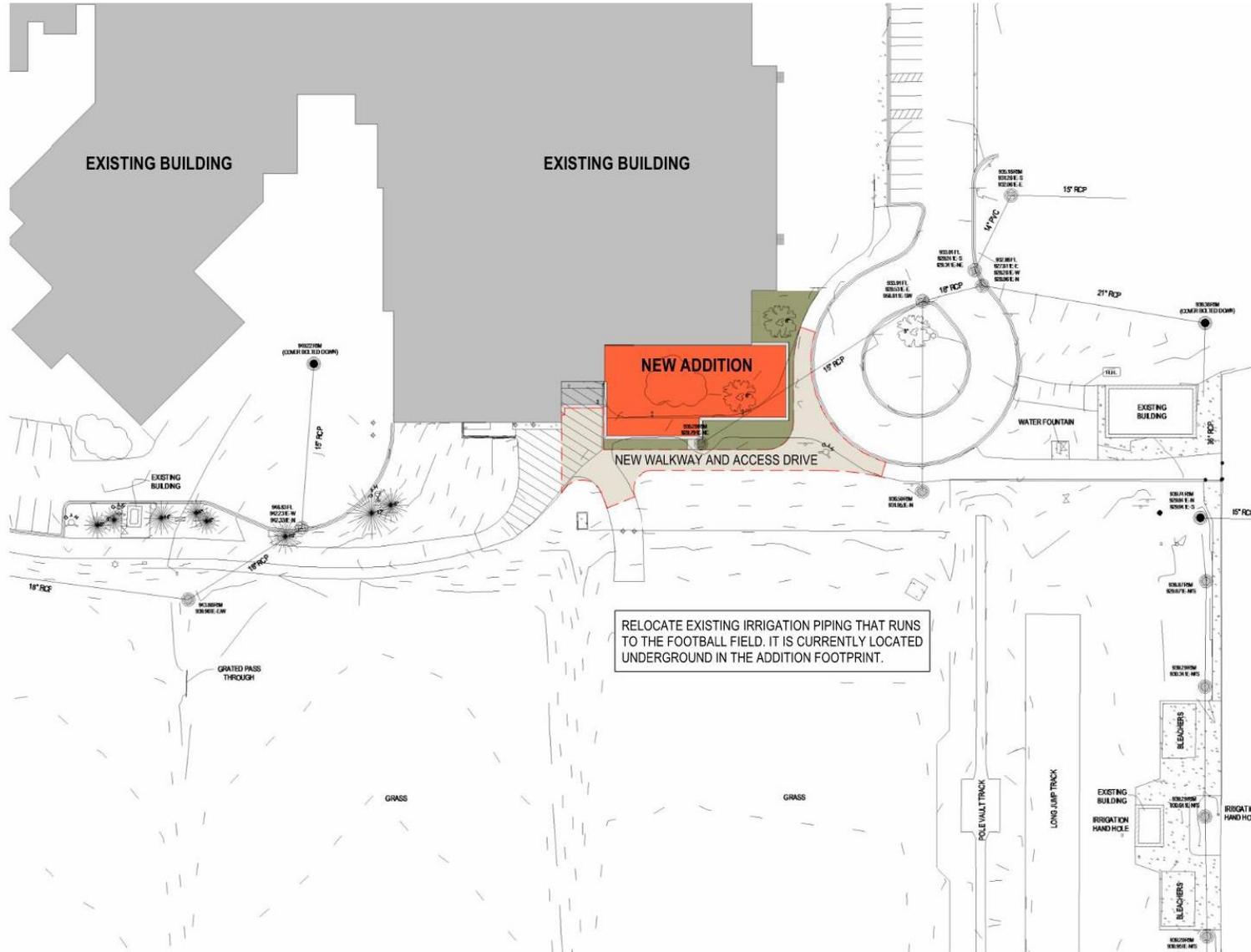


| Projects | 2024 | | | | | | | | | | | | 2025 | | | | | | | | | | | | 2026 | | | | | | | | | | | |
|---|---|---|---|---|----|----|----|----|---|---|----|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|
| | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D |
| Transportation/Maintenance Center | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design Phase | | | | | SD | | DD | | | | CD | | | | | | | | | | | | | | | | | | | | | | | | | |
| Early Procurement for Steel & Precast | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plan Review/Permits, Shop Drawings, Procurement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction (5 months) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Permits & Mother Nature May Determine Start | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design Phase | | | | | SD | | DD | | | | CD | | | | | | | | | | | | | | | | | | | | | | | | | |
| Early Procurement for Steel & Precast | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plan Review/Permits, Shop Drawings, Procurement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tennis Courts Bidding | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tennis Courts Construction | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Permits & Mother Nature May Determine Start | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Meyer Middle School | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design Phase | | | | | | SD | | DD | | | CD | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plan Review/Permits, Shop Drawings, Procurement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction (5 months) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Permits & Mother Nature May Determine Start | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rocky Branch | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design Phase | | | | | | SD | | DD | | | CD | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plan Review/Permits, Shop Drawings, Procurement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction (5 months) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Permits & Mother Nature May Determine Start | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Westside Elementary | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design Phase | | | | | | SD | | DD | | | CD | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plan Review/Permits, Shop Drawings, Procurement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction (5 months) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Permits & Mother Nature May Determine Start | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

