

School District of River Falls
Regular School Board Meeting

Monday, December 16, 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**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **PLEDGE OF ALLEGIANCE**
4. **HEARING OF VISITORS OR DELEGATIONS**
5. **INFORMATIONAL ITEMS**
 - A. **Spotlight on Education: Fall Sports & Activities Recap** 4
 - B. **Superintendent, Administrative, and Student Representative Reports**
 1. Student Representative Report
 2. Administrative Reports
 - a. Student Services Goal Update 2024-25 12
6. **ACTION ITEMS** 16
 - A. **Approval of Minutes, bills, and recommended employment**

Description: The following have been submitted for approval:
Item 1: November 18, 2024, Regular School Board meeting minutes
Item 2: Bills submitted for payment
Item 3: Pursuant to Board Policy which references Wisconsin Statutes Sections 111, 118, 121, all employees who require Wisconsin state certification shall be recommended by the superintendent to the 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 December 2, 2024, Educational Program Committee recommendations** 29

Description: The Educational Program Committee met on December 2, 2024, to hear an update on the RFPME field trip to Eagle Bluff Environmental Center, to hear an update on cell phone procedures & usage, and finally to review the 2023-24 district report card.
Recommended Action: No action, informational only.
 - C. **Consideration and/or Action to approve December 9, 2024 Personnel Committee recommendations** 50

Description: The Personnel Committee met on December 9, 2024, to approve the 2025-26 school year calendar important dates, and to approve the new policy 453.4 Rule(3) Procedures for Administering Medication to Students on Field Trips and the accompanying exhibits. Finally, the committee went into closed session to discuss 2025-26 bargaining goals.
Recommended Action:

 1. Approve the 2025-26 School Year Calendar-Important Dates.
 2. Approve the first reading of the new School Board Policy 453.4 Rule(3) Procedures for Administering Medication to Students on Field Trips.
 3. Approve the first reading of the new School Board Policy 453.4 Exhibit(1) Prescription Medication Authorization Form.
 4. Approve the first reading of the new School Board Policy 453.4 Exhibit(2) Medication Administration Incident Report.
 5. Approve the first reading of the new School Board Policy 453.4 Exhibit(3) Medication Recording Form.
 6. Approve the first reading of the new School Board Policy 453.4 Exhibit(4) Overnight Field Trip Health Information Form.

7. Approve the first reading of the new School Board Policy 453.4 Exhibit(5) Over-the-Counter OTC Medication Authorization Form.

D. Review resolutions to be addressed during the 2025 Wisconsin Association of School Board (WASB) Delegate Assembly on January 22, 2025, and provide the delegate with direction for voting on WASB resolutions **61**

Description: Each year, the WASB Delegate Assembly votes on proposed amendments and resolutions during its Annual Joint State Convention. Each eligible school district may cast one vote on those resolutions. Monica LaVold is the newly appointed delegate to the 2025 convention.

Recommended Action: Provide Delegate, Monica LaVold, with direction for voting on WASB resolutions. The Board may give voting direction on an item-by-item basis or on a specific item(s) only or direct the Delegate to vote in the best interest of the School District of River Falls.

E. Begin School Board Self-Evaluation Process

Description: School Board Policy 153 calls for the Board to annually plan for and carry through an evaluation of its functioning as a Board.

Recommended Action: Discuss the process for completion of the 2025 School Board evaluation to include a timeline for the self-evaluation tool to be completed and a discussion of those consolidated evaluation responses. Discussion will include timing and relationship of self-evaluation with the forthcoming Board Retreat.

F. Consideration and/or Action to approve the first readings of revised School Board Policy 172 Special School Board Meetings, 173 Closed Sessions, 183 Voting, 184 School Board Minutes, and 185 School Board Committees **67**

Description: The administrative team is recommending minor updates to the following policies in the 100 series, including the addition of a new rule. (LINK)

Recommended Action:

1. Approve the first reading of revised School Board Policy 172 Special School Board Meetings.
2. Approve the first reading of revised School Board Policy 173 Closed Sessions.
3. Approve the first reading of revised School Board Policy 183 Voting.
4. Approve the first reading of revised School Board Policy 184 School Board Minutes.
5. Approve the first reading of the new School Board Policy 185 School Board Committees.

G. Consideration and/or Action to approve the second readings of revised School Board Policy 166-Rule School Board Member Electronic Communications, 174 School Board Organizational Meeting, 181 Rules of Order, 182 Quorum, 342.7 Programs for English Learners, 342.7-Rule English Learner Identification and Assessment, 342.72 English Learners Parent Notification, 343.2 Class Size Guidelines, 527 Employee Grievances, 527 Rule(1) Employee Grievance Procedure, 527 Rule(2) Impartial Hearing Officer Selection Procedures and 671.2 Expense Reimbursements **73**

Description: The first readings of revised policies: 166-Rule School Board Member Electronic Communications, 174 School Board Organizational Meeting, 181 Rules of Order, 182 Quorum, 342.7 Programs for English Learners, 342.7-Rule English Learner Identification and Assessment, 342.72 English Learners Parent Notification, 343.2 Class Size Guidelines, 527 Employee Grievances, 527 Rule(1) Employee Grievance Procedure, 527 Rule(2) Impartial Hearing Officer Selection Procedures and 671.2 Expense Reimbursements were approved at the November 18, 2024, Regular School Board Meeting. (LINK)

Recommended Action:

1. Approve the second reading of revised School Board Policy 166-Rule School Board Member Electronic Communications.
2. Approve the second reading of revised School Board Policy 174 School Board Organizational Meeting.
3. Approve the second reading of revised School Board Policy 181 Rules of Order.
4. Approve the second reading of revised School Board Policy 182 Quorum.
5. Approve the second reading of revised School Board Policy 342.7 Programs for English Learners.
6. Approve the second reading of revised School Board Policy 342.7-Rule English Learner Identification and Assessment.
7. Approve the second reading of revised School Board Policy 342.72 English Learners Parent Notification.

8. Approve the second reading of revised School Board Policy 343.2 Class Size Guidelines.
9. Approve the second reading of revised School Board Policy 527 Employee Grievances.
10. Approve the second reading of revised School Board Policy 527 Rule(1) Employee Grievance Procedure.
11. Approve the second reading of revised School Board Policy 527 Rule(2) Impartial Hearing Officer Selection Procedures.
12. Approve the second reading of revised School Board Policy 671.2 Expense Reimbursements.

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

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

Recommended Action: As needed.

I. Schedule next School Board/Committee meetings

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

Recommended Action: Set the meeting schedule as follows:

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

Finance & Facilities Committee meeting: Monday, January 13, 2025, 6:00 p.m.

Personnel Committee meeting: Monday, January 13, 2025, 7:00 p.m. (or immediately following Finance & Facilities)

Regular School Board meeting: Monday, January 20, 2025, 6:00 p.m.

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

7. ADJOURN

WILDCAT CO-CURRICULAR ACTIVITIES



Fall 2024

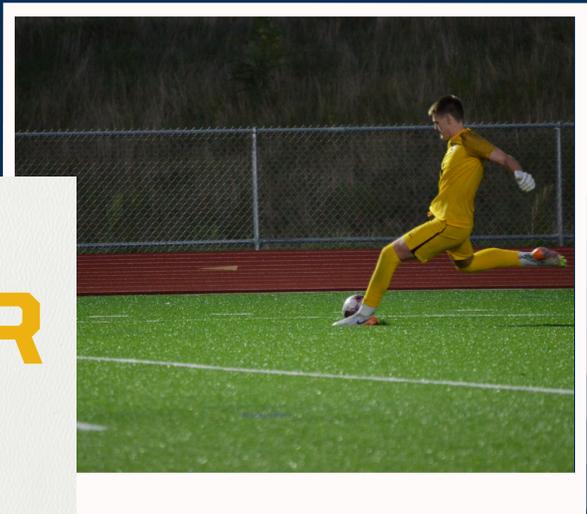


WILDCAT BOYS SOCCER



Big Rivers Conference
4th Place

Regional Champions
Sectional Runner-up



Head Coach - Adam Koger
High School
41 Athletes



WILDCAT FOOTBALL



Big Rivers Conference



Head Coach - Ryan Scherz

High School
129 Athletes

Middle School
97 Athletes



WILDCAT CROSS COUNTRY



Big Rivers Conference

Boys-3rd Place

Girls-6th Place

State Qualifiers - Olive Halverson, Quin Andrews & Jonah Majerus



Head Coach - Kari DeLuca

High School
36 Athletes

Middle School
44 Athletes



WILDCAT GIRLS SWIM & DIVE



Big Rivers Conference
5th Place
State Qualifier-Avery Singel



Head Coach - Caitlin Brudzinski

High School
14 Athletes



WILDCAT GIRLS TENNIS



Big Rivers Conference
6th Place



Head Coach - Cassie Erickson

High School
25 Athletes



WILDCAT GIRLS GOLF



Big Rivers Conference
4th Place



Head Coach - Tim LaVold

High School
20 Athletes

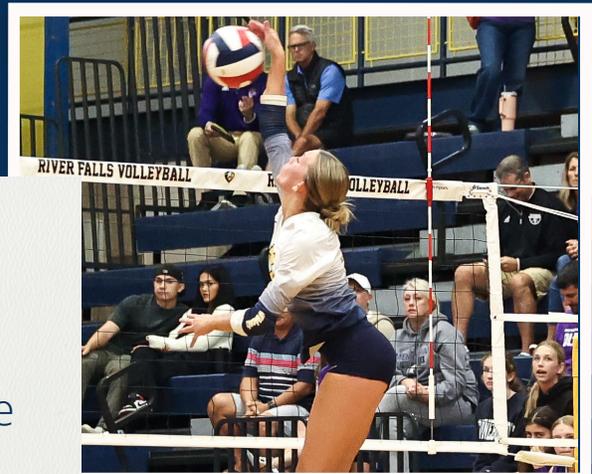


WILDCAT VOLLEYBALL



Big Rivers Conference
2nd Place

Regional Champions
Sectional Runner-Up



Head Coach - Sara Kealy

High School
46 Athletes

Middle School
79 Athletes



WILDCAT VOLLEYBALL



Maddy Range



First Team All-Conference
2023, 2024



WILDCAT MARCHING BAND



STATE CHAMPIONS



Head Coach - Bryan Jaeckel

High School
99 Students



MUSICAL



SpongeBob



Head Coach - Sara Plum

High School
65



MARCHING BAND & MUSICAL

Callen Schallberg

Genevieve Kerr



FALL NUMBERS



High School Athletic Participation

Fall 2024	Fall 2023	Fall 2022
Girls - 120	Girls - 147	Girls - 115
<u>Boys - 191</u>	<u>Boys - 176</u>	<u>Boys - 185</u>
Total - 311	Total - 323	Total - 300



WINTER NUMBERS



High School Athletic Participation

Winter 2024	Winter 2023	Winter 2022
Girls - 40	Girls - 44	Girls - 51
<u>Boys - 141</u>	<u>Boys - 140</u>	<u>Boys - 141</u>
Total - 181	Total - 184	Total - 192



Of the 181 Winter participants, 124 did not participate in the Fall

MIDDLE SCHOOL NUMBERS

WILDCATS™



Middle School Athletic Participation

Fall 2024	Fall 2023	Fall 2022
220	241	216
Winter 2024	Winter 2023	Winter 2022
125	143	135





Special Education 2024-25 WIG

Special Ed: Wildly Important Goal (WIG)

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

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

Strategic Plan:

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

Student Growth Percentile

Student Growth Percentile (SGP) describes a student's growth, compared to other peers who started at **similar performance levels**.

SGPs...

- Allow us to look at growth for students at a variety of different levels.
- Provides an good metric for students who may not yet be proficient.
- Are a clear and easily understood metric for progress

SGP <35: Low Growth

SGP 35-65: Average Growth

SGP >65: High Growth



Wildly Important Goal (WIG)

Our goal was identified by ...

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

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

Data Used:

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



Wildly Important Goal (WIG)

Story from the Data:

Initial baseline data was pulled from 23-24 Fall to Winter Fastbridge SGP's, and SGP percentages were pulled students who were provided reading interventions.

At the Elementary Level (n=120 students), 48% of Special Education Students demonstrated above average growth. 23% had average growth, while 29% had low growth.

At the HS (n=49 students), 49% had above average growth, 10% average growth, and 41% low growth. MS growth was not pulled at the same time, as some adjustments to screening tools were made mid year, which made a similar comparison impossible. This will not be an issue in 24-25.

Comparison to future SGP numbers will not be apples to apples, due to screener changes and calculating based on ALL special education students vs. those receiving reading intervention. However, the information above provided a general starting point in establishing our goal, and the process helped increase data literacy around growth measures.

Monitoring Our WIG

Assessment Used to Measure Our Progress:

Students at all levels will participate in screening measures to gauge growth in the academic areas of reading and Math. Elementary assessments are happening in the Winter/Spring (due to ACT 20), and MS/HS assessments are happening three times per year. Additionally, progress monitoring data will also be incorporated as an extra data point.

Not all students do their best on screening assessments, so discussions about the importance/use of this data, along with accommodations/supports during the actual assessment will be provided in order to increase the reliability of our information.

Assessment Used to Measure Our Progress:

K-3 AIMSweb+
4-5 FastBridge

Assessment Used to Measure Our Progress:

6-12 STAR Reading Assessment



Committing To Our Lead Measure

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

- Commitment to 85%+ Authentic PLC collaboration meetings on Thursday mornings (Elementary).
- HS PLC meetings occurring across content areas during late starts, and among special education teachers and paraprofessionals (at least 1x per week).
- “Job alike” special education PLC meetings monthly at the Elementary and MS to discuss student progress and best practice.
- Implementation of Reading Resources (Collaborative Literacy (GW, RB, WS) and Transparent Classroom (RFPME) as intended.
- Ongoing evaluation of special education interventions and strategies based on classroom, progress report, and screening data.
- Work on best practices for providing supplemental instruction with new intervention structures at the elementary (Individualized Daily Reading Time vs. Team Time).
- Review of SGP data, tied to interventions/supports provided to students, after each screening period.

We selected these commitments because...

These lead measures all have a targeted focus on teacher collaboration and the effectiveness of Tier 2 instruction. All three levels are in the first year of implementation of at least some new initiatives/strategies.

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

- Track PLC meeting times/minutes at each level.
- Fall (MS/HS) Winter and Spring screening data / SGP review process.



Responding to Current Lag Data

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

- No Fall screening data K-5
 - SGP growth data will not be available for K-5 until the Spring of 2025.
- Due to Act 20, new screener in K-3 will make it more difficult to compare data from previous FastBridge percentile rankings
 - Screener will be consistent moving forward (till spring 2027 goal end date)
- Team Time and use of para support has changed.
 - As we move through the curriculum and learn how para support can best be used during the literacy block we will monitor and adjust.
- There are some time limitations to how often certain teams can do PLC work. We need to be very efficient in the time we have (ie. 6th,7th,8th Grade SLD staff.
- Screening data for some students might not be reflective of their true ability. Teams will work on ways to increase validity of results and increase student effort.



School District of River Falls
Regular School Board Meeting
Monday, November 18, 2024 - 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, November 18, 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, Treasurer Mike Miller, members Bo Hirstein, Monica LaVold, Alison Page, and student representative Addison Reisdorfer. Also present were Superintendent David Bell, Director of Human Resources and Leadership Development Nate Schurman, Co-Directors of Academic Services MaryBeth Elliott & Amy Wise, and Director of Finance & Facilities Lynette Coy. River Falls High School Principal Kit Luedtke, River Falls High School Assistant Principals Lisa Goihl & Heidi Link, Meyer Middle School Principal Mark Chapin, Greenwood Principal & School Safety Administrative Liaison Kate Skappel, Montessori Principal Kai Rodgers, and Westside Principal Rachel Mader. Gifted & Talented Teacher Abby Mazzei, District Safety Coordinator Zac Campbell, and Safety & Crisis Response Program Assistant Terry Slaght. Meyer Middle School Counselors Sam Dusek, Gary Campbell, and Jordan Seifert.

HEARING OF VISITORS OR DELEGATIONS - None

INFORMATIONAL ITEMS

A. Wildcat Pride Awards

Meyer Middle School Counselors Sam Dusek, Gary Campbell, and Jordan Seifert were recognized for being the 2025 Wisconsin School Counseling Team Award winner at the Wisconsin School Counselor Association's annual conference earlier this month.

B. Spotlight on Education: Gifted & Talented Program

Mazzei presented an overview of the district's Gifted and Talented program, including the process for identifying students and Top Tier Performers. She also mentioned that she works with 532 elementary and 162 middle school students on a bi-weekly basis.

C. Superintendent, Administrative, and Student Representative Reports

1. Student Representative Report

Reisdorfer provided an update on upcoming events at RFHS, including "The SpongeBob Musical," a Toys for Tots campaign by the FCCLA (Family, Career and Community Leaders of America), and a Giving Tree donation drive hosted by the Student Council.

2. Administrative Reports

a. RFHS Goal Update 2024-25

Luedtke, Link, and Goihl presented the River Falls High School Wildly Important Goal (WIG) which states: By 2027, ALL students at River Falls High School will achieve and sustain mastery of reading comprehension or will achieve at least 10% growth each year as they progress towards reading mastery. The high school team shared how they arrived at the WIG and how they will monitor progress.

b. MMS Goal Update 2024-25

Chapin presented the Meyer Middle School Wildly Important Goal (WIG) which states: By May of 2027, 90% of Meyer Middle School students will be proficient on 80% of the standards measured by their end of the year assessment. He shared how they arrived at the WIG and how they will monitor progress.

3. Superintendent Report

Bell updated the School Board on the district's Veterans Day activities and mentioned American Education Week, emphasizing how the district recognizes all of our staff during this week.

