

School District of River Falls
Regular School Board Meeting

Monday, January 20, 2025 - 6:00 PM

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

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

1. **CALL TO ORDER - 6:00 PM**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **PLEDGE OF ALLEGIANCE**
4. **HEARING OF VISITORS OR DELEGATIONS**
5. **INFORMATIONAL ITEMS**
 - A. **Wildcat Pride Awards** 4
 1. River Falls FFA
Description: Congratulations on being recognized by the Wisconsin Department of Instruction for providing local food to Wisconsin students through the Local Food for Schools Program.
 2. Food Service Program
Description: Congratulations on being recognized by the Wisconsin Department of Instruction for providing local food to Wisconsin students through the Local Food for Schools Program.
 - B. **Spotlight on Education: Food Service Program** 5
 - C. **Superintendent, Administrative, and Student Representative Reports**
 1. Student Representative Report
 2. Superintendent Report
 - a. Buildings and Grounds Update 8
6. **ACTION ITEMS**
 - A. **Approval of Minutes, bills, and recommended employment** 13

Description: The following have been submitted for approval:

Item 1: December 16, 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 January 6, 2025, Educational Program Committee recommendations** 24

Description: The Educational Program Committee met on January 6, 2025, to approve the memo to establish seats for open enrollment and to approve the District's notice of educational options. Policies 347 Student Records and 347-Rule Guidelines for the Confidentiality and Maintenance of Student Records were tabled for a future meeting.

Recommended Action:

 1. Approve the memo to establish seats for Open Enrollment.
 2. Approve the District's Notice of Educational Options.
 - C. **Consideration and/or Action to approve January 13, 2025, Finance & Facilities Committee recommendations** 32

Description: The Finance and Facilities Committee met on January 13, 2025, to hear a Facilities Project BID update, to hear a 2024-25 budget update, to discuss the RFP for audit services, and to approve policies: 761 Free and Reduced Price Meals, 830 Use of District Facilities, Grounds, and Equipment, 830-Rule Use of District Facilities, Grounds, and Equipment, 910 Facility Development Goals and 940 Naming School District Facilities. Policy 672: Purchasing was tabled for a future meeting.

Recommended Action:

1. Approve the first reading of revised School Board Policy 761 Free and Reduced Price Meals.
2. Approve the first reading of revised School Board Policy 830 Use of District Facilities, Grounds, and Equipment.
3. Approve the first reading of revised School Board Policy 830-Rule Use of District Facilities, Grounds, and Equipment.
4. Approve the first reading of revised School Board Policy 910 Facility Development Goals.
5. Approve the first reading of revised School Board Policy 940 Naming School District Facilities.

D. Consideration and/or Action to approve January 13, 2025 Personnel Committee recommendations

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Description: The Personnel Committee met on January 13, 2025, to discuss the staffing update and to approve policies 538 Professional Staff Evaluation and 532.1 Personnel Negotiations. The committee also went into closed session to approve the continuing employment letters for administrators and to discuss 2025-26 bargaining goals.

Recommended Action:

1. Approve the first reading of revised School Board Policy 538 Professional Staff Evaluation.
2. Approve the first reading of revised School Board Policy 532.1 Personnel Negotiations.
3. Approve the continuing employment letters for administrators.

E. Acknowledge for the record the actions taken in regard to the 2025 Spring School Board Election

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Description: Pursuant to Wisconsin statutes, the school district clerk must verify/certify school board candidates, designate the names as they are to appear on the ballot, determine the need for a primary, supervise drawing and names for placement on the ballot, and notify municipal clerks for the spring school board election.

Recommended Action: Acknowledge for the record the actions taken in regard to the 2025 Spring School Board Election.

F. Consideration and/or Action to approve the first readings of revised School Board Policy 186 Citizen Advisory Committees, 186-Rule Citizen Advisory Committee Guidelines, 188 Remote School Board Member Participation in Meetings and 190 Recognitions for Accomplishments

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

Recommended Action:

1. Approve the first reading of revised School Board Policy 186 Citizen Advisory Committees.
2. Approve the first reading of revised School Board Policy 186-Rule Citizen Advisory Committee Guidelines.
3. Approve the first reading of revised School Board Policy 188 Remote School Board Member Participation in Meetings.
4. Approve the first reading of revised School Board Policy 190 Recognitions for Accomplishments

G. Consideration and/or Action to approve the second readings of revised School Board Policy 172 Special School Board Meetings, 173 Closed Sessions, 183 Voting, 184 School Board Minutes, 185 School Board Committees and new School Board Policy 453.4 Rule(3) Procedures for Administering Medication to Students on Field Trips, 453.4 Exhibit(1) Prescription Medication Authorization Form, 453.4 Exhibit(2) Medication Administration Incident Report, 453.4 Exhibit(3) Medication Recording Form, 453.4 Exhibit(4) Overnight Field Trip Health Information Form and 453.4 Exhibit(5) Over-the-Counter OTC Medication Authorization Form

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Description: The first readings of revised policies: 172 Special School Board Meetings, 173 Closed Sessions, 183 Voting, 184 School Board Minutes, 185 School Board Committees, and new policies: 453.4 Rule(3) Procedures for Administering Medication to Students on Field Trips, 453.4 Exhibit(1) Prescription Medication Authorization Form, 453.4 Exhibit(2) Medication Administration Incident Report, 453.4 Exhibit(3) Medication Recording Form, 453.4 Exhibit(4) Overnight Field Trip Health Information Form and 453.4 Exhibit(5) Over-the-Counter OTC Medication Authorization Form were approved at the December 16, 2024, Regular School Board