HIGH SCHOOL ADDITION



SITE PLAN



LOWER LEVEL



INTERIOR RENDERINGS

WRESTLING



INTERIOR RENDERINGS

MULTI-PURPOSE ROOM



INTERIOR RENDERINGS

MULTI-PURPOSE ROOM



INTERIOR RENDERINGS

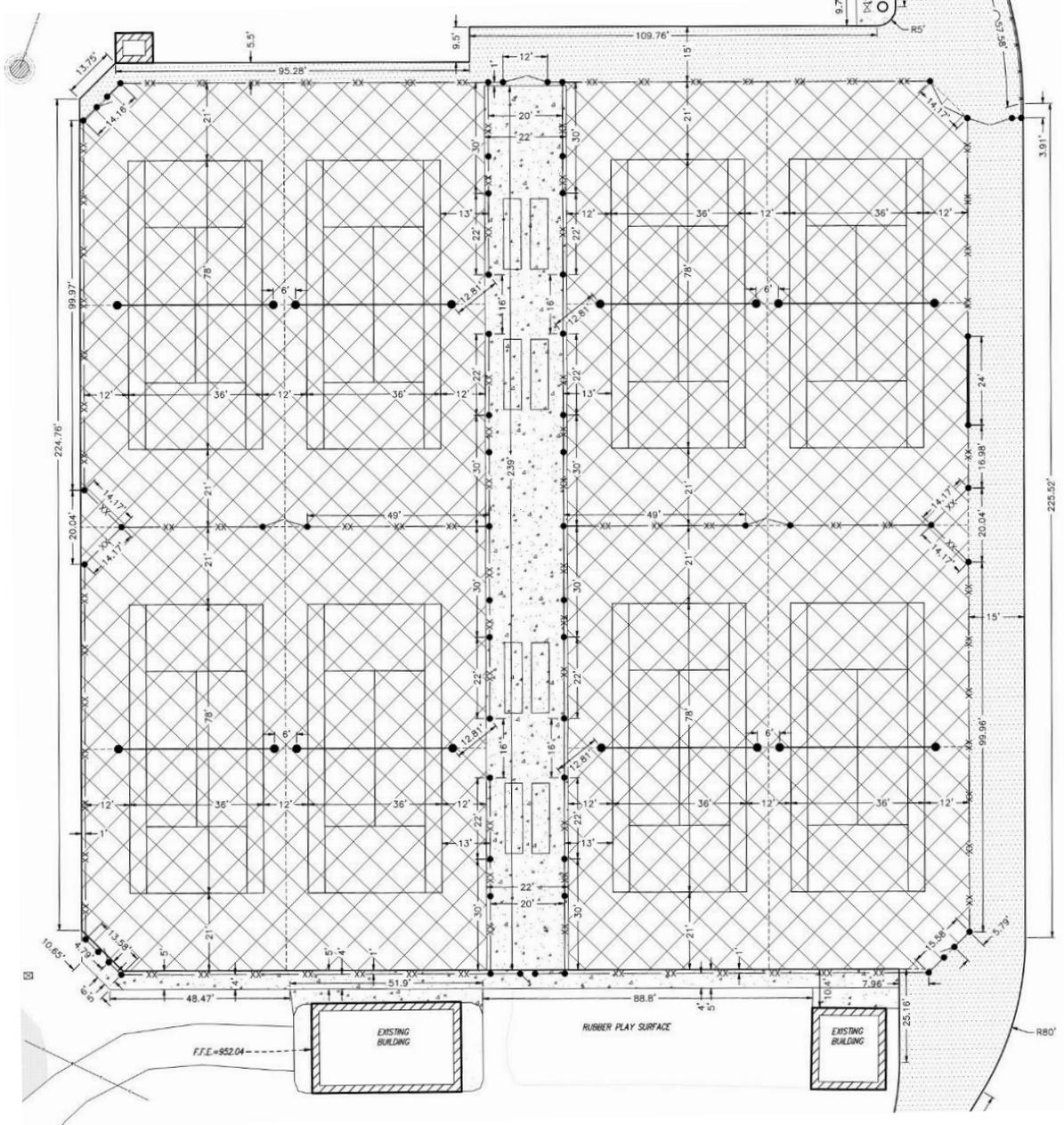
FITNESS / WEIGHTS



RFHS – TENNIS SITE PLAN



SITE PLAN



TRANSPORTATION CENTER

DUTCHMEN

SITE PLAN



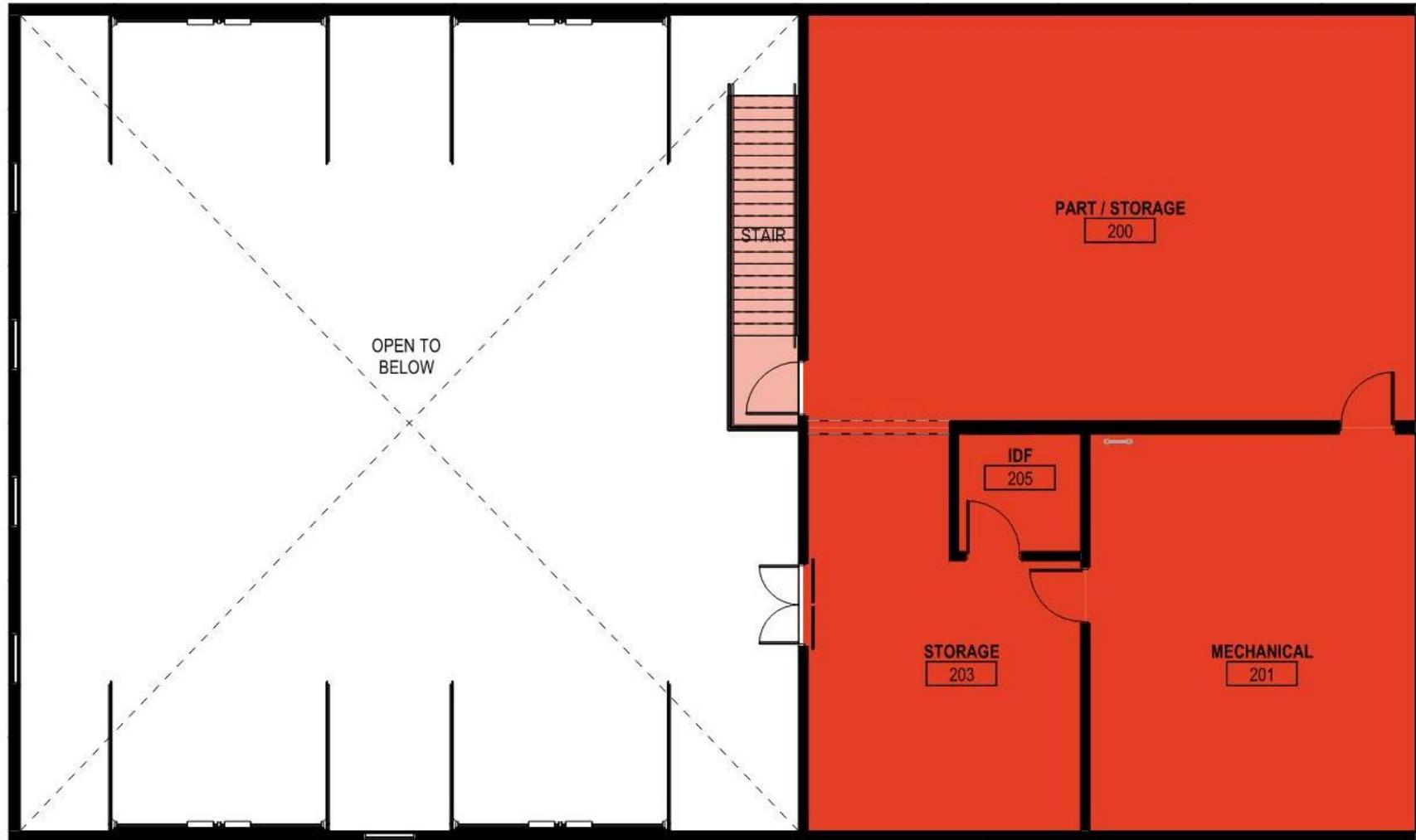
FLOOR PLAN

FIRST FLOOR PLAN



FLOOR PLAN

MEZZANINE FLOOR PLAN



SCOPE OF WORK

 New Construction



INTERIOR RENDERINGS

TRAINING/BREAK ROOM



INTERIOR RENDERINGS

WORK STATION ROOM



BUDGET



BUDGET

School District of River Falls
Facility Referendum - February 20, 2023
Budget Reminder

| | |
|-------------------------|---------------------|
| Transportation Center | \$4,450,000 |
| River Falls High School | \$5,750,000 |
| Meyer Middle School | \$8,100,000 |
| Greenwood Elementary | \$350,000 |
| Rocky Branch | \$4,115,000 |
| Westside Elementary | \$5,015,000 |
| Montessori Elementary | \$90,000 |
| District Office | \$130,000 |
| | \$28,000,000 |

After the latest estimates in totality project are tracking approx. 3.5% over budget. The design team and CM are creating deduct bid alternates and value management opportunities to balance the overall budget



Thank you!

BRAYARCHITECTS⁴⁶

Service Agreement
School District of River Falls and UWRF: University Preschool Program
2024-2025

Pursuant to a resolution adopted by the organizations of School District of River Falls, Board of Regents of the University of Wisconsin System, and the University of Wisconsin- River Falls (UWRF), said organizations hereby mutually agree to the following conditions:

1. That said above parties agree and contract for personnel as hereinafter set forth;