D. Wisconsin Association of School Boards - Board of Directors Update

Tuchtenhagen provided an update from the recent WASB Board of Directors meeting. He noted discussion items included the WIAA (Wisconsin Interscholastic Athletic Association) and the potential for the Policy & Resolution Committee to change its operational procedures.

ACTION ITEMS

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

1. The Minutes from the October 21, 2024, Regular School Board meeting.
 2. Accounts Payable and Payroll payments in the amount of \$5,141,368.42.
 3. Pursuant to School Board Policy which references Wisconsin Statutes Sections 111, 118, and 121, approval of the following employment recommendations: Recommended approval of the hiring of the following short-term, on call Substitute Teachers: a. Chris Silver b. Ken Biebighauser c. Jake Bruecker d. Kenadie Eberhardt e. Erin Timm
- Motion carried unanimously (7-0).

B. Review the District's Comprehensive School Safety Plan and related safety drills

The School Board must review the District's Comprehensive School Safety Plan and related safety drills annually prior to January 1 each year. District Safety Coordinator Zac Campbell, School Safety Administrative Liaison Kate Skappel, and Safety & Crisis Response Program Assistant Terry Slaght provided the safety drill updates.

Miller moved, seconded by Curtis to approve the 2024-2025 School Safety Drill Evaluations. Motion carried unanimously (7-0).

C. Consideration and/or Action to approve November 4, 2024, Educational Program Committee recommendations

The Educational Program Committee met on November 4, 2024, to hear an overview on high school course development, to approve the new HS course, *Civil Discourse & Dialogue*, to approve the preliminary field trip application for Athens, Greece in 2026, and finally to approve revised policies 342.7 Programs for English Learners, 342.7-Rule English Learner Identification and Assessment and 342.72 English Learners Parent Notification. New policy 453.3 Rule(3) Procedures for Administering Medication to Students on Field Trips was tabled.

1. Tuchtenhagen moved, seconded by LaVold to approve Civil Discourse and Dialogue New or Revised Course Approval Form. Motion carried unanimously (7-0).
2. Curtis moved, seconded by Hirstein to approve Squads Abroad Global Medical Academy preliminary field trip application. Motion carried unanimously (7-0).
3. Tuchtenhagen moved, seconded by LaVold to approve the first readings of revised School Board Policies 342.7 Programs for English Learners, 342.7-Rule English Learner Identification and Assessment, and 342.72 English Learners Parent Notification. Motion carried unanimously (7-0).

D. Consideration and/or Action to approve November 11, 2024, Finance & Facilities Committee recommendations

The Finance and Facilities Committee met on November 11, 2024, to hear an update on the facilities projects and the 2024-25 budget, to discuss the parental choice program, and finally to approve revised policy 671.2 Expense Reimbursements.

Miller moved, seconded by Page to approve the first reading of revised School Board Policy 671.2 Expense Reimbursements. Motion carried unanimously (7-0).

E. Consideration and/or Action to approve November 11, 2024 Personnel Committee recommendations

The Personnel Committee met on November 11, 2024, to approve updates to policy 343.2 Class Size Guidelines, 527 Employee Grievances, 527 Rule-1 Employee Grievance Procedure, and 527 Rule-2 Impartial Hearing Officer Selection Procedures. The committee also heard a paraprofessional mentor report, a wellness plan report, and the principal leadership report. Finally, the committee went into closed session to discuss 2025-26 school year salary adjustments for select staff.

1. Tuchtenhagen moved, seconded by Page to approve the first readings of revised School Board Policies 343.2 Class Size Guidelines, 527 Employee Grievances, 527 Rule-1 Employee Grievance Procedure, and Rule-2 Impartial Hearing Officer Selection Procedures. Motion carried unanimously (7-0).
2. Tuchtenhagen moved, seconded by Curtis to approve the salary ladder adjustments for the 2025-26 school year, for certified staff whose in-district years of experience do not align with their current ladder placement. Motion carried unanimously (7-0).

F. Consideration and/or Action to approve the first readings of revised School Board Policy 172 Special School Board Meetings, 174 School Board Organizational Meeting, 181 Rules of Order, 182 Quorum and the new 166-Rule School Board Member Electronic Communications

The administrative team is recommending minor updates to the following policies in the 100 series, including the addition of a new rule. (LINK)

1. Approval of the first reading of revised School Board Policy 172 Special School Board Meetings was tabled for further review.
2. Tuchtenhagen moved, seconded by Miller to approve the first readings of revised School Board Policies 174 School Board Organizational Meeting, 181 Rules of Order, 182 Quorum, and 166-Rule School Board Member Electronic Communications. Motion carried unanimously (7-0).

G. Consideration and/or Action to approve the first reading of the new School Board Policy 453.3 Rule(3) Procedures for Administering Medication to Students on Field Trips

The administrative team recommends revisions to School Board Policy 453.3 Rule(3) Procedures for Administering Medication to Students on Field Trips, as discussed at the November Educational Programs Committee.

Approval of the first reading of the new School Board Policy 453.3 Rule(3) Procedures for Administering Medication to Students on Field Trips was tabled for further review.

H. Consideration and/or Action to approve the second readings of revised School Board Policy 171 Regular School Board Meetings, 171.1 Public Notification of School Board Meetings, 171.2 Agenda Preparation and Dissemination, and 171.3 Consent Agendas

The first readings of revised policies: 171 Regular School Board Meetings, 171.1 Public Notification of School Board Meetings, 171.2 Agenda Preparation and Dissemination, and 171.3 Consent Agendas were approved at the October 21, 2024, Regular School Board Meeting. (LINK)

Curtis moved, seconded by LaVold to approve the second readings of revised School Board Policies 171 Regular School Board Meetings, 171.1 Public Notification of School Board Meetings, 171.2 Agenda Preparation and Dissemination and 171.3 Consent Agendas. Motion carried unanimously (7-0).

I. Consideration and/or Action to approve the second reading of revised School Board Policy 537 Staff Development

The first reading of revised policy 537 Staff Development was approved at the August 19, 2024, Regular School Board Meeting. (LINK)

Page moved, seconded by Hirstein to approve the second reading of revised School Board Policy 537 Staff Development. Motion carried unanimously (7-0).

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

As always, School Board members were given the opportunity to suggest items for future School Board meeting agendas. No suggestions at this time.

J. Schedule next School Board/Committee meetings

Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, December 2, 2024, 6:00 p.m.

Finance & Facilities Committee meeting: Monday, December 9, 2024, 6:00 p.m.

Personnel Committee meeting: Monday, December 9, 2024, 7:00 p.m. (or immediately following Finance & Facilities)

Regular School Board meeting: Monday, December 16, 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 7:57 p.m.

Lindsey Curtis, School Board Clerk

SCHOOL DISTRICT OF RIVER FALLS
River Falls , Wisconsin 54022

December 2024 Board Meeting

Accounts Payable	AMOUNT
Checks # 219804 - 220144	\$818,346.29
ACH # 242500346-242500444	\$718,895.66
Wires The Standard, Mn Life, Payroll Taxes, WEA, Wis Deferred Comp, EBC, State of Wi garnishment EyeMed, HSA Bank, WRS-Retirement HealthPartners (medical prem/dental fees/self funded claims)	\$1,593,939.40
NSF/Return of Funds Check #1015	\$24.00
Void Check #176964, 190902, 190986, 191696, 191755, 192214, 192378, 192794, 193125, 193161, 194577, 195850, 219465, 219208, 219496, 219593	(1,301.74)
 PAYROLL	
Checks #	\$0.00
ACH # 997394385 - 997395660	\$1,723,062.67
Void 997394388	-\$1,166.02
	 <u><u>\$4,851,800.26</u></u>

	Actual
FNB - General Money Market Balance	\$5,880,055.51
RCU - Money Market Balance	\$165,887.95

Publication List - Checks Over \$100 - Dec 2024 Meeting

POST	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
11/1/2024	219806	ARROW LIFT ACCESSIBILITY	Chair Lift Keys	\$ 175.50
11/1/2024	219807	AUTO VALUE	Multiple Invoices	\$ 109.82
11/1/2024	219808	BLICK ART MATERIALS	Multiple Invoices	\$ 474.14
11/1/2024	219813	CINTAS	Supplies	\$ 397.57
11/1/2024	219814	CLIFTONLARSONALLEN LLP	audit invoice	\$ 2,625.00
11/1/2024	219821	GOMEZ, NATALY	Reim supplies	\$ 309.16
11/1/2024	219822	HAMM, ANDREW	officiating fees	\$ 127.30
11/1/2024	219823	HILLYARD INC MPLS	Multiple Invoices	\$ 1,761.17
11/1/2024	219824	HIRSTEIN, ALI	reim supplies	\$ 383.00
11/1/2024	219825	INOUYE, MARK	Travel Expenses	\$ 504.72
11/1/2024	219829	LAMINATION DEPOT	supplies	\$ 177.96
11/1/2024	219831	LARSON, NICHOLE	Reimbursements	\$ 126.71
11/1/2024	219832	LEMIRE, PARKER	officiating fees	\$ 148.20
11/1/2024	219833	MAGIC SCHOOL INC	subscription	\$ 1,599.36
11/1/2024	219834	MENARDS	Multiple Invoices	\$ 356.42
11/1/2024	219835	MIDWEST BUS PARTS INC	Multiple Invoices	\$ 2,696.79
11/1/2024	219837	OLSON, ERIC	officiating fees	\$ 110.00
11/1/2024	219838	OVERDRIVE INC	Content purchases	\$ 500.00
11/1/2024	219839	PAUL H BROOKES PUBLISHING COMPANY INC	subscriptions	\$ 499.90
11/1/2024	219840	PLUM, SARAH	reim supplies	\$ 150.00
11/1/2024	219842	REALITYWORKS	Ag equipment	\$ 4,471.55
11/1/2024	219843	RICHARDT, JOCELYN	officiating fees	\$ 110.00
11/1/2024	219846	SCHOLASTIC INC	Multiple Invoices	\$ 183.77
11/1/2024	219847	SCHOOL SPECIALTY	Multiple Invoices	\$ 251.45
11/1/2024	219848	SPRINKLER CREW	Winterization	\$ 2,201.00
11/1/2024	219849	TMS JOHNSON INC	Replacement Fan	\$ 1,700.00
11/1/2024	219850	TWIN CITY HARDWARE CO.	Door Undercutting	\$ 2,205.00
11/1/2024	219851	UNIFIDE CST	scale service	\$ 409.60
11/1/2024	219853	WILS	License fees	\$ 1,823.85
11/1/2024	219854	YOLITZ, CLARK	officiating fees	\$ 120.00
11/8/2024	219855	2 BROKE CHEFS LLC	CE Class Pymt	\$ 706.75
11/8/2024	219856	3 SCHWEET SISTERS LLC	CE Class Pymt	\$ 607.75
11/8/2024	219857	ALLINA HEALTH SYSTEM	service from 2020	\$ 7,776.00
11/8/2024	219859	ANDERSEN, VICTORIA	CE Class Pymt	\$ 499.08
11/8/2024	219860	ASTROTURF CORPORATION	Turf Maint	\$ 5,600.00
11/8/2024	219861	AUTO VALUE	Multiple Invoices	\$ 157.54
11/8/2024	219862	BLICK ART MATERIALS	supplies	\$ 223.30
11/8/2024	219863	BLUUM OF MINNESOTA LLC	supplies	\$ 1,011.00
11/8/2024	219864	BOWERS HYNES, SOMMER	Travel Expenses	\$ 179.56
11/8/2024	219865	BRAUN INTERTEC CORPORATION	Multiple Invoices	\$ 6,362.50
11/8/2024	219866	BREAKOUT INC	Software Prog	\$ 119.00
11/8/2024	219867	BREITENBACH CORBID, HOLLY ANN	CE Class Pymt	\$ 132.24
11/8/2024	219868	BRENDALEN, HAYLEY	CE Class Pymt	\$ 257.00
11/8/2024	219869	BRENNER, KAILEY	CE Class Pymt	\$ 120.00

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11/8/2024	219870	BRICKHOUSE MUSIC LLC	Multiple Invoices	\$ 1,177.98
11/8/2024	219871	BROECKAERT, KIMBERLY	CE Class Pymt	\$ 225.61
11/8/2024	219872	CESA 11	qtrly invoice	\$ 12,761.00
11/8/2024	219873	CINTAS	Supplies	\$ 373.26
11/8/2024	219874	COLUMN SOFTWARE PBC	Multiple Invoices	\$ 359.56
11/8/2024	219877	CYCLONE FENCE INC	Fencing	\$ 14,131.00
11/8/2024	219878	DEMCO INC	Library supplies	\$ 558.46
11/8/2024	219879	EXPERT TREE	Multiple Invoices	\$ 7,125.00
11/8/2024	219880	EXPRESS SERVICES INC	sub fulfillment	\$ 2,304.00
11/8/2024	219881	FAST COPY CENTER	Multiple Invoices	\$ 393.70
11/8/2024	219883	GLASS EXPRESS	Windshield	\$ 632.00
11/8/2024	219884	GRAHAM, JACQUELINE	Multiple Invoices	\$ 818.25
11/8/2024	219885	HAFEMAN, AMY	Travel Expenses	\$ 637.91
11/8/2024	219886	HASELMAN, JOSEPH	Reim mileage	\$ 194.10
11/8/2024	219887	HASKINS, MAXWELL	Multiple Invoices	\$ 275.00
11/8/2024	219888	HILLYARD INC MPLS	supplies	\$ 167.14
11/8/2024	219889	HOPE FOR EARTH INC	CE Class Pymt	\$ 140.79
11/8/2024	219890	HOSA FUTURE HEALTH PROFESSIONALS	application	\$ 561.00
11/8/2024	219891	HOVLAND, LANCE	CE Class Pymt	\$ 130.00
11/8/2024	219893	HUDSON FOOD WALK LLC	CE 10/12 outing	\$ 514.25
11/8/2024	219894	HUPPERT, ERIN	reim supplies	\$ 364.25
11/8/2024	219895	INSPIRING ACTIONS LLC	CE Class Pymt	\$ 108.30
11/8/2024	219896	JACKSON & ASSOCIATES LLC	roof fencing	\$ 13,940.00
11/8/2024	219897	JAECKEL, BRYAN	band music	\$ 150.00
11/8/2024	219898	J H LARSON COMPANY	Light Fixture	\$ 105.40
11/8/2024	219900	KWIK TRIP INC	Fuel	\$ 3,364.26
11/8/2024	219902	LOFFLER COMPANIES INC	Multiple Invoices	\$ 139.86
11/8/2024	219903	MARK'S PLUMBING PARTS	supplies	\$ 695.66
11/8/2024	219904	MCDONALD PETROLEUM SERVICE	testing/cleaning	\$ 680.60
11/8/2024	219905	MC GRAW-HILL COMPANIES	subscription	\$ 470.40
11/8/2024	219906	MERKATORIS, AMBER	Multiple Invoices	\$ 207.51
11/8/2024	219907	MINNESOTA HISTORICAL SOCIETY	CE Ft Snelling trip	\$ 270.00
11/8/2024	219908	NORTHERN AIR CORPORATION	Fan Install	\$ 5,940.00
11/8/2024	219911	PARTS TOWN LLC	parts	\$ 377.27
11/8/2024	219913	PECHACEK, PATRICIA	supplies	\$ 308.00
11/8/2024	219915	PLUM, SARAH	travel expenses	\$ 1,161.73
11/8/2024	219916	PREMIER TRUCK GROUP	Multiple Invoices	\$ 4,156.04
11/8/2024	219917	REINARDY, RENEE	CE Class Pymt	\$ 150.00
11/8/2024	219918	RIVER FALLS ACE HARDWARE	Multiple Invoices	\$ 1,658.75
11/8/2024	219920	SKAPPEL, KATHRYN	reim 99Math	\$ 2,990.00
11/8/2024	219921	SOLBERG, STACY	CE Class Pymt	\$ 756.00
11/8/2024	219922	ST CROIX GAS	Multiple Invoices	\$ 4,981.37
11/8/2024	219924	THE ART OF EDUCATION UNIVERSITY	Conf Reg	\$ 129.00
11/8/2024	219925	THE READING CENTER	Dyslexia Speaker	\$ 532.50
11/8/2024	219926	TOMLINSON, MARK	CE Class Pymt	\$ 800.00
11/8/2024	219927	UNITED WAY ST CROIX VALLEY	Multiple Invoices	\$ 175.00
11/8/2024	219928	VCI ENVIRONMENTAL INC	House Abatement	\$ 560.00