Meeting. (LINK)

Recommended Action:

1. Approve the second reading of revised School Board Policy 172 Special School Board Meetings.
2. Approve the second reading of revised School Board Policy 173 Closed Sessions.
3. Approve the second reading of revised School Board Policy 183 Voting.
4. Approve the second reading of revised School Board Policy 184 School Board Minutes.
5. Approve the second reading of revised School Board Policy 185 School Board Committees.
6. Approve the second reading of the new School Board Policy 453.4 Rule(3) Procedures for Administering Medication to Students on Field Trips.
7. Approve the second reading of the new School Board Policy 453.4 Exhibit(1) Prescription Medication Authorization Form.
8. Approve the second reading of the new School Board Policy 453.4 Exhibit(2) Medication Administration Incident Report.
9. Approve the second reading of the new School Board Policy 453.4 Exhibit(3) Medication Recording Form.
10. Approve the second reading of the new School Board Policy 453.4 Exhibit(4) Overnight Field Trip Health Information Form.
11. Approve the second reading of the new School Board Policy 453.4 Exhibit(5) Over-the-Counter OTC Medication Authorization Form.

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, February 3, 2025, 6:00 p.m.

Finance & Facilities Committee meeting: Monday, February 10, 2025, 6:00 p.m.

Personnel Committee meeting: Monday, February 10, 2025, 7:00 p.m. (or immediately following Finance & Facilities)

Regular School Board meeting: Monday, February 17, 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



Wisconsin Department of Public Instruction

Feb 20, 2024 · 🌐

What kind of food do the students at the [School District of River Falls](#) eat?

Fresh burger patties made with local beef from Pierce Co. Meats, locally grown asparagus from Cedar Hill Greenhouse, and maple syrup produced by River Falls School District FFA!

This district put its Wisconsin Local Food for Schools funds to great use.



RF River Falls School Board Update
Food Services Newsletter
January 20, 2025

Some pictures from our November discovery kitchen , **Noodles Around the World**
We sampled 15 different types of noodles. Spanned 5 continents.
And even went back to the 4th century B.C. to learn about the origins of pasta.
This was shared with all five classes at the Montessori school.

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serving up happy & healthy

DECEMBER DISCOVERY KITCHEN

Spice It Up

• **Spice It Up** is a celebration and exploration of spices and herbs. It empowers students to cook with seasonings that are sure to spice up any meal with their family and friends. We will be tasting a variety of fresh herbs and spices. As well as a selection of spices infused in margarine. Then we will provide a recipe for students to take and try at home.

Get ready to add a little spice to your day!

These are what we will be tasting.
THYME CILANTRO
CYANNE PEPPER BASIL
PAPRIKA BLACK PEPPER GARLIC
PARSLEY
CHIVES DILL CINNAMON
MINT CUMIN
ROSEMARY OREGANO SAGE
PAPRIKA GINGER
Let us know if you have any allergy concerns.

UP NEXT:

JANUARY: FLAVORS - TASTING FOODS IN DIFFERENT STATES

FEBRUARY: SMART SNACKING. CREATING HEALTHY SNACKS

MARCH: A VISIT FROM THE WISCONSIN SPUDMOBILE

This institution is an equal opportunity provider.

River Falls School Board Update
Food Services Newsletter
 January 20, 2025

Some pictures from Badger State. We had our busiest year that we can recall. We served the equivalent of 2200 meals each day Friday and Saturday.

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River Falls School Board Update
Food Services Newsletter
 January 20, 2025

Some pictures from our Thanksgiving meal. We made 1600 portions of apple crisp and stuffing from scratch for all schools.

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River Falls School Board Update
Food Services Newsletter
January 20, 2025

Participation is up. We are serving more Breakfasts and Lunches each month.

- November lunches were up 27 per day and December were up 58 per day over last year
- November Breakfasts were up 16 per day and December were up 13 per day over last year.
- Recently partnered with UWRF Beef Management Team to purchase local beef for lunch program.

UPCOMING:

- Partnering with Meyer Middle School for their Chill week in February to promote better mental health with healthy eating
- Discovery Kitchen at Montessori
- Visit from the WISCONSIN SPUDMOBILE in March
- Student choice events at HS and MMS
- New round of Grants coming out

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Superintendent Report

January 20, 2025



Buildings and Grounds Department Spotlight

- The Buildings & Grounds Department is responsible for over 800,000 square feet of schools and support facilities.
- The 10 separate facilities are located on over 160 acres of land.
- Major Responsibilities:
 - Maintenance and cleaning of buildings
 - Maintenance and landscaping of grounds
 - Capital project planning
 - Remodeling and renovation of buildings through construction projects



Buildings and Grounds Department Spotlight

PROVIDE SAFE,
WELCOMING, &
HEALTHY SCHOOL
ENVIRONMENT

GOAL #2



GOAL #5

UPHOLD
OPERATIONAL
EXCELLENCE

Maintenance and Cleaning of Buildings

- Organizational Structure
 - Custodial
 - 9.0 FTE at RFHS, 0.5 FTE at RCA
 - 4.5 FTE at MMS
 - 2.5-GW, RB, WS, 1.5 RFPME
 - 0.25 DO
 - These levels include leads at each building (HS-2)
 - Maintenance→ 'Roving Service Department'
 - 6.0 FTE→ Maintenance Technicians, Buildings Lead, Grounds Lead, and Courier
- Setting staffing levels: [Envirologix](#)
 - On-going analysis of spaces in need of cleaning, expectations for cleaning levels, and frequency of cleaning needs.
 - Compares our structure against a global database to ensure our staffing is appropriate.