2. That School District of River Falls is to be the fiscal agent and hiring agent;
3. That the costs to each participating organization be determined annually, on the basis of 50% for School District of River Falls and 50% for UWRF.
4. That salary for this agreement shall be determined by the School District of River Falls;
5. That a \$150 bookkeeping fee be applied to UWRF each school year;
6. That variations in excess of 10% of the budget will require prior approval of each organization hereto;
7. That any unemployment compensation for staff will be borne by the School District of River Falls;
8. That River Falls will invoice UWRF by mid-April, with the months of May and June prorated;
9. That the School District of River Falls is responsible to coordinate the days of service based on the school calendar of River Falls;
10. That notice of intent to non-renew this agreement by any participating organization be in conformance with 60 days prior notice.

Fiscal Agent:
River Falls School District

Participating Organization:
University of WI - River Falls

President, Board of Education

Dean of Education

Clerk, Board of Education

Date approved by Board

Date approved by Board

**66.0301 Service Agreement
School District of River Falls, Prescott and Ellsworth Schools
2024-2025**

Deaf and Hard of Hearing Program

Pursuant to a resolution adopted by the school districts of River Falls, Prescott, and Ellsworth, said school district(s) hereby mutually agree to the following conditions:

1. That said above parties agree and contract for personnel as hereinafter set forth;
2. That School District of River Falls is to be the providing district;