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11/8/2024	219929	WARD, ERIN	CE Class Pymt	\$ 943.03
11/8/2024	219930	WASBO	Conf Reg	\$ 285.00
11/8/2024	219931	WEMTA	Conf Reg	\$ 300.00
11/8/2024	219932	WINNOW & SPRUCE ORGANIZING	CE Class Pymt	\$ 307.80
11/8/2024	219933	WISCONSIN DEPT OF REVENUE	Payroll accrual	\$ 293.36
11/15/2024	219935	ABUNDANT LIFE	11/15 Teacher Payout	\$ 414.00
11/15/2024	219936	ABUNDANT LIFE	11/15 Site Payout	\$ 12,254.40
11/15/2024	219939	AT&T	715 425-1803 147 0	\$ 1,389.69
11/15/2024	219940	AUTO VALUE	Multiple Invoices	\$ 103.58
11/15/2024	219941	BALDWIN LIGHTSTREAM	phone/internet	\$ 1,601.84
11/15/2024	219942	BLICK ART MATERIALS	Art Supplies	\$ 487.52
11/15/2024	219943	BOWERS HYNES, SOMMER	Travel Expenses	\$ 425.16
11/15/2024	219944	BRAINPOP	Subscription	\$ 4,269.53
11/15/2024	219945	BRICKHOUSE MUSIC LLC	Multiple Invoices	\$ 2,293.97
11/15/2024	219946	CANON FINANCIAL SERVICES INC	Multiple Invoices	\$ 3,257.56
11/15/2024	219947	CARPENTER ST CROIX VALLEY	Field Trip	\$ 280.00
11/15/2024	219949	CHILD CENTER	11/15 Teacher Payout	\$ 360.00
11/15/2024	219950	CHILD CENTER	11/15 Site Payout	\$ 10,656.00
11/15/2024	219951	CHIPPEWA VALLEY TECH COLLEGE	CVTC CLASSES	\$ 2,961.04
11/15/2024	219952	CINTAS	Supplies	\$ 342.71
11/15/2024	219954	DWD-UI	Benefit charges	\$ 1,230.60
11/15/2024	219956	ELLS, JAMES	Driver Meals	\$ 102.00
11/15/2024	219958	ELSMORE SWIM SHOP	supplies	\$ 524.50
11/15/2024	219959	EPSTEIN, GARY	Driver Meals	\$ 326.00
11/15/2024	219960	ERICKSON, KARL	Driver Meals	\$ 115.00
11/15/2024	219961	EVERSON, AMY	travel expenses	\$ 773.10
11/15/2024	219962	EXPRESS SERVICES INC	sub fulfillment	\$ 1,920.00
11/15/2024	219964	GLASS EXPRESS	window repair	\$ 433.70
11/15/2024	219965	HANSON, JENNA	travel expenses	\$ 294.20
11/15/2024	219968	HUDSON PHYSICIANS	Multiple Invoices	\$ 5,210.13
11/15/2024	219971	JOHNSON CONTROLS FIRE PROTECTION LP	Repairs	\$ 4,204.13
11/15/2024	219972	JOSTENS INC	Grad supplies	\$ 224.44
11/15/2024	219975	LITTLE ADVENTURES 1	11/15 Teacher Payout	\$ 360.00
11/15/2024	219976	LITTLE ADVENTURES 1	11/15 Site Payout	\$ 10,656.00
11/15/2024	219977	LITTLE ADVENTURES 2	11/15 Teacher Payout	\$ 468.00
11/15/2024	219978	LITTLE ADVENTURES 2	11/15 Site Payout	\$ 13,852.80
11/15/2024	219979	LOFFLER COMPANIES INC	Multiple Invoices	\$ 3,012.33
11/15/2024	219980	LOY, JOSHUA	Reim supplies	\$ 142.71
11/15/2024	219981	MACKIN EDUCATIONAL RESOURCES	Multiple Invoices	\$ 5,031.17
11/15/2024	219982	MANSFIELD SERVICE PARTNERS	Fuel	\$ 20,915.12
11/15/2024	219983	MARK'S PLUMBING PARTS	Drinking Fountain	\$ 1,669.91
11/15/2024	219984	MASTERCARD CORPORATE CLIENTS	Multiple Invoices	\$ 18,068.25
11/15/2024	219985	MENARDS	Multiple Invoices	\$ 287.44
11/15/2024	219986	MERIDIAN CONSULTING GROUP	Health/Safety	\$ 1,260.00
11/15/2024	219987	MERKATORIS, AMBER	Multiple Invoices	\$ 652.63
11/15/2024	219988	MFAC LLC	track supplies	\$ 4,085.00
11/15/2024	219989	MIDWEST BUS PARTS INC	Multiple Invoices	\$ 354.68

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11/15/2024	219991	NCMPS	Subscription	\$ 130.00
11/15/2024	219992	NELSON'S BUS SERVICE INC	Multiple Invoices	\$ 277,485.00
11/15/2024	219993	NELSON, BRIAN	Driver Meals	\$ 175.00
11/15/2024	219999	PECHACEK, RYAN	FFA Convention	\$ 4,246.48
11/15/2024	220001	PLUM, ALEXANDER	Travel Expenses	\$ 187.85
11/15/2024	220002	PREMIER TRUCK GROUP	Multiple Invoices	\$ 1,081.27
11/15/2024	220003	PTACEKS FAMILY MARKET	Multiple Invoices	\$ 2,760.52
11/15/2024	220005	RIVER FALLS MUNICIPAL	Multiple Invoices	\$ 70,455.69
11/15/2024	220006	RIVERLAND LASER LLC	supplies	\$ 175.00
11/15/2024	220007	RIXMANN, JEFFREY	Driver Meals	\$ 261.00
11/15/2024	220011	STEGER, PAUL	Driver Meals	\$ 180.00
11/15/2024	220012	TCI	software	\$ 289.00
11/15/2024	220013	TRANSPARENT CLASSROOM	Oct Charges	\$ 400.00
11/15/2024	220014	UCS	equipment	\$ 5,596.00
11/15/2024	220015	ULINE	CO Conf Whiteboard	\$ 451.45
11/15/2024	220016	THE UNIVERSITY PRESCHOOL	11/15 Teacher Payout	\$ 288.00
11/15/2024	220017	THE UNIVERSITY PRESCHOOL	11/15 Site Payout	\$ 8,524.80
11/15/2024	220018	WHITE, SALENA	Reim supplies	\$ 145.54
11/15/2024	220019	WL HALL CO INTERIOR SERVICE	Deficiency Repair	\$ 1,415.00
11/22/2024	220021	ANDERSON, MUFFI	reim license	\$ 136.00
11/22/2024	220022	ARCHKEY TECHNOLOGIES	Badge Printer Issues	\$ 217.50
11/22/2024	220023	AT&T BUSINESS DIRECT	Multiple Invoices	\$ 1,717.18
11/22/2024	220024	AUTO VALUE	Multiple Invoices	\$ 136.99
11/22/2024	220025	BEAUCHMAN, EUNICE	reim license	\$ 136.00
11/22/2024	220026	BLICK ART MATERIALS	art supplies	\$ 167.82
11/22/2024	220027	BOOTH, RUSSELL	officiating fees	\$ 110.00
11/22/2024	220028	BORCHARDT, REAGAN	officiating fees	\$ 220.00
11/22/2024	220030	BRICKHOUSE MUSIC LLC	instrument repairs	\$ 109.78
11/22/2024	220031	BRUESEWITZ, KIMBERLY	Travel Expensese	\$ 259.19
11/22/2024	220032	CAMPBELL, GARY	officiating fees	\$ 220.00
11/22/2024	220033	CAREY, BARBARA	officiating fees	\$ 220.00
11/22/2024	220034	CELT, JAMES	officiating fees	\$ 130.00
11/22/2024	220035	CINTAS	Supplies	\$ 313.04
11/22/2024	220036	COLLOBOS SOFTWARE INC	Subscription	\$ 1,404.00
11/22/2024	220038	DEMCO INC	Libary Supplies	\$ 222.87
11/22/2024	220039	DUSEK, SAMANTHA	Travel Expenses	\$ 282.01
11/22/2024	220040	EMMERT, JAY	officiating fees	\$ 110.00
11/22/2024	220041	ETS CONSULTING LLC	partnership	\$ 897.00
11/22/2024	220042	EXPRESS SERVICES INC	sub fulfillment	\$ 1,024.00
11/22/2024	220044	GENERAL COMMUNICATIONS INC	Dist crisis walkie	\$ 1,749.04
11/22/2024	220047	HILLYARD INC MPLS	Multiple Invoices	\$ 13,977.81
11/22/2024	220048	HOFFMAN, DANIEL	officiating fees	\$ 130.00
11/22/2024	220049	JACOB'S LADDER	11/15 Site Payout	\$ 20,779.20
11/22/2024	220050	JACOB'S LADDER	11/15 Teacher Payout	\$ 702.00
11/22/2024	220052	LIBERTY MUTUAL INSURANCE	Business Insurance	\$ 1,816.99
11/22/2024	220053	LINEHAN, JEFFREY	officiating fees	\$ 130.00
11/22/2024	220055	MACKIN EDUCATIONAL RESOURCES	Multiple Invoices	\$ 5,722.17

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11/22/2024	220056	MADER, RACHEL	Multiple Invoices	\$ 1,190.96
11/22/2024	220057	MARK'S PLUMBING PARTS	Faucet	\$ 366.33
11/22/2024	220060	NATIONAL SPEECH & DEBATE ASSOCIATION	membership	\$ 169.00
11/22/2024	220061	NCS PEARSON INCORPORATED	Multiple Invoices	\$ 4,104.75
11/22/2024	220063	NEW RICHMOND AREA CHAMBER OF COMMERCE	membership	\$ 279.00
11/22/2024	220065	OTIS ELEVATOR COMPANY	Elevator Contracts	\$ 5,272.80
11/22/2024	220066	PREMIER WIRELESS BUSINESS TECHNOLOGY SO	License Renewals	\$ 894.00
11/22/2024	220070	ROGERS, NANCY	Reim mileage	\$ 190.95
11/22/2024	220072	SCHOLASTIC INC	subscription	\$ 219.78
11/22/2024	220074	SEIFERT, JORDAN	travel expenses	\$ 173.37
11/22/2024	220075	SIGN RESULTS LLC	supplies	\$ 345.00
11/22/2024	220076	SMITH, AMBER	reim mileage	\$ 119.39
11/22/2024	220077	STEP SAVER INC	Salt	\$ 283.50
11/22/2024	220078	SUMMIT COMPANIES	Deficiency Repairs	\$ 3,246.75
11/22/2024	220079	SYSCO MINNESOTA	vending items	\$ 2,136.35
11/22/2024	220080	T-MOBILE	Hotspots	\$ 500.00
11/22/2024	220081	T-MOBILE	WiFi	\$ 172.20
11/22/2024	220082	TWIN CITY HARDWARE CO.	Spring Cages	\$ 148.09
11/22/2024	220083	UNITED WAY ST CROIX VALLEY	Multiple Invoices	\$ 175.00
11/22/2024	220084	VERIZON WIRELESS	cell phone charges	\$ 2,824.91
11/22/2024	220086	WI HOCKEY COACHES ASSOC	membership	\$ 290.00
11/22/2024	220087	WISCONSIN DEPT OF REVENUE	Payroll accrual	\$ 373.34
11/29/2024	220089	#SOCIALSCHOOL4EDU	Social Media Retreat	\$ 600.00
11/29/2024	220092	BECKER ARENA PRODUCTS INC	supplies	\$ 1,570.08
11/29/2024	220094	BRICKHOUSE MUSIC LLC	supplies	\$ 119.99
11/29/2024	220095	BSN SPORTS	supplies	\$ 265.00
11/29/2024	220097	CINTAS	Supplies	\$ 342.71
11/29/2024	220098	CORNELL, SARAH	Multiple Invoices	\$ 2,855.76
11/29/2024	220100	DREYER, LARISSA	Travel Expenses	\$ 282.42
11/29/2024	220101	EXPRESS SERVICES INC	sub fulfillment	\$ 2,304.00
11/29/2024	220102	FAST COPY CENTER	Multiple Invoices	\$ 120.95
11/29/2024	220105	GRAHAM, JACQUELINE	Reim supplies	\$ 359.25
11/29/2024	220106	GRAINGER	Actuator	\$ 886.41
11/29/2024	220107	GRAPHIC DESIGN INC	CE Dist Newsletter	\$ 5,377.81
11/29/2024	220109	HAPPINESS IN A CUP WI	GSA shirts	\$ 200.00
11/29/2024	220110	HERMANN, SUSAN	Inservice/Conf	\$ 120.00
11/29/2024	220111	HILLYARD INC MPLS	Multiple Invoices	\$ 234.04
11/29/2024	220112	HOWIES ATHLETIC TAPE	supplies	\$ 293.62
11/29/2024	220113	HUDSON PHYSICIANS	Training Svcs	\$ 3,835.00
11/29/2024	220114	HUPPERT, HALEY	inservice/Conf	\$ 140.00
11/29/2024	220115	IVORY52 LLC	piano tuning	\$ 585.00
11/29/2024	220116	JOSTENS INC	Multiple Invoices	\$ 1,013.23
11/29/2024	220117	KAISER-HOLBROOK, ANGELA	inservice/conf	\$ 160.00
11/29/2024	220118	KAUTH, AMANDA	Travel Expenses	\$ 238.00
11/29/2024	220120	KOGER, ADAM	Travel Expenses	\$ 434.65
11/29/2024	220122	LOFFLER COMPANIES INC	Multiple Invoices	\$ 1,879.11
11/29/2024	220123	MACKIN EDUCATIONAL RESOURCES	Multiple Invoices	\$ 5,596.39

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11/29/2024	220124	MARCO TECHNOLOGIES LLC	phone software	\$ 555.00
11/29/2024	220125	MENARDS	supplies	\$ 126.82
11/29/2024	220127	NORELIUS, AMY	Inservice/Conf	\$ 120.00
11/29/2024	220130	PLUM, SARAH	Reim supplies	\$ 401.70
11/29/2024	220131	REALITYWORKS	Real baby care	\$ 1,107.78
11/29/2024	220134	RSCHOOL TODAY	CE annual fee	\$ 2,993.75
11/29/2024	220136	SMARTPASS INC.	software	\$ 4,624.76
11/29/2024	220140	ULINE	supplies	\$ 445.81
11/29/2024	220141	UW-RIVER FALLS STUDENT BILLING	Multiple Invoices	\$ 41,995.28
11/29/2024	220142	WHITE PINE BERRY FARM	Multiple Invoices	\$ 615.00
11/29/2024	220144	WSBA	Pre-Trip Books	\$ 620.00
11/1/2024	242500346	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 5,236.14
11/1/2024	242500347	BRAY ASSOCIATES ARCHITECTS INC	Arch/Eng/int design	\$ 265,866.00
11/1/2024	242500348	CHIPPEWA VALLEY SPORTING GOODS	basketballs	\$ 352.00
11/1/2024	242500349	DECKER INC	Whiteboards	\$ 1,413.06
11/1/2024	242500350	FOX DEN BOOKS	title raffle games	\$ 114.40
11/1/2024	242500352	INSTRUMENTAL MUSIC CO.INC.	Multiple Invoices	\$ 357.98
11/1/2024	242500353	IXL LEARNING	license	\$ 359.00
11/1/2024	242500354	J W PEPPER & SON INC	Multiple Invoices	\$ 297.99
11/1/2024	242500355	MISSISSIPPI WELDERS SUPPLY COMPANY INC	Tech ed supplies	\$ 826.88
11/1/2024	242500356	NEO ELECTRICAL SOLUTIONS LLC	locate fees-grds wk	\$ 140.00
11/1/2024	242500357	RIVER CITY STITCH LLC	Multiple Invoices	\$ 2,328.86
11/1/2024	242500358	RIVER MOON COFFEE ROASTING CO	coffee shop supplies	\$ 300.00
11/1/2024	242500359	SCHOOL DISTRICT OF HUDSON	homeless transport	\$ 4,834.59
11/1/2024	242500360	ST CROIX VALLEY RESTORATIVE SERVICES INC	services	\$ 1,000.00
11/1/2024	242500361	STAPLES -(PAPER)	Multiple Invoices	\$ 2,163.75
11/1/2024	242500362	TRI STATE BOBCAT INC.	tool cat supplies	\$ 760.43
11/1/2024	242500363	TWIN CITY FILTER SERVICE INC	V-Belts	\$ 282.02
11/1/2024	242500364	VERTICAL ENDEAVORS INC.	Outdoor Ed	\$ 1,200.00
11/1/2024	242500365	WIAA	BSO Playoff	\$ 207.24
11/8/2024	242500366	AIR COMMUNICATIONS OF WI INC	Supplies	\$ 581.28
11/8/2024	242500367	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 1,648.14
11/8/2024	242500368	BATTERIES PLUS BULBS HUDSON	Scrubber Batteries	\$ 623.00
11/8/2024	242500369	CHIPPEWA VALLEY SPORTING GOODS	Multiple Invoices	\$ 942.00
11/8/2024	242500370	COMPUTER INTEGRATION TECHNOLOGIES INC	argmt mgd svcs	\$ 1,760.00
11/8/2024	242500371	CORIANDER LIVING COLLECTIVE LLC	CE Class Pymt	\$ 114.00
11/8/2024	242500372	DECKER INC	whiteboards	\$ 185.00
11/8/2024	242500373	DNA AV INTEGRATORS LLC	HS Restore jacks	\$ 2,633.70
11/8/2024	242500374	DUET RESOURCE GROUP INC	HS furniture	\$ 10,863.92
11/8/2024	242500376	FAMILYMEANS	Admin Fee/EAP	\$ 1,070.00
11/8/2024	242500377	GEORGE SIEGFRIED CONSTRUCTION COMPANY	Band Room Acoustics	\$ 15,845.00
11/8/2024	242500378	HUEBSCH	Multiple Invoices	\$ 247.44
11/8/2024	242500379	INDIANHEAD TRUCK EQUIPMENT	salt spreader motor	\$ 434.70
11/8/2024	242500380	J W PEPPER & SON INC	Multiple Invoices	\$ 113.74
11/8/2024	242500381	LEARNING A-Z	Licenses	\$ 405.00
11/8/2024	242500382	MISSISSIPPI WELDERS SUPPLY COMPANY INC	tech ed supplies	\$ 330.00
11/8/2024	242500384	NEO ELECTRICAL SOLUTIONS LLC	Multiple Invoices	\$ 5,049.72