Maintenance and Cleaning of Buildings



- Focus on Efficiency
 - [FMX Work Order System](#) → allows employees to document a need/concern and BG staff to identify and prioritize these needs/concerns.
 - Investment in High Quality Cleaning Equipment
 - Example: Orbital scrubber → designed to use less water and decreases the need to strip floors (less chemical use)
- Sustainable Practices Partnerships
 - Pierce County Recycling
 - RF City Clean Sweep → safe disposal of hazardous materials
- Health and Safety Measures
 - Field Environmental and Meridian → Industrial Hygiene Services
 - Ensure safe handling/storing of chemicals
 - Complete periodic safety audits to ensure the environments are safe and healthy for students and staff.

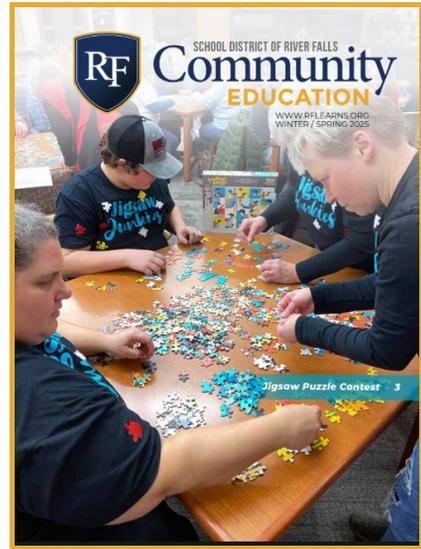
Maintenance and Landscaping of Campus

- Organization Structure
 - District Grounds Lead (1.0 FTE)
 - Seasonal Snow Removal (Temporary)
 - Seasonal Summer Grounds (Temporary)
 - In practice, Maintenance/Custodial offer assistance on a regular basis.
- Sustainable Practices
 - Reduction in chloride use for de-icing practices at HS.
 - J&S Lawn Care on-going turf maintenance has reduced the need for chemical on campus grounds.
- Health and Safety Measures
 - GMAX turf testing
 - Monitor playground, parking lot, and campus in collaboration with instructional staff to address immediate safety concerns.
 - Trees/shrubs pruned → exterior safety collaboration with RFPD



Points of Pride

- Community Access and Usage Rates
 - Co-Curricular, Community Education, Community Youth programming, and Park/Rec collaboration.
 - Nearly every evening and weekend, our schools are used.
- Rebates and Rewards for Energy Savings Projects
 - In collaboration with the River Falls Municipal Utilities (Jennifer Willi) and Focus On Energy (Steve Cracker), we are able to identify projects and project components that will result in more efficient use of energy and that qualify for Focus on Energy Rebates.
- Wisconsin Public Power, Inc (WPPI)
 - RF Utilities is a member of WPPI. WPPI prioritized reductions in CO2 emissions, identifying renewable sources, while also remaining cost competitive.



Points of Pride



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

The regularly scheduled meeting of the River Falls School Board was called to order on Monday, December 16, 2024, at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. President Johnson Myers called the meeting to order at 6:00 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

President Stacy Johnson Myers, Vice President Alan Tuchtenhagen, Clerk Lindsey Curtis, members Bo Hirstein, Monica LaVold, Alison Page, and student representative Addison Reisdorfer were present. Treasurer Mike Miller was absent. 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. Director of Student Services Mark Inouye, Activities Director David Crail, Meyer Middle School Principal Mark Chapin, Rocky Branch Principal Ashley Bingenheimer, and Communications & Community Education Director Jenny Ames were present. River Falls High School seniors Maddy Range and Genevieve Kerr were also present.

HEARING OF VISITORS OR DELEGATIONS

FFA student representatives Mariah Sandberg and Morgan Matheson presented the board with fruit boxes, expressing their gratitude for the School Board's service to the district.

INFORMATIONAL ITEMS

A. Spotlight on Education: Fall Sports & Activities Recap

Crail provided an overview of the various fall sports and activities. Range highlighted the girls' volleyball season and Kerr spoke about the high school musical and marching band. Crail noted that the high school had a total of 311 athletes and the middle school had 125 athletes compete during the fall season.

B. Superintendent, Administrative, and Student Representative Reports

1. Student Representative Report

Reisdorfer provided a brief update on recent events at River Falls High School, including the commencement of the first round of senior interviews last week.

2. Administrative Reports

Student Services Goal Update 2024-25

Inouye presented the Student Services Wildly Important Goal (WIG) which states: 80% of Special Education Students will show above average growth (Student Growth Percentile of > 65) on universal Reading screeners from Fall to Spring. Inouye shared how the special education team arrived at the WIG and how they will monitor progress.

ACTION ITEMS

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

1. The Minutes from the November 18, 2024, Regular School Board meeting.

2. Accounts Payable and Payroll payments in the amount of \$4,851,800.26.

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 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) Motion carried unanimously (6-0).

B. Consideration and/or Action to approve December 2, 2024, Educational Program Committee recommendations

The Educational Program Committee met on December 2, 2024, to hear updates on the RFPME field trip to Eagle Bluff Environmental Center, cell phone procedures & usage, and finally to review the 2023-24 district report card.