3. That School District of River Falls, as the fiscal agent, will include all program expenditures and receipts in Fund 27;
4. That student membership for State Aid purposes be counted by the district of residence;
5. That the proration of costs to each participating district be determined prior to June 20th, annually, on the basis of 10% for Ellsworth, 15% for Prescott, and 75% for River Falls, and that State Categorical Aide reimbursement prorated in the same manner and paid to the participating schools;
6. That a \$500 bookkeeping fee be applied to each participating district each school year;
7. That budget for this agreement shall be determined by each district;
8. That variations in excess of 10% of the budget will require prior approval of each school district party hereto;
9. That any unemployment compensation for staff will be borne by the district reducing services of the staff;
10. That School District of River Falls as the fiscal agent, agrees to file a plan of service and the required financial reports to the Wisconsin Department of Instruction;
11. That River Falls will invoice Ellsworth and Prescott by mid-June;
12. That Ellsworth and Prescott will pay their portions of the program (10% for Ellsworth and 15% for Prescott) prior to June 20th;
13. That Ellsworth and Prescott are responsible to coordinate the days of service of the Deaf and Hard of Hearing program to their district based on the school calendar of River Falls;
14. That the Service Contract Breakdown attached hereto and incorporated herein by reference includes the estimated costs of the program for both districts;
15. That notice of intent to non-renew this agreement by any participating district be in conformance with timelines prescribed in Wisconsin States 118.22(2).