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11/8/2024	242500385	PAXTON/PATTERSON	supplies	\$ 159.00
11/8/2024	242500386	RIVER CITY DISPOSAL INC.	Garbage/Recycling	\$ 3,243.27
11/8/2024	242500387	RIVER CITY STITCH LLC	supplies	\$ 136.00
11/8/2024	242500388	SECURITY CHECK ME LLC	Multiple Invoices	\$ 1,134.00
11/8/2024	242500389	STAPLES -(PAPER)	Multiple Invoices	\$ 1,330.09
11/8/2024	242500390	TOTAL EXCAVATING AND GRADING LLC	Patch Storm Pipes	\$ 1,188.00
11/8/2024	242500391	WI SCHOOL PUBLIC RELATIONS ASSOC	conf reg	\$ 465.00
11/8/2024	242500392	WIAA	VB Regional	\$ 408.48
11/15/2024	242500393	5 STAR RESTROOM RENTALS	Multiple Invoices	\$ 1,272.97
11/15/2024	242500394	ADVANCED LIGHT & SOUND LLC	ALAS Install/prog/lic	\$ 9,000.00
11/15/2024	242500395	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 5,074.79
11/15/2024	242500396	C & L COMMUNICATIONS INC	Oct Locates	\$ 4,534.75
11/15/2024	242500397	GALLAGHER BENEFIT SERVICES INC	Consulting Services	\$ 5,000.00
11/15/2024	242500398	GEORGE SIEGFRIED CONSTRUCTION COMPANY	FCS Sewing lab	\$ 5,993.00
11/15/2024	242500399	HUB 70 DESIGN AND PRINT LLC	Supplies	\$ 140.00
11/15/2024	242500400	JUNIOR'S RESTAURANT & TAP HOUSE	VB Banquet	\$ 2,880.00
11/15/2024	242500401	J W PEPPER & SON INC	Multiple Invoices	\$ 161.25
11/15/2024	242500402	NEO ELECTRICAL SOLUTIONS LLC	Multiple Invoices	\$ 1,857.60
11/15/2024	242500403	PERMA-BOUND	Multiple Invoices	\$ 390.92
11/15/2024	242500404	REINDERS	Salt Spreader	\$ 425.00
11/15/2024	242500406	SCHAEFFER MFG INC	Synthetic Oil	\$ 1,617.97
11/15/2024	242500407	SCHOOLSTATUS LLC	school/family comm.	\$ 664.52
11/15/2024	242500408	SECURLY INC	renewal	\$ 4,212.00
11/15/2024	242500409	STAPLES -(PAPER)	Multiple Invoices	\$ 110.23
11/15/2024	242500410	TRANSFINDER CORPORATION	Software Hosting	\$ 3,600.00
11/15/2024	242500411	UWRF	Multiple Invoices	\$ 13,212.50
11/15/2024	242500413	WELD RILEY SC	legal fees	\$ 1,875.00
11/15/2024	242500414	YALE MECHANICAL LLC	BAS Service	\$ 5,875.00
11/22/2024	242500415	ACME TOOLS	supplies	\$ 1,324.99
11/22/2024	242500416	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 4,617.23
11/22/2024	242500417	BOARDMAN & CLARK LLP	legal fees	\$ 1,080.00
11/22/2024	242500418	CESA #5	Multiple Invoices	\$ 801.75
11/22/2024	242500419	CHARTWELLS	Oct invoice	\$ 202,179.94
11/22/2024	242500420	CHIPPEWA VALLEY SPORTING GOODS	supplies	\$ 1,104.74
11/22/2024	242500421	COMPUTER INTEGRATION TECHNOLOGIES INC	Multiple Invoices	\$ 1,707.00
11/22/2024	242500422	DECKER INC	supplies	\$ 260.16
11/22/2024	242500423	DUET RESOURCE GROUP INC	Multiple Invoices	\$ 4,792.42
11/22/2024	242500424	HUB 70 DESIGN AND PRINT LLC	Art Bookmarks	\$ 115.50
11/22/2024	242500425	NATIONAL TIME & SIGNAL CORPORATION	clocks	\$ 1,354.27
11/22/2024	242500426	NEO ELECTRICAL SOLUTIONS LLC	Multiple Invoices	\$ 10,025.00
11/22/2024	242500427	PERMA-BOUND	Multiple Invoices	\$ 1,199.59
11/22/2024	242500428	POINT OF BEGINNING INC	Survey/Mapping WS	\$ 5,960.00
11/22/2024	242500429	RF REN PROJECT LLC	Base Rent/Insur	\$ 18,476.16
11/22/2024	242500430	SCHOOL DISTRICT OF HUDSON	Homeless Transport	\$ 4,941.99
11/22/2024	242500431	STAPLES -(PAPER)	Multiple Invoices	\$ 2,547.58
11/22/2024	242500432	TOTAL EXCAVATING AND GRADING LLC	Vacuum Manhole	\$ 210.00
11/29/2024	242500433	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 3,435.99

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Publication List - Checks Over \$100 - Dec 2024 Meeting

11/29/2024	242500434	AWSA	Multiple Invoices	\$ 434.00
11/29/2024	242500435	CITY OF RIVER FALLS	Multiple Invoices	\$ 13,605.76
11/29/2024	242500437	GEORGE SIEGFRIED CONSTRUCTION COMPANY	Multiple Invoices	\$ 23,564.50
11/29/2024	242500438	HARRIS ST PAUL INC	Service Call	\$ 4,900.01
11/29/2024	242500439	HORIZON COMMERCIAL POOLS	Multiple Invoices	\$ 1,013.88
11/29/2024	242500440	HUB 70 DESIGN AND PRINT LLC	Newsletter layout	\$ 540.00
11/29/2024	242500441	ION INC	Walkie batteries	\$ 159.75
11/29/2024	242500442	STAPLES -(PAPER)	Multiple Invoices	\$ 775.81
11/29/2024	242500443	THE ART OF EDUCATION UNIVERSITY	conf regs	\$ 596.00

RIVER FALLS BOARD OF EDUCATION MEETING

Monday, December 16, 2024

Personnel Agenda:

1. Recommended approval of the employment of Zachariah Walker as 1.0 FTE Long Term Substitute English/Language Arts Teacher at River Falls High School effective approximately January 2, 2025 through April 4, 2025 (for Sarah Huang).
2. Recommended approval of the hiring of the following short-term, on call Substitute Teachers:
 - a. Jay Bartsch
 - b. Rachel Fredrickson
 - c. Rachel Simpson
 - d. Nathan Wolf
 - e. Zachariah Walker
 - f. Peter Nusbaum (and Principal Substitute)

School District of River Falls
Educational Program Committee Meeting Report

Monday, December 2, 2024 - 6:00 PM
District Office
852 E Division Street
River Falls, Wisconsin 54022

The Board of School Board’s Educational Program Committee meeting was held on Monday, December 2, 2024, at District Office 852 E Division Street, River Falls, Wisconsin 54022. Chair Tuchtenhagen called the meeting to order at 6:00 pm. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

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

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS – None

4. UPDATE ON RFPME ENVIRONMENTAL FIELD TRIP

Rainbow Barry, Katrina Hostetler, and Sara Smith, River Falls Public Montessori Upper Teachers along with three students, presented an update and highlights of the 6th grade trip to Eagle Bluff Environmental Center in Lanesboro, MN.
Action: No action, informational only.

5. UPDATE ON CELL PHONE PROCEDURES AND USAGE

Kit Luedtke, River Falls High School Principal, Brian Buck, Meyer Middle School Assistant Principal, and Kate Skappel, Elementary School Principal gave an update on cell phone procedures and usage in respective buildings or levels.
Action: No action, informational only.

6. REVIEW 2023-2024 DISTRICT REPORT CARD

MaryBeth Elliott, Co-Director of Academic Services, presented the 2023-2024 district report card.
Action: No action, informational only.

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

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

8. SCHEDULE NEXT EDUCATIONAL PROGRAM COMMITTEE MEETING

Action: Set the meeting schedule as follows:
Educational Program Committee meeting: Monday, January 6, 2024, 6:00 p.m.
The meeting will be held at the District Office conference room, 852 E. Division Street.

9. ADJOURN: 8:33 pm

Alan Tuchtenhagen, Educational Program Committee Chair

Cell Phone/Personal Device Procedures

School Board Update
December 16, 2024



Purpose

- Provide a summary of the discussion from the 12/2/24 Educational Program Committee meeting.
 - Discussed current cell phone/personal device practices, expectations, procedures, and rules at each school.
 - Shared the challenges, successes, and recommendations for improvement.
 - Identified potential next steps.
 - Monitoring potential state legislation.
 - Considering procedural updates/revisions.





River Falls

HIGH SCHOOL

RFHS Expectations

Students

- Phones/other tech/earbuds turned off and out of sight during all instructional time.
 - *All blocks, for the full block.*
 - *WIN each Monday due to ACP lessons.*
 - *WIN on other days if behind in classes/on projects/assessments.*
- Phones/other tech allowed.
 - *Before and after school, during passing time, during breakfast break, and during lunch time.*



Teachers

- Post the policy.
- Remind student of expectations.
- Follow enforcement steps if students are using technology during instructional time.
 - 1st - Warning
 - 2nd - Confiscation, referral, call home
 - 3rd - Referral and detention
 - 4th - Phone in office
- Communicate issues with administration if support is needed.

Current Reality

- Commitment to consistent expectations and enforcement during the 2023-24 and 2024-25 school year has reduced cell phone/personal device use during instructional time.
- Incidents of behavior referrals for technology use during 2024-25:
 - 39 total referrals - (78 documented events in a student body of 1165 students)
 - 32 students have 1 referral (2% of students) - (requiring more than 1 reminder)
 - 6 students have 2 referrals (0.5% of students)
 - 1 student has more than 2 referrals (IEP related); used AirPods but needs corded earbuds (.08% of students)
- The most effective intervention has been a phone call home.
- Students and teachers are reporting more face-to-face engagement in classes and outside of classes as well (i.e. field trips, lunch room, etc.).



SUCCESSSES

Students:

- More engagement in the classroom
- Cell phone management education and practice
- Responsibility and ownership

Teachers:

- Higher engagement in the classroom
- Fewer instances of cell phone use than previous years
- More parental support with cell phone or technology management

CHALLENGES

Students:

- Learning to balance having the phone and not using it
- Outside interference (calls from boss, parent, social media connection)
- Breaking the habit of having the phone outside of school at their disposal

Teachers:

- Policy is not perfect, so some instances still happen
- Enforcement is not 100% consistent, especially when there is a sub
- Having more engagement in their planning so students do not gravitate towards their phone instead

Recommendations

- Manage guest wifi access during the instructional day.
- Consistent expectations during WIN time.
- Opportunities for parent education.
- Address all devices consistently.
- Further enforcement support for teachers/staff.



Renaissance
CHARTER ACADEMY

RCA Expectations

Students

- The expectation is that students are to keep their phones in their lockers.
- May use their phones during breakfast, passing times, and lunch.

Teachers

- Post the policy.
- Remind student of expectations.
- Follow enforcement steps if students are using technology during instructional time.
 - 1st - Warning-documented in IC
 - 2nd - Phone in office for 5 days
 - 3rd - Phone in office for rest of the term
 - Additional violations will result in an in-school suspension



Current Reality

- Enforcement of this policy has been a top priority at RCA this year.
- Incidents of behavior referrals for technology use during 2024-25.
 - 15 total violations
 - 3 students have more than 1 violation
- Students are using phones less during passing time, lunch, and breakfast break.
- Hard to know if phone is in the locker or in a student's pocket.



SUCCESSSES

CHALLENGES

Students:

- More engaged in lessons
- Developing conversational skills
- Annoyed when students try to be on their phones
- Occupying their free time with other activities (ie. reading, playing games, etc)

Teachers:

- Having students participate in discussions
- “Normalizing” talking amongst students while doing a lesson

Students:

- Not keeping phones in their lockers, but not on them in class
- Checking their phones while going on a bathroom break
- “Needing” music while working during free time

Teachers:

- Filling time with quality instruction
- Creating enrichment activities
- Students are starting to bring other devices

Recommendations

- Address all devices consistently.
- Sustainable progressive discipline for repeat offenders.





MMS Expectations

- Phone must be in their locker from 7:45am-2:55pm
- Consequences for violation of the policy
 - **First Offense** – a warning will be issued. Phone put back in locker. Document on the sheet.
 - **Second Offense** – student's phone will be taken away until the end of the day. Phone to the office with documentation. Email or call home.
 - **Third Offense** - student's phone will be taken away until the end of the day, and a parent/guardian will be required to pick up the phone from the office. Document on the sheet.
 - **Fourth Offense** - students will lose phone privileges. Phone gets turned into the office by 7:45 each day. Document on the sheet. Parent/Guardian will be required to pick up the phone from the office.



Current Reality

- Phones are to be in student lockers from 7:45am-2:55pm. If we see or hear them in the halls or classrooms, we take them and follow the steps on the previous slide. We do not police the three minute passing time and do allow students to check their phones if they are at the locker between classes. We allow this because parents do communicate with their children and it is not affecting instructional time. We do allow students to use their phone if they ask permission and have a valid reason to do so.
- **Violations/Data:**
 - This year we have 12 cell phone violations from 6 students.
 - 6th Grade - 1 student with 2 violations
 - 7th Grade - 1 student with 1 violation, 1 student with 2 violations
 - 8th Grade - 1 student with 1 violation, 2 students with 2 violations, and 1 student with 4 violations and she turns her phone in at 7:45 each day



Recommendations

- No major changes to current policy.
- Manage guest wifi access during the instructional day.
- Opportunities for parent education.
- Address all devices consistently.





Elementary Expectations

Students

- No two-way communication devices between 8:30-3:50.

Teachers

- If a student violates the policy, teachers may take the device and turn it into the office until the end of the day.
- When this happens we notify parents (teacher or admin).



Current Reality

- All cell phones must be in your school locker, cubby, or backpack during school hours from 8:30 am to 3:50 pm.
- No devices are allowed in the restrooms.
- Students are not allowed to take pictures or video of any kind, unless permitted by your teacher.
- Only school-issued electronic devices are allowed during school hours of 8:30 am to 3:50 pm.
- If a cell phone, smart watch, video game, or other electronic device is used by a student during the day (including indoor recess), it will be turned into the office and need to be collected by the parent/guardian.



SUCCESSES

Students:

- Not much cell phone use

Teachers:

- Parents are generally supportive

CHALLENGES

Students:

- Want to connect with parents if they feel sick or forgot something

Teachers:

- SMART watches are hard to monitor

Recommendations

- Opportunities for parent education.
- Address all devices consistently.



Next Steps

1. Monitor potential state legislation.
 - Principal advocacy through state leadership organizations
 - Department of Public Instruction listening session → development of model policies
 - Meeting with local legislators
2. Consider collecting stakeholder feedback.
3. Plan/organize family educational opportunities on adolescent cell phone/personal device use.
4. Consider/recommend procedural updates.



WI DPI Report Card 23-24



**River Falls School District
December 2024**

Wisconsin School Report Card 101

- ❖ Priority Area Scores
 - Achievement
 - Growth
 - Target Group Outcomes
 - On-Track to Graduation



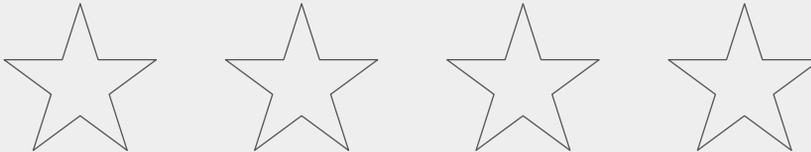
Wisconsin School Report Card 101

- ❖ Overall Score - determined by combining the weighted average of all priority area scores.