Action: No action, informational only. Bell shared a presentation on Cell Phone/Personal Device Procedures and Elliott shared a presentation on the 2023-24 WI DPI District Report Card.

C. Consideration and/or Action to approve December 9, 2024 Personnel Committee recommendations

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.

Action:

1. Page moved, seconded by Hirstein to approve the 2025-26 School Year Calendar-Important Dates. Motion carried unanimously (6-0).

2. Johnson Myers moved, seconded by LaVold to approve the first reading of the new School Board Policy 453.4 Rule(3) Procedures for Administering Medication to Students on Field Trips, 453.4 Exhibit(1) Prescription Medication Authorization Form, 453.4 Exhibit(2) Medication Administration Incident Report, 453.4 Exhibit(3) Medication Recording Form, 453.4 Exhibit(4) Overnight Field Trip Health Information Form, and the 453.4 Exhibit(5) Over-the-Counter OTC Medication Authorization Form. Motion carried unanimously (6-0).

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

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.

Action: Curtis moved, seconded by Tuchtenhagen to direct Monica (LaVold), our delegate, to vote in the best interest of the School District of River Falls at the WASB convention. Motion carried unanimously (6-0). LaVold will meet with Superintendent Bell for further direction.

E. Begin School Board Self-Evaluation Process

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

Action: No action, informational only. Superintendent Bell provided an overview of the process for completing the 2025 School Board evaluation. In January, each school board member will complete an individual self-evaluation. The results, along with feedback from the administrative team, will be reviewed individually and then discussed as a School Board during the meeting on February 17th.

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

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

Action: LaVold moved, seconded by Page to approve the first reading of revised School Board Policy 172 Special School Board Meetings, 173 Closed Sessions, 183 Voting, 184 School Board Minutes, and the new School Board Policy 185 School Board Committees. Motion carried unanimously (6-0).

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

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](#))

Action: Page moved, seconded by Curtis to approve the second reading of the new School Board Policy 166-Rule School

Board Member Electronic Communications and revised School Board Policy 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, Rule(1) Employee Grievance Procedure, 527 Rule(2) Impartial Hearing Officer Selection Procedures, and 671.2 Expense Reimbursements. Motion carried unanimously (6-0).

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

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

Action: No suggestions at this time.

I. Schedule next School Board/Committee meetings

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

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.

ADJOURNMENT

President Johnson Myers declared the meeting adjourned at 7:46 p.m.

Lindsey Curtis, Clerk

SCHOOL DISTRICT OF RIVER FALLS
River Falls , Wisconsin 54022

January 2025 Board Meeting

Accounts Payable	AMOUNT
Checks # 220145 - 220452	\$670,875.39
ACH # 242500445-242500502	\$661,104.32
Wires The Standard, Mn Life, Payroll Taxes, WEA, Wis Deferred Comp, EBC, ETF (Employer Shared Responsibility) EyeMed, HSA Bank, WRS-Retirement, Postage HealthPartners (medical prem/dental fees/self funded claims)	\$1,586,045.08
NSF/Return of Funds	
Void Check #220254	-\$550.00

PAYROLL

Checks #	\$0.00
ACH # 997395661 - 997396911	\$1,634,464.20
Void 997395648	-\$1,847.00

\$4,550,091.99

Actual

FNB - General Money Market Balance	\$8,731,338.11
RCU - Money Market Balance	\$176,530.04