Fiscal Agent:
River Falls School District

President, Board of Education

Clerk, Board of Education

Date approved by Board

Participating School District:
Ellsworth School District

President, Board of Education

Clerk, Board of Education

Date approved by Board

Participating School District:
Prescott School District

President, Board of Education

Clerk, Board of Education

Date approved by Board

66.0301 Service Agreement
School District of Prescott and the School District of River Falls
2024-2025
Project SEARCH

Pursuant to a resolution adopted by the School Districts of Prescott and River Falls, said School Districts hereby mutually agree to the following conditions:

1. That said above parties agree and contract for personnel as hereinafter set forth;
2. That the School District of River Falls is to be the providing district;
3. That the School District of River Falls, as fiscal agent, will include all program expenditures and receipts in Fund 27;
4. That student membership for State Aid purposes to be counted by the district of residence;
5. That the proration of costs to each participating district be determined annually, on the basis of participation in Project SEARCH services needed per IEP. When applicable, categorical aid will be subtracted from the overall cost of participation.
6. That estimated budget for this agreement, based on the percentage of overall Project Search enrollment, shall be provided in advance of contract signing. The School District of Prescott will be budgeted for 1 student upon enrollment.
7. That variations in excess of 10% of the budget will require prior approval of each school district party hereto;
8. That any unemployment compensation for staff will be borne by the district reducing services of staff;
9. That the School District of River Falls, as the fiscal agent, agrees to file a plan of service and the required financial reports with the Wisconsin Department of Instruction;
10. That the School District of River Falls will invoice the School District of Prescott 2 times per year;
11. That School District of Prescott will pay based on their portion of student enrollment;
12. The School District of Prescott is responsible for coordinating the days of service based on the school calendar of River Falls;
13. That the Service Contract Breakdown attached hereto and incorporated herein by reference includes the estimated costs of the program for all students in the program and then specific to each individual party or District;
14. This agreement is binding for the 2024-2025 school year. Termination of this agreement by either party during the school year shall require 30 day notice of intent to terminate.

Fiscal Agent
School District of River Falls

Participating School District
School District of Prescott

President, Board of Education

President, Board of Education

Clerk, Board of Education

Clerk, Board of Education

Date approved by the Board

Date approved by the Board

Tuition will be calculated on a monthly basis, based on a percentage of overall Project Search enrollment during that month. In the event that a student leaves the program, for any reason, the contracting district will no longer be billed as of the next full month. Conversely, should an intern leave the program, the monthly cost for continuing interns will increase based on the prorated scale below. This number will be capped at a maximum of \$1,429.33 per month, which is the monthly cost based on 5 total interns.

Currently, Project Search has an enrollment of 7 interns for the 24-25 school year.

| Total Number of Program Interns | Annual Tuition | Monthly Cost, per Intern |
|--|------------------------|---------------------------------|
| 7 Total Interns | \$9,188.54 per Intern | \$1,020.95 per month |
| 6 Total Interns | \$10,719.96 per Intern | \$1,191.11 per month |
| 5 Total Interns | \$12,863.96 per Intern | \$1,429.33 per month |

66.0301 Service Agreement
School District of Ellsworth and the School District of River Falls
2024-2025
Project SEARCH

Pursuant to a resolution adopted by the School Districts of Ellsworth and River Falls, said School Districts hereby mutually agree to the following conditions:

1. That said above parties agree and contract for personnel as hereinafter set forth;
2. That the School District of River Falls is to be the providing district;
3. That the School District of River Falls, as fiscal agent, will include all program expenditures and receipts in Fund 27;
4. That student membership for State Aid purposes to be counted by the district of residence;
5. That the proration of costs to each participating district be determined annually, on the basis of participation in Project SEARCH services needed per IEP. When applicable, categorical aid will be subtracted from the overall cost of participation.
6. That estimated budget for this agreement, based on the percentage of overall Project Search enrollment, shall be provided in advance of contract signing. The School District of Ellsworth will be budgeted for 1 student upon enrollment.
7. That variations in excess of 10% of the budget will require prior approval of each school district party hereto;
8. That any unemployment compensation for staff will be borne by the district reducing services of staff;
9. That the School District of River Falls, as the fiscal agent, agrees to file a plan of service and the required financial reports with the Wisconsin Department of Instruction;
10. That the School District of River Falls will invoice the School District of Ellsworth 2 times per year;
11. That School District of Ellsworth will pay based on their portion of student enrollment;
12. The School District of Ellsworth is responsible for coordinating the days of service based on the school calendar of River Falls;
13. That the Service Contract Breakdown attached hereto and incorporated herein by reference includes the estimated costs of the program for all students in the program and then specific to each individual party or District;
14. This agreement is binding for the 2024-2025 school year. Termination of this agreement by either party during the school year shall require 30 day notice of intent to terminate.