Accountability Rating Category	Accountability Score Range	
	Minimum	Maximum
Significantly Exceeds Expectations - ★★★★★	83	100
Exceeds Expectations - ★★★★☆	70	82.9
Meets Expectations - ★★★☆☆	58	69.9
Meets Few Expectations - ★★☆☆☆	48	57.9
Fails to Meet Expectations - ★☆☆☆☆	0	47.9



Overall District “Exceeds Expectations”



Overall Score
23-24
71.1

Achievement+Growth+Target Groups+On-Track Graduation



ACHIEVEMENT

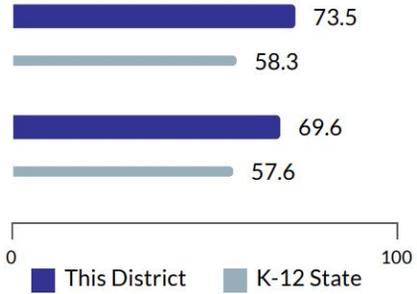
23-24



English Language Arts

Mathematics

Subject Area Scores



ACHIEVEMENT

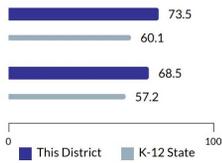


English Language Arts

Mathematics

22-23

Subject Area Scores



GROWTH

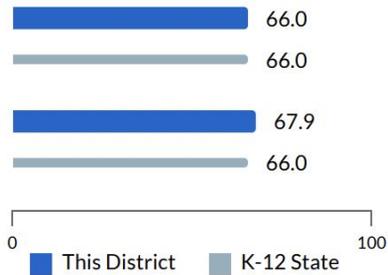
23-24



English Language Arts

Mathematics

Subject Area Scores



GROWTH

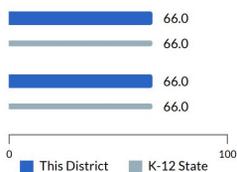


English Language Arts

Mathematics

22-23

Subject Area Scores



TARGET GROUP OUTCOMES

23-24

Group Scores



Achievement



Growth



Chronic Absenteeism



Graduation



TARGET GROUP OUTCOMES



Achievement

Group Scores



Growth



Chronic Absenteeism



Graduation



22-23



ON-TRACK TO GRADUATION

23-24

Area Scores



Chronic Absenteeism



Graduation



3rd Grade English Language Arts



8th Grade Mathematics



ON-TRACK TO GRADUATION



Chronic Absenteeism

Area Scores



Graduation



3rd Grade English Language Arts



8th Grade Mathematics

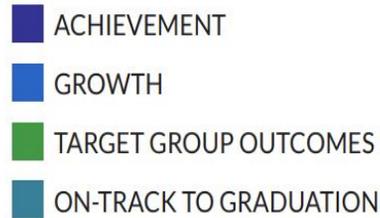
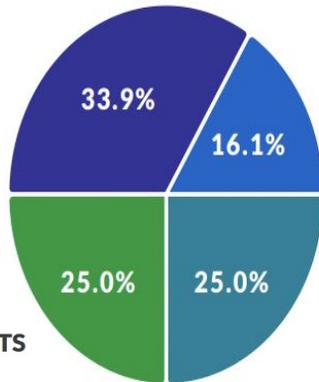


22-23

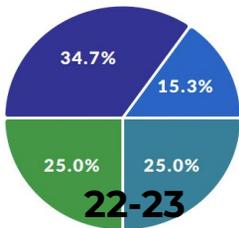


PRIORITY AREA WEIGHTS

23-24



PRIORITY AREA WEIGHTS



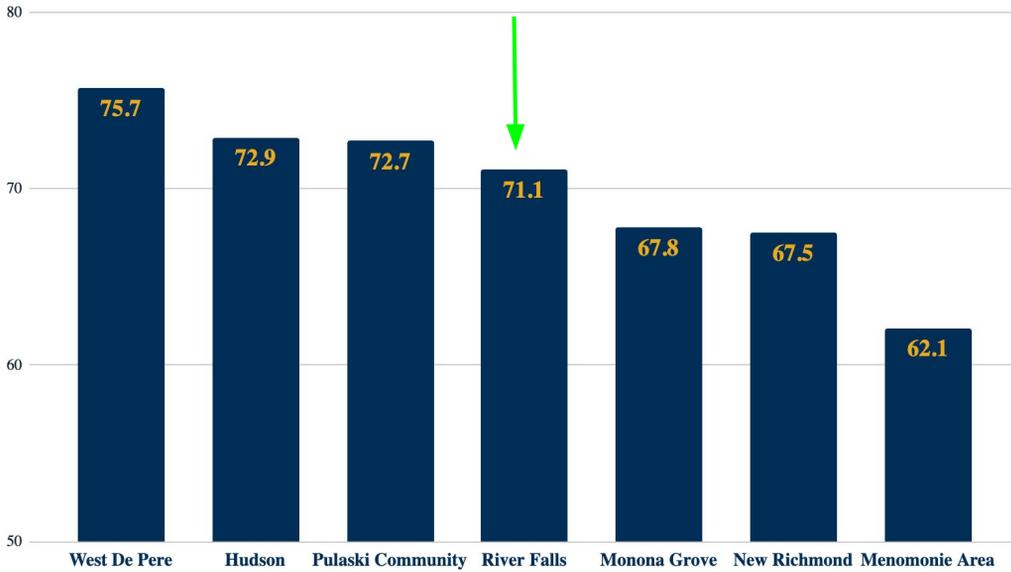
Goal 1: Hold High Expectation for Student Learning

- ❖ Overall Accountability Score the same or higher than 67.6% of districts in the state.
- ❖ Achievement score was the same or higher than 83.4% of districts in the state.

As reported on the WI DPI Report Card.

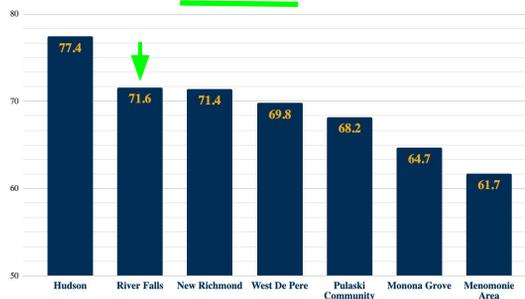


23-24 Scorecard Comparable Overall Accountability Scores



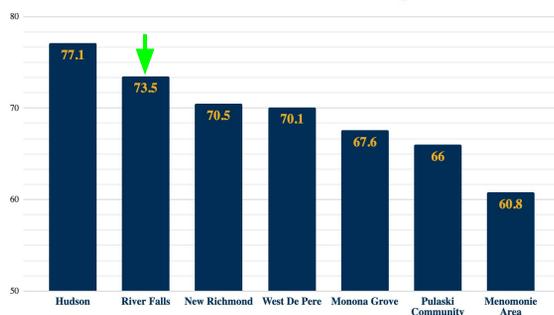
“Achievement” score was the same or higher than 83.4% of districts in the state.

23-24 Scorecard Achievement Scores Comparable Districts



The School District of River Falls was the 2nd highest achievement in comparable districts

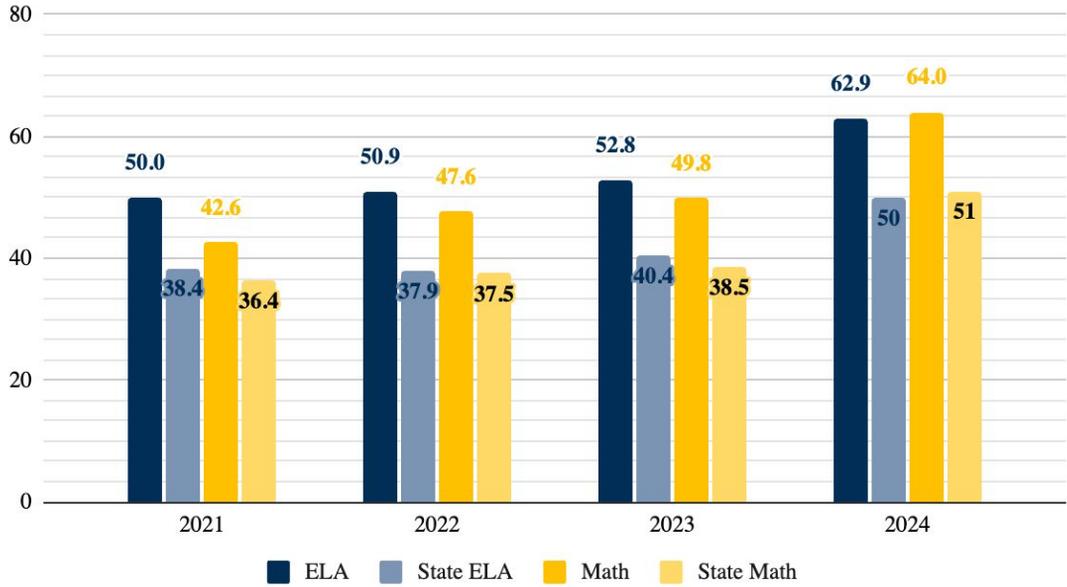
23-24 Scorecard ELA Achievement Scores Comparable Districts



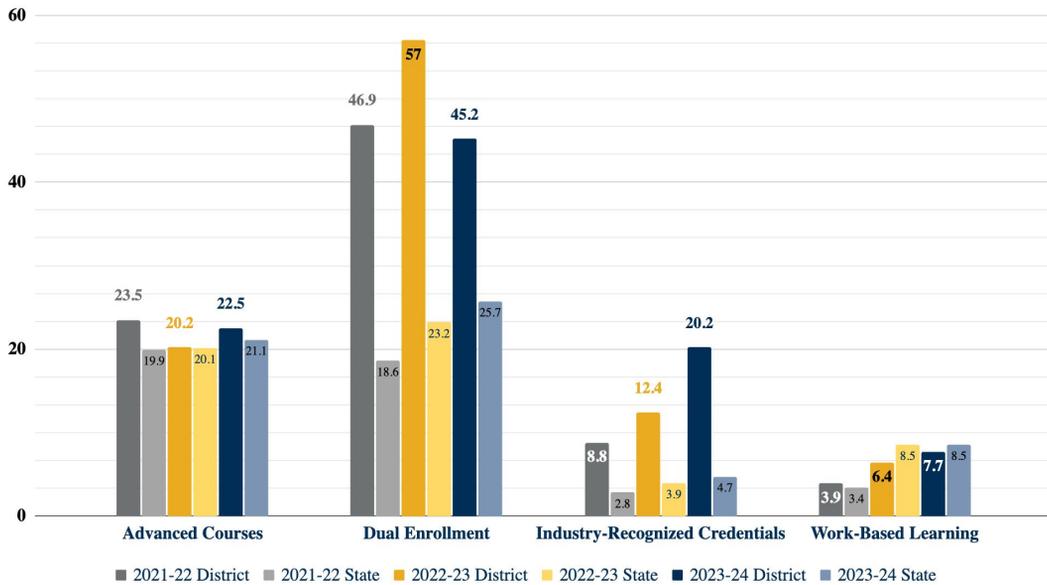
23-24 Scorecard Math Achievement Scores Comparable Districts



Report Card ELA and Math Performance by Year



Percentage of Participation by Type of Postsecondary Preparation



Participation in the Arts

	<u>Rfalls</u>		<u>State</u>
Art	39.7%	-vs-	29.1%
Music	25.3%	-vs-	19.2%
Theater	3.6%	-vs-	2.2%



Report Card Response

Guaranteed & Viable Curriculum

Authentic Teacher Collaboration

High Quality Teaching and Learning

Curriculum Review Cycle

- K-5 ELA Adoption
- Statewide Universal Screener
- Literacy Focused WIGs
- Proficiency Scales MMS

- Professional Learning
- PLC Meetings
- PLC Notebooks
- Focused Data Digs
- Data Protocols
- WIG - all levels

- Applying lead measures to improve literacy across the district
- 6 Elements of HQT Professional Learning
- Feedback and Educator Effectiveness
- Leadership PLC

Key Takeaways

- ❖ ELA achievement is stable
- ❖ Improvement in Math performance, most significant gains in 8th grade
- ❖ Focus remains on creating and maintaining systems that promote academic growth for all students
- ❖ District comparisons are interesting, but not exact comparisons



School District of River Falls
Personnel Committee Meeting Report

Monday, December 9, 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, December 9, 2024, at District Office 852 E Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 6:01pm. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

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

1. **CALL TO ORDER - 6:01 PM**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS - None**

4. **2025-26 SCHOOL YEAR CALENDAR-IMPORTANT DATES**

The calendar committee and administrative team recommended the important dates for the 2025-26 school year.

Action: Myers moved, seconded by Page to approve 2025-26 school year calendar important dates. The motion passed 2-0.

5. **APPROVE THE INITIAL READING POLICY 453.4 RULE(3) PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS ON FIELD TRIPS AND THE ACCOMPANYING 453.4 EXHIBITS: EXHIBIT(1) PRESCRIPTION MEDICATION AUTHORIZATION FORM, EXHIBIT(2) PRESCRIPTION MEDICATION INCIDENT REPORT, EXHIBIT(3) MEDICATION RECORDING FORM, EXHIBIT(4) OVERNIGHT FIELD TRIP HEALTH INFORMATION FORM, EXHIBIT(5) OVER-THE-COUNTER OTC MEDICATION AUTHORIZATION**

Administration recommended approval of the initial reading of Policy 453.4 Rule(3) and the accompanying 453.4 Exhibits. This rule addresses procedures for administering medications to students on field trips.

Action: Page moved, seconded by Myers to approve initial reading of Policy 453.4 Rule(3): Procedures for Administering Medication to Students on Field Trips and the accompanying 453.4 Exhibits: Exhibit(1) Prescription Medication Authorization Form, Exhibit(2) Prescription Medication Administration Incident Report, Exhibit(3) Medication Recording Form, Exhibit(4) Overnight Field Trip Health Information Form and Exhibit(5) Over-the-Counter OTC Medication Authorization Form. The motion passed 2-0.

6. **CONSIDERATION OF ADJOURNING TO CLOSED SESSION 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, TO DISCUSS 2025-26 BARGAINING GOALS. ROLL CALL VOTE REQUIRED.**

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

7. **CONVENE TO CLOSED SESSION at 6:28 p.m.**

Present: Myers, Page, Hirstein, Schurman, Bell, Coy

Preliminary negotiation goals and comparable teacher salary data was shared.

8. **RECONVENE INTO OPEN SESSION at 7:07 p.m.**

No action was taken in closed session.

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

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

Action: None

10. SCHEDULE NEXT PERSONNEL COMMITTEE MEETING

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

Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, January 13, 2025, 7:00 p.m. *(or immediately following Finance & Facilities)*
The meeting will be held at the District Office, 852 E. Division Street.

11. ADJOURNED at 7:08 PM.

Stacy Johnson Myers, Personnel Committee Chair



August 2025				
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

September 2025				
M	T	W	Th	F
1	2▲	3	4	6
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October 2025				
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	31Q

November 2025				
M	T	W	Th	F
3♦	4	5	6	7
10	11	12	13	14
17	18	19	20	21T
24	25	26	27	28

December 2025				
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		

January 2026				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16Q
19♦*	20	21	22	23
26	27	28	29	30

February 2026				
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

March 2026				
M	T	W	Th	F
2	3	4	5	6T
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2026				
M	T	W	Th	F
		1	2Q	3♦*
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2026				
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

June 2026				
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			

- ▲ First Student Day
- ▼ Last Student Day
- No school
- * Possible make-up days
- ♦ In-service Days
- L HS Late Start: 8:15am

AUGUST 2025	
13	Renaissance GEDO 2 Orientation (5:30-7:30 pm)
19-20	New Teacher Orientation
25-28	Teacher In-Service
26	HS Parent Night Open House (5-8 pm)
26	RCA Open House (5:30-7:30pm)
27	MMS Back-to-School Open House (12:30-7:30 pm)
27	Elementary Back-to-School Open House (3-6 pm)
SEPTEMBER	
1	No School (Labor Day)
2	First Student Day of School (all schools, including RF4C)
OCTOBER	
6	No School for Grades K-8 (Teacher In-Service) Virtual Day for Grades 9-12
7	HS & RCA Parent/Teacher Conferences (4:30-7 pm)
31	End of Quarter One (Secondary Level)
NOVEMBER	
3	No School (Teacher In-Service)
3	Elementary Parent-Teacher Conferences (4-7:30 pm)
6	MMS Parent-Teacher Conferences (3:15-7:30 pm)
6	Elementary Parent-Teacher Conferences (4-7:30 pm)
11	MMS Veterans Day Program (1:30 pm)
21	End of Trimester One (Elementary Level)
26-28	No School (Thanksgiving Break)
DECEMBER	
8	HS & RCA Parent/Teacher Conferences (4:30-7 pm)
22-31	No School (Winter Break)
JANUARY 2026	
1-2	No School (Winter Break)
13	HS Course Registration Night (5-8 pm)
16	End of Quarter Two (Secondary Level)
19	No School (MLK Day) (Teacher In-Service)
FEBRUARY	
12	MMS Parent-Teacher Conferences (3:15-7:30 pm)
16	No School for Grades K-8 (Teacher In-Service) Virtual Day for Grades 9-12
17	Elementary Parent-Teacher Conferences (4-7:30 pm)
19	Elementary Parent-Teacher Conferences (4-7:30 pm)
19	HS & RCA Parent/Teacher Conferences (4:30-7 pm)
MARCH	
6	End of Trimester Two (Elementary Level)
16-20	No School (Spring Break)
APRIL	
2	End of Quarter Three (Secondary Level)
3	No School (Teacher In-Service)
7	HS ACT Day for Grades 9, 10, 11 Service to Community Day for Grade 12
MAY	
4	HS & RCA Parent/Teacher Conferences (4:30-7 pm)
15	Renaissance End of Year Celebration (6-8 pm)
25	No School (Memorial Day)
31	High School Graduation (1-3 pm)
JUNE	
5	Last Student Day of School
8-9	No School (Teacher In-Service)



POLICY 453.4 RULE(3) PROCEDURES FOR ADMINISTERING MEDICATION TO STUDENTS ON FIELD TRIPS

The district acknowledges that some students may require prescribed drugs or medication while participating in school-sponsored field trips. Considering the district nurse and/or trained health staff generally do not go on field trips, these guidelines are designed to ensure that medications are appropriately administered by district personnel or designated volunteers in the absence of health staff. This procedure sets forth the provisions that must be followed when administering medication to students who are participating in school-sponsored field trips.

The administration of prescriptions or over-the-counter medication on a curricular field trip will follow the requirements of Policy 453.4, Administering Medications to Students. In all cases, medications must be provided to the district by the student's parent(s) or legal guardian(s) in advance of the field trip. Individuals designated by the District to administer medications shall be exempt from civil liability in the course of administering medications, unless they exhibit gross negligence. This exemption does not apply to health care professionals as defined under Wis. Stat. § 118.29(1)(c).

Steps to Implement for Both Day and Overnight Field Trips:

1. The district nurse may designate the administration of medications to personnel or volunteers without a health care license in the school setting, so long as those individuals have received appropriate training, supervision, and evaluation by the district nurse. Nurse delegation rules, as identified by the Department of Public Instruction, must be followed before medical tasks may be performed by any non-licensed personnel. A parent or legal guardian may administer medication to their own child without receiving training from the district nurse..
2. If medications are inhaled, injected, or administered rectally, or via a nasogastric, gastrostomy, or jejunostomy tube, school employees or volunteers must first meet with the district nurse to determine if the tasks can be delegated safely and that delegation rules have been met.
3. The volunteer must be appropriately trained by the district nurse. Documentation of this training must be maintained.
4. Non-licensed individuals are not required to administer medications to students by any means other than ingestion.
5. The administration of medications to students on field trips must follow district medication protocols. Any medication incidents, wrong dose, wrong time, wrong person, or missed dose, must be reported to the official in charge, with consultation with the district nurse. A Medication Administration Incident Report (453.4 Exhibit 2) must be completed. The

incident must be reviewed by the district nurse, or designee, and the parent(s) or legal guardian(s) will be informed.