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

POST	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
12/6/2024	220145	3 SCHWEET SISTERS LLC	CE Class Pymt	\$ 522.00
12/6/2024	220148	ANDERSEN, VICTORIA	CE Clas Pymt	\$ 652.26
12/6/2024	220150	BESTUL, DAVE	officiating fees	\$ 350.00
12/6/2024	220151	BESTUL, GABRIEL	officiating fees	\$ 350.00
12/6/2024	220152	BJORNSTAL, CARL	officiating fees	\$ 210.00
12/6/2024	220153	BOOTH, RUSSELL	officiating fees	\$ 110.00
12/6/2024	220155	BRAUN INTERTEC CORPORATION	Tennis Ct Proj	\$ 1,075.50
12/6/2024	220156	BUMP, CAMERON	officiating fees	\$ 130.00
12/6/2024	220157	CAMPBELL, BROOKE	CE Class Pymt	\$ 615.03
12/6/2024	220158	CAMPBELL, GARY	officiating fees	\$ 165.00
12/6/2024	220159	CAREY, BARBARA	officiating fees	\$ 110.00
12/6/2024	220160	CARQUEST OF RIVER FALLS	Multiple Invoices	\$ 226.96
12/6/2024	220161	CHIPPEWA FALLS HIGH SCHOOL	WIAA BSW 12/7	\$ 150.00
12/6/2024	220162	CINTAS	Supplies	\$ 402.93
12/6/2024	220163	CLAY, ROSS	officiating fees	\$ 130.00
12/6/2024	220166	DUPREE, JAY	officiating fees	\$ 285.00
12/6/2024	220167	EAGLE BLUFF ENVIRONMENTAL LEARNING CENTER	Field Trip	\$ 1,141.75
12/6/2024	220168	EF INSTITUTE FOR CULTURAL EXCHANGE INC	Partial Trip Pymt	\$ 504.00
12/6/2024	220169	ELLSWORTH COMMUNITY SCHOOLS	WIAA WR 12/7	\$ 250.00
12/6/2024	220171	ETS CONSULTING LLC	partnership	\$ 897.00
12/6/2024	220172	EXPRESS SERVICES INC	sub fulfillment	\$ 2,176.00
12/6/2024	220173	FALLS THEATER	Field Trip	\$ 224.00
12/6/2024	220174	FAST COPY CENTER	student passes	\$ 142.19
12/6/2024	220177	FOOD SERVICE-SDRF	Multiple Invoices	\$ 7,998.48
12/6/2024	220178	FORKLIFTS OF MINNESOTA INC	annual testing	\$ 249.96
12/6/2024	220179	FULL COMPASS SYSTEMS	Multiple Invoices	\$ 237.54
12/6/2024	220180	GOPHER SPORT	supplies	\$ 1,699.43
12/6/2024	220182	HEALING ROOTS WELLNESS CENTER LLC	CE Class Pymt	\$ 100.65
12/6/2024	220183	JACKSON, DOMINICK	officiating fees	\$ 350.00
12/6/2024	220184	JACKSON & ASSOCIATES LLC	Roof Inspections	\$ 6,305.00
12/6/2024	220186	KETTLE MORAIN HIGH SCHOOL	WIAA GBB 11-29	\$ 110.00
12/6/2024	220187	KRAUS-ANDERSON CONSTRUCTION COMPANY	Tennis Ct Reno	\$ 247,486.10
12/6/2024	220189	LEE, SEONHEE	CE Class Pymt	\$ 713.75
12/6/2024	220190	LEMKE, FRED	officiating fees	\$ 175.00
12/6/2024	220191	LOFFLER COMPANIES INC	Prem Papercut	\$ 1,051.20
12/6/2024	220192	MENARDS	Multiple Invoices	\$ 521.04
12/6/2024	220193	MENOMONIE HIGH SCHOOL	WIAA BSW 11-26	\$ 160.00
12/6/2024	220194	MERKATORIS, AMBER	Multiple Invoices	\$ 445.79
12/6/2024	220195	MONROE TRUCK EQUIPMENT INC	Multiple Invoices	\$ 811.44
12/6/2024	220197	OTTO, DYLAN	officiating fees	\$ 635.00
12/6/2024	220198	PARTS TOWN LLC	Belt Conveyor	\$ 343.54
12/6/2024	220200	PIERCE COUNTY SOLID WASTE DEPT	Tire disposal	\$ 136.00
12/6/2024	220202	PLUM, SARAH	reim supplies	\$ 206.54
12/6/2024	220203	PRESCOTT HIGH SCHOOL	WIAA GBB 12/7	\$ 200.00

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

12/6/2024	220207	RIVER FALLS CHAMBER OF COMMERCE	membership	\$ 199.00
12/6/2024	220208	RIVER FALLS YOUTH HOCKEY ASSOC	rink rental	\$ 12,000.00
12/6/2024	220209	RICHARTZ, GRAYDON	officiating fees	\$ 240.00
12/6/2024	220210	RISE VISION INC	SUBSCRIPTION	\$ 999.00
12/6/2024	220211	RIVER FALLS ACE HARDWARE	Multiple Invoices	\$ 991.79
12/6/2024	220212	RIVER FALLS GOLF CLUB INC	Multiple Invoices	\$ 3,000.00
12/6/2024	220213	SCHOLASTIC INC	SUBSCRIPTION	\$ 164.84
12/6/2024	220214	SHAW, JAMES	officiating fees	\$ 510.00
12/6/2024	220215	STICHT, IAN	Multiple Invoices	\$ 1,682.35
12/6/2024	220216	STOUT, FRANK	officiating fees	\$ 110.00
12/6/2024	220217	THE JOURNAL	legal postings	\$ 346.50
12/6/2024	220218	THE WASHINGTON POST	SUBSCRIPTION	\$ 2,500.00
12/6/2024	220219	ULINE	Shelves	\$ 1,620.00
12/6/2024	220220	UNITED WAY ST CROIX VALLEY	Multiple Invoices	\$ 175.00
12/6/2024	220221	WHITE, NICK	officiating fees	\$ 130.00
12/6/2024	220222	WILS	Multiple Invoices	\$ 8,595.90
12/6/2024	220223	WISCONSIN RAPIDS LINCOLN HS	WIAA GYM 12/7	\$ 230.00
12/6/2024	220224	WISCONSIN DEPT OF REVENUE	Payroll accrual	\$ 382.22
12/6/2024	220225	WOLD, BRYCE	officiating fees	\$ 285.00
12/13/2024	220226	95 PERCENT GROUP	Multiple Invoices	\$ 5,250.00
12/13/2024	220227	ACT INC	online scoring	\$ 765.00
12/13/2024	220228	ADAMS FRIENDSHIP AREA SCHOOL DISTRICT	WIAA WR B&G	\$ 250.00
12/13/2024	220230	ADAMS FRIENDSHIP AREA SCHOOL DISTRICT	WIAA WR B&G	\$ 400.00
12/13/2024	220231	ANATOMAGE	science tablets	\$ 9,650.00
12/13/2024	220232	ARRIOLA, MARK	officiating fees	\$ 175.00
12/13/2024	220233	AT&T	monthly invoice	\$ 1,389.69
12/13/2024	220234	AUTO VALUE	Multiple Invoices	\$ 240.77
12/13/2024	220235	AVS COMPANIES	vending repairs	\$ 468.75
12/13/2024	220236	BALDWIN LIGHTSTREAM	phone/internet	\$ 1,601.84
12/13/2024	220238	BO JON'S FLOWERS & GIFTS	ag class flowers	\$ 186.00
12/13/2024	220239	BOOTH, RUSSELL	officiating fees	\$ 110.00
12/13/2024	220240	BORCHARDT, REAGAN	officiating fees	\$ 110.00
12/13/2024	220241	BORN INTO ROYALTY LLC	Musical Contractor	\$ 2,500.00
12/13/2024	220242	BOWERS HYNES, SOMMER	Reim supplies	\$ 454.89
12/13/2024	220243	BRANDVOLD, KARIN	reim mileage	\$ 104.52
12/13/2024	220245	BSN SPORTS	GBB Uniforms	\$ 4,795.00
12/13/2024	220247	CANON FINANCIAL SERVICES INC	Multiple Invoices	\$ 3,257.56
12/13/2024	220249	CHAPIN, MARK	officiating fees	\$ 110.00
12/13/2024	220250	CHILDREN'S THEATRE COMPANY	Field Trip	\$ 905.00
12/13/2024	220251	CHIPPEWA FALLS HIGH SCHOOL	wiaa; gym 12/14	\$ 250.00
12/13/2024	220252	CINTAS	Supplies	\$ 268.82
12/13/2024	220253	COLUMN SOFTWARE PBC	Multiple Invoices	\$ 383.67
12/13/2024	220254	CUTTER, SAMUEL	Contractor; Musical	\$ 550.00
12/13/2024	220255	CYCLONE FENCE INC	Multiple Invoices	\$ 14,327.00
12/13/2024	220256	DECHEINE, LAURA	Musical Contractor	\$ 1,000.00
12/13/2024	220258	DIXEN, TROY	Musical Contractor	\$ 3,000.00
12/13/2024	220260	DURAND, JACOB	officiating fees	\$ 155.00