Fiscal Agent
School District of River Falls

Participating School District
School District of Ellsworth

President, Board of Education

President, Board of Education

Clerk, Board of Education

Clerk, Board of Education

Date approved by the Board

Date approved by the Board

Tuition will be calculated on a monthly basis, based on a percentage of overall Project Search enrollment during that month. In the event that a student leaves the program, for any reason, the contracting district will no longer be billed as of the next full month. Conversely, should an intern leave the program, the monthly cost for continuing interns will increase based on the prorated scale below. This number will be capped at a maximum of \$1,429.33 per month, which is the monthly cost based on 5 total interns.

Currently, Project Search has an enrollment of 7 interns for the 24-25 school year.

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| 6 Total Interns | \$10,719.96 per Intern | \$1,191.11 per month |
| 5 Total Interns | \$12,863.96 per Intern | \$1,429.33 per month |



POLICY 132 SCHOOL BOARD MEMBER RESIGNATION

If for reasons of health, change in domicile, or any other compelling reason a **School** Board member decides to terminate service, the **School** Board of Education requests earliest possible notification of intent to resign **as early as possible** so that the **School** Board may plan appropriately.

School Board member resignations **will** be in writing and submitted to the **School** Board president. If the president resigns, the resignation should be submitted to the **School** Board clerk. Once a resignation is received, it will be presented to the School Board ~~for action~~ at its next scheduled meeting. **The resignation takes effect at the date indicated in the written resignation, if any, or if no specific date has been indicated by the School Board member, then immediately upon delivery of the written resignation.**

LEGAL REFERENCE: Wisconsin Statutes Sections 17.01**(13)(b)**

CROSS REFERENCE: 133 Filling School Board Vacancies

DATE OF ADOPTION: September 16, 1991

REVISED: April 19, 2004, August 15, 2011, August 16, 2016, **August 19, 2024**



POLICY 141 SCHOOL BOARD OFFICERS

Officers of the Board of Education will be elected from among Board membership **The School Board will elect officers from School Board membership** at the annual organizational meeting of the **School** Board. **School** Board officers will consist of a president, vice president, clerk, and treasurer. They will be elected to serve **a** one year term of office.

If a **School** Board officer is unable to discharge the duties of his/her **the** office due to disability or absence, the **School** Board may appoint a **different School Board member** to discharge the duties of such officer until the disability or absence no longer exists.

Duties of President

The president:

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

Duties of Vice President

The vice president:

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

Duties of Clerk

The clerk:

1. Keeps accurate minutes of all **School** Board meetings and enters the minutes into the official record book of the District.
2. Maintains the care and custody of the record books and documents of the **School** Board.

3. ~~Causes~~ **Ensures** written notice to be given to each member of the **School** Board for all **School** Board meetings.
4. Furnishes each ~~teacher~~ **certified staff member** with a copy of the contract ~~between him/her and the Board~~ **of employment**.
5. Countersigns all warrants drawn upon the treasurer, ~~except as otherwise provided~~.
6. Administers the oath of office to School Board members.
7. Performs all other duties as prescribed by law or by the **School** Board.

Duties of Treasurer

The treasurer:

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

LEGAL REFERENCE: Wisconsin Statutes Sections ~~11.02, 11.22,~~ **17.13, 19.88(2)**, 120.05, 120.15, 120.16, 120.17

CROSS REFERENCE: 142 School Attorney, 161 School Board Member Authority, 165 School Board Member Ethics, 171 Regular School Board Meetings, 171.2 Agenda Preparation and Dissemination, 174 School Board Organizational Meeting, 183 Voting, 184 School Board Minutes, 185 School Board Committees, 186 Citizen Advisory Committees, 187 Public Participation at School Board Meetings