6. All medications must be kept by a trained employee or volunteer designated by the district nurse. Medications considered to be self-carry/self administer, as determined by the district nurse, will be kept by the student.
7. It is required that one employee or volunteer designated by Health Office staff be in charge of picking up medications from the Health Office the morning of any field trip, receiving further instructions from Health Office staff, and administering medications to students during the field trip.
8. When administering any medication, an employee or volunteer designated by the district nurse needs to verify the following: right student, right drug, right dosage, right time, and right administration route.
9. Any remaining medications should be returned to the Health Office immediately following the field trip.

Steps to Implement for Day Field Trips Only:

1. The Health Office must be notified, by the field trip supervisor, at least ten (10) school days in advance of a day field trip to make the appropriate arrangements for administration of medication.
2. The district nurse must know at least five (5) school days in advance when a student with medical or special needs is leaving the building for a field trip, whether walking or busing, to allow adequate time to make appropriate plans/accommodations.
3. An employee or volunteer designated by the district nurse to administer medication is required to meet with the district nurse prior to a field trip to receive appropriate training. Emergency and non-oral medications require additional training with the district nurse. The district nurse determines if any nursing delegation rules would apply.
4. Oral medications for day field trips will be prepared in a medication envelope that indicates the student's name, name/dose of medication, any special instructions, and the date/time to be administered. When the medication is given, it should be immediately recorded on the Medication Recording Form (453.4 Exhibit 3) by the employee or volunteer designated by the district nurse and include: the date/time of administration, student's name, name/dose of medication, and signature of the person administering. The signed Medication Recording Form (453.4 Exhibit 3) and any remaining medications must be returned to the Health Office and kept with the student health record.

Steps to Implement for Overnight Field Trips Only:

1. A parent or guardian of students participating in overnight field trips must complete the Overnight Field Trip Health Information Form (453.4 Exhibit 4) and, if required, a medical profile form from the travel company. If the student requires medication during the field trip the Prescription Medication Authorization Form (453.4 Exhibit 1) and or Over the

Counter Medication Authorization Form (453.4 Exhibit 5) needs to be completed by the parent/guardian. The appropriate forms will be submitted to the supervising teacher at least twenty (20) days in advance of the field trip.

2. The district nurse must be notified at least fifteen (15) days in advance when a student with medical or special needs is leaving the building for an overnight field trip to allow adequate time to make appropriate plans/accommodations.
3. The Health Office must be notified at least fifteen (15) school days in advance of an overnight field trip to make the appropriate arrangements for administration of medications.
4. An employee or volunteer who is designated by the district nurse to administer medication is required to consult with the district nurse at least five (5) days in advance of an overnight field trip to receive appropriate training. Emergency and non-oral medications require additional training with the district nurse. The district nurse determines if any nursing delegation rules would apply.
5. When the medication is given, it should be immediately recorded on the district Medication Recording Form (453.4 Exhibit 3). The signed medication Recording Form (453.4 Exhibit 3) and any remaining medications must be returned to the Health Office and kept with the student health record.

CROSS REFERENCE: Policy 453.4 Administering Medication to Students, Policy 453.4-Rule (1) Procedures for Administering Medication to Students, Policy 453.4-Rule (2) Naloxone Administration Flow Chart, Prescription Medication Authorization Form (453.4 Exhibit 1), Prescription Medication Administration Incident Report (453.4 Exhibit 2), Medication Recording Form (453.4 Exhibit 3), Overnight Field Trip Health Information Form (453.4 Exhibit 4), Over the Counter OTC Medication Authorization Form (453.4 Exhibit 5)

DATE OF ADOPTION: **XXXXXX XX, 202X**



PRESCRIPTION MEDICATION AUTHORIZATION FORM

Physician Order for Administration of Prescription Medication:

Name of Student: _____

DOB: _____ Grade: _____ Teacher: _____

Allergies: _____

Prescription Information and Physician Signature:

Medication: _____ Dose: _____

Frequency: _____

Time: _____ Route: _____

Diagnosis: _____

Authorized Practitioner Signature: _____ Date: _____

Authorized Name (Please Print): _____ Phone: _____

Parent Signature and Information:

1. I request this medication be given as prescribed by the physician. I understand I must provide this medication in the original container (bottle, injection, or inhaler) labeled by the pharmacy.
2. I understand that written instructions must be provided by the physician if there is a change in medication, including but not limited to medication type, dosage, or timing.
3. I will provide documentation from the provider if the medication is discontinued.
4. I will pick up the medication at the end of the school year. If my child is attending summer school, I will pick up the medication by the last day of summer school.
5. I understand that medication orders must be renewed when specified.
6. I hereby give permission to designated school personnel to notify other appropriate school personnel and classroom teachers of medication administration and possible adverse effects of the medication. I give permission to contact the prescribing physician.
7. I understand that when the student is on a field trip the above medication will be given to the appropriate teacher to supervise and administer.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____ Phone: _____



MEDICATION ADMINISTRATION INCIDENT REPORT

A medication incident is defined as failure to administer the prescribed medication to the right student, at the right time, the right medication, the right dose or the right route. The person who administered the medication should complete this form.

Student's Name: _____ **Grade:** _____

Student's address: _____ **Phone:** _____

Date of Occurrence: _____ **Time of Day:** _____ **A.M.** **P.M.**

Name of Prescribing Provider: _____ **Phone:** _____

Medication: _____ **Dosage:** _____ **Route:** _____

Time Prescribed: _____ **A.M.** **P.M.**

Describe the Event: (this should be filled out by the person making the error)

(Use reverse side if necessary)

Notification:

Medical provider <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: Month/Day/Year	Time: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
Parent/Guardian <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: Month/Day/Year	Time: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
District Nurse/Other Who: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: Month/Day/Year	Time: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

Outcome: _____

Name of Person Preparing Report (please print): _____

Signature of Person Preparing Report: _____ **Date:** _____



MEDICATION RECORDING FORM

(school health staff to complete first five columns prior to field trip)

Student Name	Medication	Dose	Route	Frequency & Ideal Administration Times	Date & Time Administered	Initials of Person Administering Medication

Name of Person that Administered above Medications (please print) _____

Signature of Person that Administered above Medications _____ Date _____

Completed forms should be sent to:
Karin Brandvold, RN, District Nurse - 852 E. Division Street, River Falls WI 54022
Telephone: 715-425-1800 x. 1108 - Fax: 715-200-5771 - Email: karin.brandvold@rfsd.k12.wi.us



OVERNIGHT FIELD TRIP HEALTH INFORMATION FORM

To be completed by parent/guardian for all students attending the overnight field trip.

Student Name _____ Date of Birth _____ Grade _____

Parent(s)/Guardian Name _____

EMERGENCY CONTACT INFORMATION

	Name	Phone Number	Relationship
Contact 1			
Contact 2			
Contact 3			

Physician Name _____ Phone _____

Health insurance Carrier _____ Policy/Group Number _____

Allergies (check all that apply)

- Food (list & describe reaction) _____
- Medication (list & describe reaction) _____
- Bee Stings (describe reaction) _____
- Seasonal (list & describe reaction) _____
- Other (explain) _____

Explain any other health conditions your child may have

Does your child have any physical limitations? No Yes, explain _____

Does your child have any diet restrictions? No Yes, explain _____

Medication

- No, my child **does not require** medication during the field trip
- Yes, my child **will require medication** on the field trip. In order to administer medication (prescription and over-the counter) on the field trip, parents must complete the required medication form which includes parent signature and written physician's orders.

When schedule allows, completed medication forms must be returned to school **15 days prior** to the field trip date with parent & physician signature. Medications will not be administered without necessary completed forms. For athletic trips with a short schedule turnaround, medication forms must be returned prior to team departure.

In the event of a medical emergency, 911/Emergency Medical Services will be called and the student will be transferred to the nearest medical facility.

Parent/Guardian Signature

Date



OVER-THE-COUNTER (OTC) MEDICATION AUTHORIZATION FORM

Name of Student: _____

DOB: _____ Grade: _____ Teacher: _____

Allergies: _____

Student's Authorized Practitioner: _____

Clinic Location: _____

Medication Information:

Medication: _____ Dose: _____

Frequency: _____ Time: _____

Reason for Medication: _____

Medication Information:

Medication: _____ Dose: _____

Frequency: _____ Time: _____

Reason for Medication: _____

**** Medical provider signature is required if dose exceeds recommendations on packaging or if not recommended for student's age.**

Parent Signature and Information:

1. I understand I must provide this medication in the original container clearly labeled with the child's name.
2. I will provide only FDA approved over the counter medications. Examples of medications not FDA approved include, but are not limited to food supplements, herbal, and home remedies.
3. I will pick up the medication at the end of the school year, otherwise it will be disposed of by authorized school personnel.
4. If my child is attending summer school, I will pick up the medication by the last day of summer school.
5. I understand that medication orders must be renewed at the start of each school year.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____ Phone: _____

1 This new pathway would give districts the ability to sponsor qualified paraprofessionals in their
2 districts to become licensed teachers in a time of great need.

3
4
5 **Resolution 25-03: *Early Literacy Assessments for English Learners***

6
7 **Create:** The WASB supports that early literacy assessments, screeners, and diagnostics required
8 in state law be provided in an English Learner (EL) student’s home language in accordance with
9 current best practices in assessment and instruction for bilingual program students. EL students
10 tested in English should not be labeled “at risk” without verification that the student also fails an
11 early literacy test in their home language.

12
13 **Rationale:** 2023 Wisconsin Act 20 requires traditional public schools and independent charter
14 schools to administer a universal screening assessment. A student that scores below the 25th
15 percentile is identified as “at-risk,” meaning the student must be given certain interventions.
16 Students who are not English proficient may be labeled “at risk” by a reading screener in English
17 even though they may not have reading difficulties but instead may have a language barrier that
18 the reading interventions will not address.

19
20
21 **Resolution 25-04: *Decoupling Public and Private School Funding***

22
23 **Create:** The WASB supports separating state funding for voucher schools and independent
24 charter schools from the school aid formula.

25
26 **Rationale:** Future school choice expansion (under current law) could increase local property
27 taxes to the extent school boards increase their levy to make up for the deducted aid. Taxpayers
28 would be protected from additional property tax increases if decoupling occurs as compared to
29 the current funding system that would use further state aid reductions and higher property taxes
30 to fund the program.

31
32 Removing voucher and independent charter school funding from the school aid formula would
33 reduce the burden on local property taxpayers, who currently are facing increases in property
34 taxes as a result of the current funding structure for the programs.

35
36 **Resolution 25-05: *Consistent Standards Across All Wisconsin Schools***

37
38 **Amend Existing Resolution 2.70 (2nd paragraph):** All publicly funded schools, including
39 private schools receiving voucher funding, must have the exact same accountability, reporting,
40 and transparency standards/~~and~~ requirements.

1 **Rationale:** Currently there is a disparity in the accounting, reporting, and adherence to state
2 education statutes within Wisconsin public, private, and charter school districts and local
3 education agencies who receive state funds. There exist differences in rules for public versus
4 private schools in application of state education reporting requirements and participation in
5 statutory mandates. The current statutory structure lacks transparency for state taxpayers by
6 allowing random inequities in accountability and adherence to state statutes among like groups
7 with no rational basis.

8
9
10 **Resolution 25-06: *Early Childhood Education Funding and Public-Private Partnerships***

11
12 **Create:** The WASB supports state funded public school 3K and full day 4K for all Wisconsin
13 children. The WASB also supports collaboration between public schools and other public
14 agencies and programs, private childcare providers, and Wisconsin institutions of higher
15 learning. The WASB further supports district discretionary use of expanded Title I dollars to
16 earlier grade levels by districts meeting the benchmarks for National School Lunch Program
17 (NSLP) direct and categorical participation, and 3K and 4K student households meeting income
18 eligibility for NSLP.

19
20 **Rationale:** There exist challenges with the cost and availability of high-quality childcare and
21 early childhood education for many families. Additionally, many areas in Wisconsin are
22 experiencing an increase in poverty and economic disadvantage, and childcare deserts exist in
23 many areas.

24
25 Early interventions such as high-quality early childhood education and childcare, including early
26 literacy and social skills development, that counteract poverty and student economic
27 disadvantage have positive, lasting effects, and a high return on public investment, especially
28 when applied early in a child's education.

29
30
31 **Resolution 25-07: *Staff Mental Health***

32
33 **Create:** The WASB supports legislation to fund statewide mental health initiatives for district
34 staff in order to help improve staff mental health and increase retention rates.

35
36 **Rationale:** Many school staff members experience significant stress due to the unique demands
37 of working in a school district. School staff are asked to support students' social, emotional,
38 behavioral, physical, and academic needs in concert with the cooperation of families, the
39 community, and an elected school board. This is due in no small part to the dedication, talents,

1 and perseverance of all school personnel. However, in some cases, school staff members find
2 themselves feeling overwhelmed, exhausted, underappreciated, or may even be experiencing
3 burnout.

4
5 In a time of great staff turnover in education, increasing access to mental health services for staff
6 could help retain teachers in the profession.

7
8
9 **Resolution 25-08: *Accountability and School Report Card Standards***

10
11 **Create:** The WASB supports timely revision of the school accountability system to calculate
12 school and district report card overall scores based on student achievement only. Other data may
13 be included for informational purposes, but not used in calculating the overall score. Consistent
14 grade bands should be used rather than school building configuration.

15
16 **Rationale:** This resolution aims to redefine the state school accountability system to provide
17 greater simplicity and transparency by focusing on solely student achievement in calculating
18 school and district report card scores. This redefinition additionally aims to establish consistent
19 scoring metrics across grade bands (such as K-5, 6-8, 9-12) rather than individual school
20 building configurations that may differ from district to district.

21
22
23 **Resolution 25-09: *Educational Objectives***

24
25 **Amend Existing Resolution 3.05 Educational Objectives as follows:** The WASB supports
26 local initiatives that promote increased student academic achievement in key curricular areas
27 including science, math, language arts, social studies, foreign language, and technology with the
28 intent of ensuring college, career, and workforce readiness, in addition to supporting the
29 development of critical thinking and problem-solving skills. The WASB affirms local school
30 board responsibility to establish student course offerings and credit requirements that support the
31 education mission as stated above.

32
33 **Rationale:** The original resolution is limited by listing a finite number of curricular areas. The
34 goal of support for local district initiatives should be ensuring they have the resources necessary
35 to provide course offerings that lead to college, workforce, and career readiness.

1 **Resolution 25-10: Truancy**

2

3 **Amend Existing Resolution 3.83 Truancy as follows:** The WASB supports legislation which
4 would clarify the responsibilities of school districts, parents, students, courts, and law
5 enforcement agencies in the enforcement of truancy laws ~~and provide greater latitude in~~
6 ~~applying disciplinary measures to keep students in school~~ with the goal of keeping students in
7 school by using strengths-based and evidence-based approaches that focus on families, schools,
8 and community organizations.

9

10 **Rationale:** Amending the current resolution on Truancy will better align it with emerging
11 research and data that suggest an increase of disciplinary measures may not produce positive
12 outcomes in this regard. A strengths-based approach is a way of working that focuses on an
13 individual's strengths, rather than their deficits.

14

15

16 **Resolution 25-11: Funding for School Meal Debt**

17

18 **Create:** The WASB supports legislation that allocates money to reimburse districts for the
19 cost of unpaid school meal debt if they are feeding all students without stigma.

20

21 **Rationale:** Communities continue to show that they are willing to bear the burden of paying
22 for school meals if students are unable to do so by fundraising and donating money to cover
23 unpaid school meal balances. Several districts within the state pay for school meals for all
24 students. The state could alleviate that burden on districts, students, and families by allocating
25 to a fund that districts can submit for reimbursement at the end of the year.

26

27

28 **Resolution 25-12: Cybersecurity**

29

30 **Create:** The WASB calls upon the legislature to allocate funding to school districts for
31 cybersecurity measures, including, but not limited to, cybersecurity software/hardware
32 upgrades and trainings for personnel.

33

34 Furthermore, the WASB encourages school boards to develop a plan of action and/or a policy
35 on how the district will respond in the event of a cyber-attack. This may include whether a
36 ransom will be paid, how to operate in the event of a loss of power or data records, and
37 determining authority structures and procedures for communicating with law enforcement.

38

1 **Rationale:** Ransom attacks and other such cybersecurity threats continue to be a growing
2 problem for school districts. Often viewed by malicious actors as particularly vulnerable
3 targets, schools unfortunately have very little funding and experience in cybersecurity matters
4 to help resist cybersecurity threats. The proposed resolution language would aid schools by
5 calling on the state for investment in key protections, as well as providing guidance on best
6 practices that could help alleviate damage in the event of an attack.

7

8

9 ***(Note: Headings/Titles of resolutions and placement in the book are decided by WASB staff.***
10 ***The delegates need to approve resolution language changes and deletions. The numbers in***
11 ***parentheses indicate the year the original/existing language was adopted by delegates.)***



POLICY 172 SPECIAL SCHOOL BOARD MEETINGS

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

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

Public notice of the special School Board meeting will ~~shall~~ be given in accordance with state law and **School Board Policy 171.1**.

LEGAL REFERENCE: Wisconsin Statutes Sections **19.81 (2), 19.83, 19.84, 19.85, 120.11(2)(4), 2019 WI Act 96**

CROSS REFERENCE: 171.1 Public Notification of School Board Meetings, 171.2 Agenda Preparation and Dissemination, 173 Closed Sessions, 181 Rules of Order, 182 Quorum, 183 Voting, 184 School Board Minutes, 187 Public Participation at School Board Meetings

DATE OF ADOPTION: September 16, 1974

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



POLICY 173 CLOSED SESSIONS

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

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

Exemption Must Be Announced

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

Roll Call Vote Required

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

Discussion in Closed Session Limited.