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

12/13/2024	220262	DWD-UI	Benefit charges	\$ 384.56
12/13/2024	220263	DYKSTRA, ADAM	reim lego league	\$ 374.00
12/13/2024	220265	EXPRESS SERVICES INC	sub fulfillment	\$ 384.00
12/13/2024	220266	FAST COPY CENTER	Multiple Invoices	\$ 1,926.00
12/13/2024	220269	FEYEREISEN, JERRETT	Musical Contractor	\$ 550.00
12/13/2024	220271	FOOD SERVICE-SDRF	Multiple Invoices	\$ 594.50
12/13/2024	220272	FORK FARMS LLC	supplies	\$ 899.40
12/13/2024	220273	GENERATION GENIUS INC	renewal	\$ 299.00
12/13/2024	220275	GRAINGER	Multiple Invoices	\$ 363.56
12/13/2024	220279	HILLYARD INC MPLS	Multiple Invoices	\$ 2,002.03
12/13/2024	220280	HOVLAND, LANCE	Musical Contractor	\$ 550.00
12/13/2024	220282	HUMPHREY, KALLEY	reim license	\$ 136.00
12/13/2024	220284	INOUYE, MARK	reim mileage	\$ 149.81
12/13/2024	220285	JAECKEL, JILL	Musical Contractor	\$ 550.00
12/13/2024	220286	J H LARSON COMPANY	Emergency lights	\$ 496.97
12/13/2024	220287	JOSTENS INC	diploma covers	\$ 2,525.45
12/13/2024	220288	KELSEY, DUSTIN	officiating fees	\$ 110.00
12/13/2024	220290	KNOX, THOMAS	NB Cash Adv	\$ 2,500.00
12/13/2024	220292	KWIK TRIP INC	Fuel	\$ 2,601.60
12/13/2024	220293	LARSON'S APPLIANCE CENTER	Washing Machine	\$ 741.00
12/13/2024	220294	LEARN ENGINES	supplies	\$ 1,465.77
12/13/2024	220295	LINN, MEGAN	NB Cash Adv	\$ 2,000.00
12/13/2024	220298	LONG, LAURA	Contractor; Musical	\$ 2,500.00
12/13/2024	220300	MACKIN EDUCATIONAL RESOURCES	media supplies	\$ 1,138.89
12/13/2024	220302	MERIDIAN CONSULTING GROUP	Health/Safety	\$ 1,620.00
12/13/2024	220303	MINUTEMAN PRESS	Wiley's supplies	\$ 242.89
12/13/2024	220310	PLUM, SARAH	reim supplies	\$ 703.89
12/13/2024	220311	PREMIER TRUCK GROUP	Parts	\$ 384.57
12/13/2024	220312	PRIVATE LINES INC	work at WS	\$ 1,695.00
12/13/2024	220313	PRONSCHINSKE, GAIL	officiating fees	\$ 150.00
12/13/2024	220314	PTACEKS FAMILY MARKET	Multiple Invoices	\$ 3,764.29
12/13/2024	220315	REVELS, NORMA	lic/fingerprinting	\$ 136.00
12/13/2024	220316	RICHARTZ, GRAYDON	officiating fees	\$ 175.00
12/13/2024	220317	RICHISON, JAMES II	officiating fees	\$ 175.00
12/13/2024	220318	RIVER FALLS FOOD PANTRY	donation	\$ 235.00
12/13/2024	220320	ROGERS, NANCY	reim mileage	\$ 217.75
12/13/2024	220322	RUDIG TROPHIES	supplies	\$ 908.31
12/13/2024	220323	SANVILLE, BRYCE	Contractor; Musical	\$ 550.00
12/13/2024	220326	ST CROIX GAS	Multiple Invoices	\$ 14,232.69
12/13/2024	220327	STEVE WEISS MUSIC	band supplies	\$ 281.85
12/13/2024	220329	TANK, HEATHER	contractor; Musical	\$ 550.00
12/13/2024	220330	TEACHER SYNERGY LLC	Multiple Invoices	\$ 137.50
12/13/2024	220331	TOYBOX LABS INC	3D Printer	\$ 439.00
12/13/2024	220332	TRANSPARENT CLASSROOM	November Charges	\$ 400.00
12/13/2024	220333	VERIZON WIRELESS	Cell Phones	\$ 2,040.18
12/13/2024	220335	WAGNER, KAYLEE	officiating fees	\$ 110.00
12/13/2024	220336	WALKER, JACY	reim supplies	\$ 124.85