DATE OF ADOPTION: March 19, 1973

REVISED: October 21, 1974, September 16, 1991, April 19, 2004, October 19, 2009, September 19, 2011, August 16, 2016, **August 19, 2024**



POLICY 142 SCHOOL ATTORNEY

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

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

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

LEGAL REFERENCE: Wisconsin Statutes Sections 120.10(14), 120.13(9M), 120.15(2)-(4)

DATE OF ADOPTION: April 21, 1975

REVISED: September 16, 1991, April 19, 2004, September 19, 2011, August 16, 2016, **August 19, 2024**



POLICY 151 SCHOOL BOARD POLICY DEVELOPMENT

The **School** Board of Education shall adopt policies to guide the actions of those to whom it delegates authority and to serve as the basis for school district decision-making. These policies shall be recorded in writing using a standard codification system. The formulation and adoption of written policies constitutes one method by which the **School** Board exercises its leadership in the operation of the school system.

In formulating policies, the **School** Board shall adopt general principles and statements of intent. ~~The superintendent shall, in turn,~~ When necessary or when directed by the **School** Board, **the superintendent will** prepare written administrative rules to **guide** policy implementation. **The process for policy revisions and/or development are outlined below:**

The superintendent, in cooperation with **legal counsel**, staff and the **School** Board, **will** ~~shall~~ recommend policies for adoption and ~~recommend~~ revisions of existing policies. Policies and/or revisions may be proposed by any member of the **School** Board, by any lay group or organization, or by any citizen. Policy proposals **may** be referred to the appropriate **School** Board committee for review prior to being recommended for adoption at a School Board Meeting. ~~Some policy matters are reviewed by the applicable committee while others are sent directly to the full School Board as determined~~

Step 1: If applicable, following a favorable recommendation by the committee, the proposal **will** ~~shall~~ be presented to **and acted upon by the School Board (i.e., approved, revised, tabled, or sent back to committee). If the committee recommendation is approved by the School Board, it is considered as a preliminary "first reading".** ~~to the Board at the regular Board meeting~~ The proposal shall not be formally acted on. **The first reading of the policy remains subject to a second (and final) reading** by the **School** Board until the next regular meeting.

Step 2: If significant changes are proposed at the second regular meeting, the **School** Board may delay formally acting on the proposal until the next regular meeting so as to allow time for review and possible change. **Once the second reading is approved, the policy is enacted.**

School Board policies **will** ~~shall~~ be subject to amendment only upon a majority vote of the **School** Board members present at a meeting in the call for which the proposed change has been described in writing.

Policies **will** ~~shall~~ be subject to suspension only upon a majority vote of the **School** Board members present at a meeting in the call for which the proposed suspension has been described in writing.

The **School** Board **will** ~~shall~~ review its policies periodically in view of the changing needs of the community and schools. Policies **will** ~~shall~~ be updated in all areas where there is a perceived deficiency and/or where new policy statements are needed.

The superintendent will disseminate policies adopted by the School Board to employees of the District, students, and citizens through posting on the District's website.

CROSS REFERENCE: 151.3 Administration in Policy Absence, 153, Evaluation of School Board Operations, 171.2 Agenda Preparation and Dissemination, 253 Policy Implementation

DATE OF ADOPTION: March 19, 1973

REVISED: September 16, 1991, June 21, 2004, September 19, 2011, August 16, 2016, **August 19, 2024**



POLICY 151.2 POLICY DISSEMINATION

The superintendent shall disseminate policies adopted by the **School** Board of Education to employees of the District, students, and citizens through posting on the District's website.

LEGAL REFERENCE: Wis. Stat. Sec. 118.24

DATE OF ADOPTION: September 16, 1991

REVISED: May 24, 2004, September 19, 2011, August 16, 2016, **August 19, 2024**



POLICY 151.3 ADMINISTRATION IN POLICY ABSENCE

In cases where emergency action must be taken and the **School** Board of Education has provided no policy guidelines, the superintendent shall have the authority to act. ~~His/her decisions shall be reported to the Board at its next regular meeting.~~ **The Superintendent shall communicate with the School Board as soon as feasible.** It shall be the duty of the superintendent to inform the **School** Board promptly of such action and the need for **a new** policy.

CROSS REFERENCE: 151 School Board Policy Development, 253 Policy Implementation

DATE OF ADOPTION: September 16, 1991

REVISED: May 24, 2004, August 15, 2011, August 16, 2016, **August 19, 2024**