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

Closed Session Minutes

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

Open Session Following Closed Session

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

LEGAL REFERENCE: Wisconsin Statutes Sections 19.84, 19.85, **120.11(4)**

CROSS REFERENCE: 171.1 Public Notification of School Board Meetings,, 184 School Board Minutes

DATE OF ADOPTION: September 16, 1991

REVISED: August 16, 2004, August 15, 2011, August 16, 2016, December 16, 2024



POLICY 183 VOTING

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

Unless the statutes specifically provide otherwise, secret ballot votes may be taken only to elect School Board officers or to appoint a new School Board member.

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

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

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

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

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

LEGAL REFERENCE: Wisconsin Statutes Sections 19.88, 121.11 (1)

CROSS REFERENCE: 181 Rules of Order, 188 Remote Board Member Participation in Meetings

DATE OF ADOPTION: September 16, 1991

REVISED: October 18, 2004, September 19, 2011, August 16, 2016, December 16, 2024



POLICY 184 SCHOOL BOARD MINUTES

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

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

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

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

Closed Meeting Minutes

When the **School** Board convenes in closed session, minutes of the meeting will ~~shall~~ be recorded and entered into the official record book of the School Board. **Minutes of a closed session will reflect the statutory basis for entering the closed session, the time the School Board went into closed session, the fact that discussion occurred, motions and votes, the motion to retire to open session or adjourn, and the time of return to open session or adjournment. Closed session minutes may be approved in open session.** ~~At a minimum, the minutes of the closed sessions should include the general subject matter of any motions, the persons making and seconding such motions, and the votes taken.~~

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

LEGAL REFERENCE: Wisconsin Statutes Sections 19.21, 19.88, 102.11(4)

CROSS REFERENCE: 141 School Board Officers, 171.2 Agenda Preparation and Dissemination, 173 Closed Sessions, 823 Access to Public Records

DATE OF ADOPTION: September 16, 1991

REVISED: October 18, 2004, August 15, 2011, December 19, 2016, December 16, 2019, **December 16, 2024**



POLICY 185 SCHOOL BOARD COMMITTEES

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

Educational Program Committee
Personnel Committee
Finance and Facilities Committee

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

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

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

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

LEGAL REFERENCE: Wisconsin Statutes Sections 19.84, 120.15

CROSS REFERENCE: 161 School Board Member Authority, 171.1 Public Notification of School Board Meetings, 173 Closed Sessions, 186 Citizen Advisory Committees

DATE OF ADOPTION: September 16, 1991

REVISED: November 15, 2004, September 19, 2011, June 15, 2015, August 16, 2016, **December 16, 2024**



POLICY 166-RULE SCHOOL BOARD MEMBER ELECTRONIC COMMUNICATIONS

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

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

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

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

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

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

Board members from using email or other forms of electronic communication for any of the following:

1. Interactive discussion of substantive School Board business among with another or multiple School Board members, due to Open Meetings Law concerns (e.g., potential walking quorums or illegal meetings) and due to the potential appearance of impropriety surrounding communications that are perceived to be inappropriately “secretive” even if not unlawful;
2. Communications regarding matters that involve individually identifiable students, due to potential violation of the laws surrounding student privacy and the confidentiality of student record information; or
3. Communications regarding district matters that are considered confidential or highly sensitive (e.g., closed session content, personnel matters, etc.), due to issues surrounding the security and possible improper disclosure of the information.

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

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

LEGAL REFERENCE: Wisconsin Statutes Section 19.84

CROSS REFERENCE: 165 Board Member Ethics, 173 Closed Sessions, 823 Access to Public Records

DATE OF ADOPTION: December 16, 2024



POLICY 174 SCHOOL BOARD ORGANIZATIONAL MEETING

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

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

LEGAL REFERENCE: Wisconsin Statutes Sections 19.84, 120.05

CROSS REFERENCE: 141 School Board Officers, 171.1 Public Notification of School Board Meetings,, 185 School Board Committees

DATE OF ADOPTION: September 16, 1991

REVISED: October 18, 2004, September 19, 2011, August 16, 2016, **December 16, 2024**



POLICY 181 RULES OF ORDER

All regular and special meetings of the ~~School~~ Board of Education shall be governed by the most current revision of ~~Robert's Rules of Order~~, except as otherwise specifically provided.

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

DATE OF ADOPTION: September 16, 1991

REVISED: August 16, 2004, August 15, 2011, August 16, 2016, December 16, 2024



POLICY 182 QUORUM

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

LEGAL REFERENCE: Wisconsin Statutes Sections 120.11(1)

CROSS REFERENCE: 188, Remote School Board Member Participation

DATE OF ADOPTION: September 16, 1991

REVISED: October 18, 2004, August 15, 2011, August 16, 2016, December 16, 2024



POLICY 342.7 PROGRAMS FOR ENGLISH LEARNERS

The School Board recognizes that within the River Falls School District there are students from diverse language backgrounds who are learning academic content while developing their English language skills and whose primary language is not English. The School Board ~~shall~~ **will** provide appropriate identification and transition services for students **and parents/families** who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in ~~an~~ all English classrooms and complete the ~~d~~istrict's required curriculum.

These services ~~shall~~ **will** include the identification of students who are English Learners (EL), the implementation of curricular and instructional modifications, and the assessment of the EL student's academic progress, identification of EL students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration and the type of services ~~shall~~ **will** be determined individually and ~~shall~~ **will** be based on the needs of each student.

If a sufficient number of students identified with limited English proficiency are of the same language group to meet statutory requirements; the Board ~~shall~~ **will** establish and implement a bilingual-bicultural education program as required by the law.

The ~~s~~chool ~~d~~istrict ~~shall~~ **will** assess the academic progress of EL students in accordance with legal requirements and established District procedures. Decisions regarding the administration of state-required tests to EL students ~~shall~~ **will** be **based on DPI recommendations**, ~~made on a case-by-case basis~~. Accommodations for all assessments may be made based on student needs, provided the validity of the test is maintained. The ~~s~~chool ~~d~~istrict ~~shall~~ **will** administer ~~s~~tate-required assessments to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempt from taking a ~~s~~tate-required assessment ~~shall~~ **will** be administered an alternative assessment approved by the Department of Public Instruction.

The results of both state-required assessments and local assessments ~~shall~~ **will** be used consistent with ~~s~~chool ~~d~~istrict policies in making instructional, promotion and graduation decisions. Assessment results may not be used as the sole criterion in re-classifying an EL student from a bilingual- bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in post-secondary education opportunities. Exemption of an EL student from taking a state-required assessment may also not be used as the sole criterion for making such determinations.

The parent(s)/guardian(s) of EL students ~~shall~~ **will** be notified of student assessment arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications ~~shall~~ **will** be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them. Information provided to parents will include, but is not

limited to: reason(s) for identifying the student for the English-language learner (ELL) program; their student's level of English proficiency and how it was assessed; information regarding instructional methods used in the program in which the student is participating; how the program will meet the student's educational strengths and needs; how the program will help the student learn the English language; and exit requirements for the program. **Parents have the right to request more information about the programming, choose another program or method of instruction, if available; or refuse all services.**

LEGAL REFERENCE: Wisconsin Statutes Sections 115.96, 115.97, 118.13, 118.30, **121.02(1)(r)**; Wisconsin Administrative Code PI 13, **PI 8.01(2)(r)**; ~~No Child Left Behind Act of 2001~~

CROSS REFERENCE: 342 AP Alternative Programs and Curriculum Modifications, 342AP-Exhibit Request for Modification of Student Program, 342AP-Rule Guidelines for Approving Alternatives to Regular School Program, 342.7AP ELL Student Selection Procedures, 342.71 ELL Program Exit and Reclassification, 345.6 Graduation Requirements, 346 Student Assessment; 411 Equal Educational Opportunities

DATE OF ADOPTION: December 20, 1993

REVISED: April 20, 2005, May 17, 2010, January 20, 2020, **December 16, 2024**



POLICY 342.7-RULE ENGLISH LEARNER IDENTIFICATION AND ASSESSMENT

Identification of English Learners

1. All new students enrolling in the district will be asked to complete a Department of Public Instruction (DPI)-approved home language survey. The survey will be used to identify the following students for further evaluation and possible eligibility for the district's services or programs for English Learners (ELs):
 - a. Students who communicate in a language other than English; or
 - b. Students whose families use a primary language other than English in the home; or
 - c. Students who use **are exposed to** a language other than English in daily non-school surroundings.
 - d. Student whose initial language is different from language spoken at home.**
2. After any initial identification as provided above, ~~or after some other initial referral indicating that language may be a barrier to the student's learning~~ **a previous English language proficiency screener report, or English language proficiency annual assessment report**, the District will review the student's available academic history, consider any input provided by the parent or guardian, and any input based on the student's performance in school.
3. Students will receive a formal screening for potential placement via testing if: ~~(a) the review of the student's academic history indicates a possible language barrier, (b) a lack of sufficient information on which to judge academic performance and/or the extent to which limited English proficiency may be a barrier to learning, or (c) the student is newly arrived in the United States.~~ **it is indicated by the DPI approved home language survey. indicates it.**

Parents and guardians will be notified of identification, assessed proficiency, placement and other information as required by law. Parent or guardian consent for placement in a formal bilingual-bicultural program ~~shall~~ **will** be obtained as required by law. Parents and guardians may also withdraw their child from offered supports and services at any time.

Assessing English Proficiency

1. ~~On or before March 1 each year~~ **Before the DPI - approved English proficiency assessment test window closes for the state of Wisconsin,** District staff ~~shall~~ **will** conduct a count of all English Learners (ELs) enrolled in district schools, assess the language proficiency of such students and classify such students by language group, grade level, age and English language proficiency.
2. EL students ~~shall~~ **will** be assessed to determine their English language proficiency using the DPI-approved English proficiency assessment instrument – ACCESS for ELLs® (or

Alternative ACCESS for ELLS for qualifying students with significant cognitive disabilities). The assessment ~~shall~~ **will** be administered by the Title III/EL Program Assistant or EL teacher **or bilingual paraprofessional**. The ~~d~~istrict may also use information such as the following when assessing a student's English proficiency: prior academic records from within or outside the United States, information on everyday classroom performance, and course grades which, in relation to the student's grade level, indicate that lack of progress is due to limited English language skills.

3. EL students assessed ~~shall~~ **will** be classified and reclassified as appropriate, according to their English proficiency level as outlined in state rules (Level 1 – Beginning Preproduction through Level 6 – Formerly Limited-English Proficient Now Fully-English Proficient).
4. Student English proficiency assessment records ~~shall~~ **will** be maintained by the ~~d~~istrict in accordance with state and federal laws and District student records policies and procedures. **Academic r**eports regarding EL students ~~shall~~ **will** be made to the DPI as legally required.

Assessing Academic Performance

Decisions regarding academic performance and assessment ~~shall~~ **will** be made on an individual basis for each EL student, and information on both academic and English proficiency data ~~shall~~ **will** be documented and considered. ~~Decisions regarding the appropriate approach to assessment, including the planned approach for the student's state-wide academic tests, shall~~ **will** normally be made by the Title III/EL Program Assistant, in consultation with the classroom teachers and/or English as a second language teacher. **EL students will receive grades based on accommodations or alternative assignments appropriate to the student's language proficiency level, and will receive the same report card that is used for students in general education. Grading for EL students will reflect daily instructional and testing accommodations, and will not penalize the student for not being English proficient. Any student rostered in an English Language Development (ELD) course will receive a Pass/Fail grade.** Such decisions ~~shall~~ **will** be communicated to the student's parent(s) or guardian. The District's approach to the administration of state-wide academic tests is further identified in the next section of this rule.

Newly arrived students at the lowest ELP level may receive a grade of N/A for one grading period if the student is unable to demonstrate knowledge in the language of instruction or assessment and if their language instruction instruction plan (LIEP) is focused on language development.

EL Students and State-wide Academic Tests

1. As used in this section, state-wide academic tests are all state-mandated tests that are expressly covered by Chapter PI 13 of the Wisconsin Administrative Code and all of the annual state-wide tests required under the federal Elementary and Secondary Education Act to which the ~~d~~istrict may lawfully apply the Chapter PI 13 standards regarding testing accommodations and testing exemptions.
2. Decisions relating to the administration of state-wide academic tests to an EL student ~~shall~~ **will** be made on an individualized basis. Information and data on the student's academic progress and English proficiency ~~shall~~ **will** be documented and considered.

3. The **d**istrict shall will administer a state-wide academic test to an EL student unless an individualized determination has been made that the results of the test, with allowable accommodations made for the student as needed, or as otherwise provided by statute, will not be a valid and reliable indicator of the student's academic knowledge and skills. For example, any student with a qualifying significant cognitive disability and who, as a result is unable to meaningfully participate in state-wide academic tests ~~shall~~ **will** be administered a DPI-approved alternative test (Dynamic Learning Maps – DLM). In no case may the **d**istrict exempt an EL student from any state-wide academic test based solely on the student's EL status
 - a. Before making decisions regarding state-wide academic tests for any EL student, the District will first determine if the student has recently arrived in the United States. "Recently arrived **Newcomer**" refers to a student that has attended a U.S school for fewer than 12 months.
 - i. ~~A recently arrived~~ **newcomer** EL student with limited English language proficiency (classified as ACCESS level 1 or 2) may be exempted from one required administration of the state's English/Language Arts test. EL students for whom this exemption is claimed must take the ACCESS for ELLs during the school year of the exemption, which counts for participation on the English/Language Arts section(s) exempted. EL students arriving in the narrow window between the end of ACCESS testing and the end of academic content testing are exempted from this requirement.
 - ii. Unless lawfully exempted for reasons other than solely their EL or ~~recently arrived~~ **newcomer** status, ~~recently arrived~~ **newcomer** students must participate in all other content areas of the applicable state-wide tests (with or without accommodations).
 - b. The **d**istrict ~~shall~~ **will** provide testing accommodations for an EL student if they are needed. As required by DPI regulations, any approved accommodation must maintain the validity of the test. Testing accommodations may include, but are not limited to, one or more of the following:
 - i. ~~for tests that do not assess English language competency, p~~ Providing translations in a student's native language or the assistance of a qualified translator to translate instruction or read test items **for tests that do not assess English language competency.**
 - ii. **P**roviding small group or individual testing opportunities;
 - iii. **P**roviding more practice tests or examples before the actual test is administered;
 - iv. **A**llowing EL students to use dictionaries or other educational aids while taking the test unless this use would invalidate the test;
 - v. **A**llowing EL students ~~as much time as necessary~~ **and a half** to complete the test; and
 - vi. **A**ny other accommodation approved by the DPI.

- c. The **d**istrict ~~shall~~ **will** document the accommodations that are approved for any EL student in connection with the administration of state-wide academic tests. To the extent applicable for EL students with disabilities, such supports and accommodations ~~shall~~ **will** be coordinated with decisions that are made by the student's individualized education program (IEP) or Section 504 team.
4. Separate from any lawful testing exemptions that are based on a student's ~~recently arrived~~ **newcomer** status or the validity and reliability of the test results, if the parent or guardian of an EL student decides to opt their student out of taking a state-wide test, the **d**istrict will accept such decisions to the same extent that state law or School Board policy 333 allows parent-initiated opt-out decisions for students who are not English Learners.
 5. School personnel ~~shall~~ **will** make reasonable efforts to consult with a student's parent or guardian regarding the planned approach to the student's state-wide academic tests.
 6. The results of state-wide academic tests that are given to an EL student ~~shall~~ **will** be used in a manner that is consistent with **d**istrict policies in making instructional, promotion and graduation decisions. In addition, the results of such tests may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in post-secondary education opportunities. Similarly, if a student has been exempted from taking any state-wide academic test, the exemption may not be used as the sole criterion for making such determinations.
 7. Student test results ~~shall~~ **will** be communicated to the student's parent or guardian and to the DPI as required by law.

Educational Program Assistance

1. An EL student will be provided educational program assistance and/or services as appropriate and necessary to help the student improve his/her English language skills and academic performance. The degree of curricular and instructional modification, type of support or other program services and their duration ~~shall~~ **will** be determined individually, based on student need.
2. Bilingual-Bicultural Programs
 - a. Parent or guardian consent for placement in a formal bilingual-bicultural program ~~shall~~ **will** be obtained as required by law.
 - b. The **d**istrict will provide each EL student who is participating in a **d**istrict bilingual-bicultural program with an effective instructional program and supportive services appropriate to meet the needs of the student.
 - c. The **d**istrict ~~shall~~ **will** provide each EL student with full access to supportive services, such as language development and speech therapy, as are available to other students in the District and as are appropriate to the individual needs of the student.
 - d. The **d**istrict ~~shall~~ **will** provide programs and services that reflect the cultural background of the EL students. In appropriate instances, some instruction may be provided that is intended to improve the skills of an EL student in the use of his/her primary language for the purpose of enabling the student to become proficient or advanced in all subject areas.