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

12/13/2024	220339	WEISLOW, SUSAN	Wellness Project	\$ 480.00
12/13/2024	220340	WI CENTER FOR ED PRODUCTS AND SERVICES	supplies	\$ 105.00
12/20/2024	220342	ADA SPORTS & RACKETS LLC	PE equipment	\$ 986.00
12/20/2024	220343	ALFVEBY, DENNIS	accompanist	\$ 300.00
12/20/2024	220346	APPLE INC	laptop	\$ 2,408.00
12/20/2024	220348	AT&T BUSINESS DIRECT	Multiple Invoices	\$ 1,904.81
12/20/2024	220349	BESTUL, DAVE	officiating fees	\$ 175.00
12/20/2024	220350	BESTUL, NOAH	officiating fees	\$ 255.00
12/20/2024	220351	BINGENHEIMER, ASHLEY	travel exp/supplies	\$ 380.06
12/20/2024	220354	BSN SPORTS	Multiple Invoices	\$ 6,775.80
12/20/2024	220355	BUILDING CONTROLS & SOLUTIONS	Actuator	\$ 667.78
12/20/2024	220356	CAMPBELL, GARY	officiating fees	\$ 130.00
12/20/2024	220357	CAREY, BARBARA	officiating fees	\$ 110.00
12/20/2024	220358	CARLIN SALES CORPORATION	supplies	\$ 702.40
12/20/2024	220359	CHANHASSEN DINNER THEATRES	CE White Xmas tx	\$ 1,880.84
12/20/2024	220360	CHAFFEE, ANDREA	reim supplies	\$ 207.45
12/20/2024	220361	CINTAS	Supplies	\$ 313.04
12/20/2024	220362	CRAIL, DAVID	Multiple Invoices	\$ 508.39
12/20/2024	220363	DAN PAULUS	CE Winter catalog	\$ 1,200.00
12/20/2024	220365	DUCKLOW, MAKENA	officiating fees	\$ 210.00
12/20/2024	220366	DURAND, JACOB	officiating fees	\$ 155.00
12/20/2024	220367	EAU CLAIRE MEMORIAL HIGH SCHOOL	WIAA BSW 12/21	\$ 150.00
12/20/2024	220368	ECKARDT, CASEY	officiating fees	\$ 110.00
12/20/2024	220370	EMMERT, JAY	officiating fees	\$ 110.00
12/20/2024	220371	EPSTEIN, GARY	Driver Meals	\$ 162.00
12/20/2024	220373	EXPRESS SERVICES INC	sub fulfillment	\$ 2,048.00
12/20/2024	220374	FINSTAD, CRAIG	officiating fees	\$ 110.00
12/20/2024	220377	GRAPHIC DESIGN INC	CE Winter catalog	\$ 6,591.81
12/20/2024	220378	GRAY, TANIA	officiating fees	\$ 165.00
12/20/2024	220380	GUTHRIE THEATER	CE Mousetrap tx	\$ 269.30
12/20/2024	220381	HANSON, JENNA	reim mileage	\$ 218.02
12/20/2024	220382	HAPPINESS IN A CUP WI	staff shirts	\$ 810.00
12/20/2024	220386	HILLYARD INC MPLS	Multiple Invoices	\$ 27,190.43
12/20/2024	220387	HUDSON PHYSICIANS	training svcs	\$ 2,721.88
12/20/2024	220389	JACKSON, DOMINICK	officiating fees	\$ 175.00
12/20/2024	220390	JAYTECH INC	Testing	\$ 3,736.64
12/20/2024	220391	JOHNSON TRACTOR INC	kubota equip	\$ 1,250.00
12/20/2024	220392	KAHUT-LOOMIS, MICHELLE	officiating fees	\$ 165.00
12/20/2024	220394	KILKARNEY HILLS GOLF COURSE	Banquet: G S&D	\$ 1,192.50
12/20/2024	220395	KUPKA, EMILY	officiating fees	\$ 165.00
12/20/2024	220397	LOFFLER COMPANIES INC	Multiple Invoices	\$ 4,580.86
12/20/2024	220398	LUCAS, MARY JEAN	officiating fees	\$ 165.00
12/20/2024	220401	M-B COMPANIES INC	sweeper motor	\$ 912.13
12/20/2024	220402	MACKIN EDUCATIONAL RESOURCES	Multiple Invoices	\$ 3,139.66
12/20/2024	220403	MADER, RACHEL	char ed supplies	\$ 112.39
12/20/2024	220405	MANSFIELD SERVICE PARTNERS	Fuel	\$ 19,573.28
12/20/2024	220406	MAPHIS, FRED	officiating fees	\$ 310.00