Students Exiting the EL Program Based on Proficiency

1. Whenever an EL student is considered or evaluated for exiting the EL program (i.e., possible reclassification as a former EL student), the relevant data and other information used in the process, along with resulting determination, **shall will** be maintained as part of the student's academic record.
2. An EL student **must** be exited from the EL program or services when the student achieves an overall composite score of 5.0 or greater on the ACCESS for ELLs®.
3. An EL student **may** also be eligible for exiting from the EL program or services if all of the following conditions are met:
 - a. The student has attained an overall composite score of 4.5 or above on the ACCESS for ELLs®.
 - b. Additional pieces of evidence, as gathered using a Multiple Indicator Protocol (MIP), demonstrate that the student has become fully English language proficient. Evidence should include demonstrations of the student's reading, writing, speaking and listening skills in English through observation of student language use in classroom activities or through a portfolio of student work (examples of language use over time – e.g., writing assignments, book reports, audio or video projects, etc.). District staff may also utilize the Classroom Observation MIP or Language Artifact Portfolio MIP, and related forms, found in DPI's English Learner Policy Handbook when gathering this evidence and demonstrating a student's English language proficiency.

The **d**istrict **shall will** notify the student's parent(s) or guardian(s) of the MIP process used to make discretionary decisions regarding exiting the program and of the resulting determination. In addition, the **d**istrict may provide parents and guardians with an opportunity to provide input into the discretionary reclassification process.

4. Once a decision is made to exit an EL student from the EL program based on current-year ACCESS test results and any current-year MIP results:
 - a. The **d**istrict will notify the student's parent or guardian of the reclassification decision and communicate information about any changes in programming or supports **in their preferred language**.
 - b. The student will maintain EL status through the remainder of the current school year and begin the next school year as a former EL student.
5. Once students have been exited from the EL program:
 - a. They **shall will** no longer be tested on their English proficiency or receive accommodations for EL students when taking state-wide academic tests.
 - b. The **d**istrict will continue to monitor the exiting student for two additional years. **Data collected in this period will include district and state academic content assessment scores (minimum of two standardized measures demonstrating access to grade - level content without the use of adapted or modified EL - related accommodations).** ~~through teacher observation and by documenting adequate progress/classroom performance.~~ If it is determined that the student was exited from the EL program prematurely, **the district must administer the MIP, and assess the results of that tool. The WIDA screener will be used to make an EL**

classification determination. Based on screening results he/she will be placed back in the EL program and provided appropriate services.

- c. The **d**istrict will continue to report the academic progress of students that have exited EL status to the DPI for four years after the reclassification occurs, as required by the DPI.

Notices and Other Communications with Parents and Guardians

District personnel are expected to make reasonable efforts to present formal notices and other information to parents and guardians in an understandable format and in a language parents and guardians can understand. Notices and communications may be provided in the parent's or guardian's primary language (preferred when practical, and required by law in some instances), in English with additional explanation, or via other means that sufficiently convey the required information (e.g., using direct translation assistance if available and if necessary).

LEGAL REF.: Section 118.01(2)(b) Wisconsin Statute

CROSS REF.: 333 PARENT RIGHTS AND DISTRICT PROGRAMS/ACTIVITIES (Student Privacy)

DATE OF ADOPTION: **December 16, 2024**



POLICY 342.72 ENGLISH LEARNERS PARENT NOTIFICATION

The School District of River Falls will ensure that parents of English Learners (EL) being served by District programs will have an opportunity to participate in the design and implementation of the program.

Parents ~~shall~~ **will** be notified in writing, no later than 30 days after school begins each fall, of the following:

1. Reasons for identifying the student for the EL program;
2. The student's level of English proficiency and how it was assessed, and the student's general academic proficiency;
3. The instructional methods used in the program in which the student is, or will be, enrolled;
4. How the program will meet the student's educational strengths and needs;
5. How the program will specifically help the student learn English and meet **grade level** academic **achievement** standards for promotion and graduation;
6. The exit requirements for the program, the rate of transition from the program into non-EL classrooms, and the program plan to successfully achieve a diploma;
- 7. The requirement to annually assess the student's English language proficiency until the student reaches proficiency, independent of whether or not the parents accept or deny EL services;**
8. For disabled students, how the program will meet the objectives of the student's individualized education program, and;
9. Information pertaining to parental rights that includes written guidance: (a) detailing the right that parents have to have their child immediately removed from the program upon their request; (b) detailing the options that parents have to decline to enroll their child in the program or to choose another program or method of instruction, if available; and (c) assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

For those families that enroll during the school year, a notification will take place within a 2-week time frame **after enrollment**.

Parents will be notified in writing, within 30 days, if the program fails to meet the State goals set for ELL programs.

All notices will be presented in an understandable and uniform format in the language of the parents, to the extent practicable.

LEGAL REFERENCE: Wisconsin Statutes Sections 115.96, 115.97, 118.13, 118.30; Wisconsin Administrative Code PI 13

CROSS REFERENCE: 342.7 Programs for English Learners

DATE OF ADOPTION: August 16, 2010

REVISED: January 20, 2020, **December 16, 2024**



POLICY 343.2 CLASS SIZE GUIDELINES

Scheduling parameters shall **will** be set at a student enrollment for all classes as enumerated in guidelines approved by the **School** Board of Education. Exceptions to a minimum of 15 for all classes will be made for those classes required by the Department of Public Instruction or specifically authorized by the **School** Board of Education.

DISTRICT CLASS SIZE GUIDELINES

ELEMENTARY				
LEVEL	MINIMUM	MAXIMUM	LOOK TO ADD PARA OR PART TIME FTE PER G.L. RATIO	LOOK TO ADD CLASS/TCHR PER G.L. RATIO
4K	At the discretion of the 4K Site	13	At the discretion of the 4K Site	14
JK**	12	17	18	*20
K-1-2	18	23	24	27
3-4-5	18	25	27	28
Combination K-5	18	21		
Montessori (CH)	10	18	19	20
Montessori (1-2-3)	18	23	24	27
Montessori (4-5-6)	18	25	27	28
Virtual/E-School (K-2)	18	23	24	30
Virtual/E-School (3-5)	18	25	27	30

JK enrollment will be capped at 20, no additional directions will be added without **School Board approval.

MIDDLE SCHOOL		
CLASS TYPE	MINIMUM	MAXIMUM
CORE (LA, Social Studies, Science, Math, Health, PE)	24	30
Exploratory (Art, TE, Music, Foreign Language, FACE, Computer)	17	27
Large Group Music (vocal/instrumental)	30	90

Instrumental Individual/Small Group Music Lessons (15 min each)	1	10
Foreign Language (7-8)	18	30
Virtual/E-School (6-8)	24	30

HIGH SCHOOL		
CLASS TYPE	MINIMUM	MAXIMUM
LA, Social Studies, Math, Health, Science, Computer	20	30
LAB (Science, TE, AG, Art, FACE) - facility, safety, and station dependent	20	28
Large Group Music (vocal/instrumental)	30	100+
Vocal & Instrumental Indiv/Sm Group Music Lessons (15 min each)	1	10
Physical Education (general)	25	35
Swimming/Lifeguarding	20	30
Foreign Language	18	30
Advanced (with School Board permission) (singleton, safety) exs: engineering physics, AP calculus, adv power mechanics, & foreign languages levels 3+	15	30
*Virtual/ E-School Instructor (9-12)	24	30
**Virtual/ E-School Local Education Guide (LEG)	30	50
*With the support of an online platform, the VES Instructor is responsible for the planning, instruction, assessment, and student/family communication.		
**The VES LEG is responsible for monitoring academic progress and student/family communication when the student is taking a virtual course from an off-site instructor.		

With the exception of “capstone” high school courses, any class that goes below the approved minimum must have **superintendent** Board of Education approval to be offered.

RENAISSANCE CHARTER ALTERNATIVE ACADEMY
Staffing Ratio Based on 12:1

Students	DAY PROGRAM		NIGHT PROGRAM	
	Teacher FTE	Paraprofessional FTE	Teacher FTE	Paraprofessional FTE
12	1.0	0.0	0.0	0.0
18	1.5	0.0	1.0	1.0
24	2.0	0.5	1.0	1.0
30	2.5	0.5	1.0	2.0
36	3.0	1.0	1.0	2.0
42	3.5	1.0	2.0	2.0
48	4.0	1.0	2.0	2.0
54	4.5	1.0	2.0	3.0
60	5.0	1.0	2.0	3.0

+0.5 coordinator.

*At 48 a 0.5 contract for services position will be added rather than a certified teacher-

This chart reflects the minimum number of students needed to increase staff to the next level

RENAISSANCE CHARTER ACADEMY (RCA)		
Staffing Ratio based on 12 students: 1 Teacher for RCA and General Education Development Option #2 (GEDO II)		
STUDENTS	TEACHER FTE	PARAPROFESSIONAL FTE
12	1.0	0
18	1.5	0
24	2.0	0.5
30	2.5	0.5
36	3.0	1.0
42	3.5	1.0
48	4.0	1.0

54	4.5	1.0
60	5.0	1.0
66	5.5	1.0

TEACHER PREP TIME

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

Guidelines updated 12/19/07 (added Montessori and Renaissance)

Guidelines updated 1/21/08 (deleted SAGE requirement)

Guidelines updated 5/18/09 (additional FTE added to Renaissance)

Guidelines updated 10/15/19 (alignment of all Elementary Staffing Ratios)

Guidelines updated 11/9/20 (addition of Virtual/E-School)

Guidelines updated 08/15/22 (addition of JK)

Guidelines updated 11/11/24 (addition of GEDO II Program at RCA)

CROSS REFERENCE: Attached Guidelines

DATE OF ADOPTION: September 16, 1991

REVISED: March 17, 2008, October 14, 2019, November 9, 2020, September 19, 2022, **December 16, 2024**



POLICY 527 EMPLOYEE GRIEVANCES

(Discipline, Termination, and Workplace Safety)

Pursuant to state law, the School Board ~~shall~~ **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 ~~shall~~ **will** be construed **to**:

1. ~~To~~ **P**revent 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. ~~To~~ **G**rant 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 ~~shall~~ **will** provide for grievances to be handled in a timely manner. The procedure ~~shall~~ **will** also include an opportunity for a grievant to present his/her 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 ~~shall~~ **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 ~~District Administrator~~ **superintendent** or designee ~~shall~~ **will** identify an impartial hearing officer consistent with minimum requirements set forth by the **School** Board. The role of the hearing officer ~~shall~~ **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 ~~shall~~ **will** neither add to, delete from, nor modify any **School** Board policies or administrative rules or regulations, although it ~~shall~~ **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).

LEGAL REFERENCE: Wisconsin State Statute Sections **66.0509(1m)**

CROSS REFERENCE: 527 Rule-1 Employee Grievance Procedure, **527 Rule-2 Impartial Hearing Officer Selection Procedures**

DATE OF ADOPTION: September 19, 2011

REVISED: December 17, 2012, **December 16, 2024**



POLICY 527-RULE(1) EMPLOYEE GRIEVANCE PROCEDURE
 (Discipline, Termination, and Workplace Safety)

To This rule defines ~~an~~ provide a timely and orderly review **process** of decisions concerning: a) employee terminations; b) employee discipline; and c) workplace safety.

1. Purpose and Applicability: This procedure provides an employee with the ~~individual~~ 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** ~~to have these matters~~ reviewed by an impartial hearing officer, and to appeal to the **School** ~~Board of Education~~, where appropriate. The District expects employees and management to exercise reasonable efforts to resolve ~~any~~ 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** ~~may be~~ 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.

2. Definitions

A. Definition of "Employee":

- 1) For purposes of discipline and termination under this grievance procedure, an employee is ~~shall be~~ defined to include regular full-time, part-time, and limited term employees. All other individuals employed by the district, including ~~such as~~ 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.
- 2) For purposes of workplace safety under this grievance procedure, an employee ~~shall~~ **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.

B. Definition of "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, ~~or~~ 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.

- C. Definition of “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.”**
- D. Definition of “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**, employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. “Workplace Safety” does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, assignments and work schedules.

3. 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 ~~shall~~ **will** be appointed by the ~~District Administrator~~ **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, ~~shall~~ **will** constitute waiver of the grievance ~~and it will be considered resolved on the basis of the District’s last answer.~~ Failure of a district representative to meet the time limits specified below ~~shall~~ **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 ~~shall~~ **will** not be considered as compensable work time.
- E. Representation: The employee ~~shall~~ **will** have the right to representation during the grievance procedure at the employee’s expense.

4. 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 **shall 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 **shall will** be reduced to writing by the employee who **shall 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 shall 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 **shall will** submit **in writing** a request for administrative reconsideration **by to** the ~~District Administrator~~ **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, and the time and date the alleged incident or violation took place, the signature of the grievant and the date the grievance was filed.**

The ~~District Administrator~~ **superintendent** or designee shall 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 ~~District Administrator~~ **superintendent** or designee; or (2) no final administrative response has been provided by the ~~District Administrator~~ **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 ~~District Administrator~~ **superintendent** or designee, the employee shall submit the written grievance to the ~~District Administrator~~ **superintendent** or designee within seven (7) days after receipt of the supervisor's written answer to request a hearing before an impartial hearing officer. The impartial hearing officer will be appointed by the ~~District Administrator~~ **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 ~~shall~~ **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 ~~shall~~ **will** issue the written decision to the employee and employer within thirty (30) calendar days from the date of the hearing or **submission** ~~submittal~~ 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 ~~shall~~ **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 ~~shall~~ **will** be final and binding upon the parties.

Level of Review: The role of the **School** Board of Education, 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 ~~his/her~~ the award invalid?
- 4) Did the impartial hearing officer make an error of fact which makes ~~his/her~~ the award invalid?

After answering the above questions, the **School** Board of Education 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.

5. 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 his/her 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~~ **of** the person **experiencing or anticipating physical health or safety concerns**, ~~will~~ outlining the events

that transpired and proposed resolution, if any, ~~will shall~~ 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 ~~normally~~ 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 ~~District Administrator~~ **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 ~~District Administrator~~ **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 ~~District Administrator~~ **superintendent** or designee ~~shall~~ **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 ~~District Administrator~~ **superintendent** or designee; or (2) no final administrative response has been provided by the ~~District Administrator~~ **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 ~~43~~, below.

Step 4: The employee may appeal the findings and conclusions of the ~~District Administrator~~ **superintendent** or designee and request the appointment of an impartial hearing officer within seven (7) days after receipt of the Building Principal's report. The impartial hearing officer will be appointed by the ~~District Administrator~~ **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 ~~shall~~ **will** render a written decision indicating one of three outcomes:

- 1) Sustaining the conclusions of the building principal or **direct supervisor**.
- 2) Denying the conclusions of the building principal or **direct supervisor** and ordering additional or alternative remedial measures.
- 3) Recommending additional investigation prior to final determination.

The impartial hearing officer ~~shall~~ **will** issue the written decision to the employee and employer within thirty (30) calendar days from the date of the hearing or **submission** ~~submittal~~ 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 ~~shall~~

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** governing body shall **will** be final and binding upon the parties.

Level of Review: The role of the **School** Board of Education, 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** ~~his/her~~ award invalid?
- 4) Did the impartial hearing officer make an error of fact which makes **the** ~~his/her~~ award invalid?

After answering the above questions, the **School** Board of Education 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.

CROSS REFERENCE: 527 Employee Grievances, **527 Rule-2 Impartial Hearing Officer Selection Procedures**

DATE OF ADOPTION: September 19, 2011

REVISED: **December 16, 2024**



POLICY 527-RULE(2) 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 ~~District Administrator~~ **superintendent** or designee ~~shall~~ **will** identify an impartial hearing officer consistent with the following minimum requirements:

- The hearing officer shall 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 ~~district administrator~~ **superintendent** or principal, provided the person demonstrates to the satisfaction of the ~~District Administrator~~ **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 ~~District Administrator~~ **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 ~~some other~~ **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 ~~shall~~ **will** not be an employee of the district.
- ~~Due to their background and experience,~~ **H**earing 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 ~~District Administrator~~ **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 his/her availability. However, the failure to use such a system ~~shall~~ **will** not be deemed **an** error unless the individual selected as the hearing officer fails to satisfy the statutory requirement of impartiality.

CROSS REFERENCE: **527 Employee Grievances, 527 Rule-1 Employee Grievance Procedures**

DATE OF ADOPTION: November 21, 2011

REVISED: **December 16, 2024**



POLICY 671.2 EXPENSE REIMBURSEMENTS

Travel

District travel requires pre-approval of the Superintendent, **or designee**. Employee obtains pre-approval by completing and submitting a Travel Request which outlines the event, event date, and anticipated travel expense. The district will reimburse employees for lodging, conference fees, mileage, **parking**, and meals when proper receipts and documentation are provided. **Parking tickets and/or traffic violation fines will not be reimbursed.**

Mileage:

The District will reimburse travel **when a school vehicle is unavailable**. Reimbursement will be at the applicable standard IRS mileage rate.

Meals:

The District will **reimburse meals up to the current General Services Administration standard rates** develop and recommend to the Board a district meal reimbursement rate on an annual basis that conforms with IRS requirements. **The superintendent, or designee may waive these limits for special circumstances. Alcoholic beverages will not be reimbursed.**

Supplies & Materials

District employees will be reimbursed for pre-approved supplies acquired for the District when all of the following are met:

1. Proper receipts and documentation are submitted.
2. **The expense is not unreasonably excessive in its amount as determined by the Supervisor and Director of Finance & Facilities.**
3. **The expense is reasonably necessary as determined by the Supervisor and Director of Finance & Facilities.**
4. **The expense does not materially conflict with any applicable District policies.**
5. **Sales tax will not be reimbursed.**

Reimbursement requests must be submitted to the business office within 60 days of the date an expense is incurred, or within 10 days of the end of the fiscal year, whichever is sooner.

LEGAL REFERENCE: Wisconsin Statute Sections 118.21(3), 118.24, 120.10(4), 120.13(16), 120.13(32)

CROSS REFERENCE: 671.2-Procedure Expense Reimbursement

DATE OF ADOPTION: September 16, 1991

REVISED: May 21, 2007, November 19, 2012, **December 16, 2024**