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

12/20/2024	220407	MAROTZ, ALAN	officiating fees	\$ 110.00
12/20/2024	220408	MARK'S PLUMBING PARTS	Multiple Invoices	\$ 3,577.94
12/20/2024	220409	MASTERCARD CORPORATE CLIENTS	Multiple Invoices	\$ 28,192.45
12/20/2024	220410	MATZEK, BART	officiating fees	\$ 220.00
12/20/2024	220411	MATZEK, BRADLEY	officiating fees	\$ 110.00
12/20/2024	220412	MATZEK, MIKE	officiating fees	\$ 110.00
12/20/2024	220413	MENARDS	Multiple Invoices	\$ 440.57
12/20/2024	220414	MIDWEST BUS PARTS INC	Multiple Invoices	\$ 325.58
12/20/2024	220415	MILLER, THOMAS III	officiating fees	\$ 110.00
12/20/2024	220416	MINNTEX CITRUS INC	FFA Fruit	\$ 30,635.90
12/20/2024	220419	NELSON'S BUS SERVICE INC	Supplies	\$ 504.99
12/20/2024	220420	NELCO	AP Checks	\$ 343.60
12/20/2024	220421	NELSON, BRIAN	Multiple Invoices	\$ 154.09
12/20/2024	220424	NEWS-2-YOU	renewal	\$ 249.99
12/20/2024	220426	O'MALLEY, JENNA	reim gbb supplies	\$ 775.82
12/20/2024	220428	OTIS ELEVATOR COMPANY	firebox & keys	\$ 877.60
12/20/2024	220430	PETER, COURTNEY	reim supplies	\$ 111.58
12/20/2024	220431	PIERCE COUNTY TREASURER	Property Taxes	\$ 2,526.93
12/20/2024	220432	PREMIER TRUCK GROUP	Parts	\$ 179.68
12/20/2024	220433	RAPTOR TECHNOLOGIES	renewal	\$ 695.00
12/20/2024	220435	REID, MONICA	reim supplies	\$ 100.47
12/20/2024	220436	RICHISON, JAMES II	officiating fees	\$ 175.00
12/20/2024	220438	RIVER FALLS MUNICIPAL	Multiple Invoices	\$ 56,832.23
12/20/2024	220439	ROCKY MOUNTAIN RECOGNITION INC	Character Banners	\$ 1,346.00
12/20/2024	220440	SCIENCE MUSEUM OF MINNESOTA	field trip	\$ 660.00
12/20/2024	220441	SISKO, RYAN	officiating fees	\$ 175.00
12/20/2024	220442	ST CROIX CENTRAL SCHOOLS	FBLA Conf Reg	\$ 350.00
12/20/2024	220443	STEINER PLUMBING & ELECTRIC INC	IT mini split	\$ 10,100.00
12/20/2024	220444	STOLL, TERRY	skinfold testing	\$ 342.00
12/20/2024	220445	STOUT, FRANK	officiating fees	\$ 110.00
12/20/2024	220446	TESTOUT CORPORATION	license	\$ 1,749.00
12/20/2024	220447	UNITED WAY ST CROIX VALLEY	Multiple Invoices	\$ 175.00
12/20/2024	220449	UWRF BEEF MANAGEMENT TEAM	food svc beef	\$ 4,344.00
12/20/2024	220450	WILS	renewal	\$ 721.35
12/20/2024	220451	WISCONSIN DEPT OF REVENUE	Payroll accrual	\$ 382.22
12/6/2024	242500445	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 4,959.52
12/6/2024	242500446	BAUER BUILT INC	Supplies	\$ 1,234.72
12/6/2024	242500447	BRAY ASSOCIATES ARCHITECTS INC	ref services	\$ 269,791.28
12/6/2024	242500448	CESA 9	WVS COURSES	\$ 15,370.00
12/6/2024	242500449	COMPUTER INTEGRATION TECHNOLOGIES INC	mgd services	\$ 1,760.00
12/6/2024	242500450	DUJET RESOURCE GROUP INC	Multiple Invoices	\$ 2,931.50
12/6/2024	242500451	HUB 70 DESIGN AND PRINT LLC	Multiple Invoices	\$ 286.22
12/6/2024	242500452	HUDL	membership	\$ 333.28
12/6/2024	242500453	INSTRUMENTAL MUSIC CO.INC.	Multiple Invoices	\$ 134.83
12/6/2024	242500454	LEARNING A-Z	licenses	\$ 248.00
12/6/2024	242500455	MISSISSIPPI WELDERS SUPPLY COMPANY INC	supplies	\$ 362.44
12/6/2024	242500456	PARAGON DEVELOPMENT SYSTEMS INC	Multiple Invoices	\$ 2,013.68

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

12/6/2024	242500457	PERMA-BOUND	book order	\$ 1,076.05
12/6/2024	242500459	RIVER CITY DISPOSAL INC.	Garbage/Recycling	\$ 3,243.27
12/6/2024	242500461	SECURITY CHECK ME LLC	Multiple Invoices	\$ 210.00
12/6/2024	242500462	STAPLES -(PAPER)	Multiple Invoices	\$ 5,242.83
12/13/2024	242500463	AIR COMMUNICATIONS OF WI INC	repeater rent	\$ 581.28
12/13/2024	242500464	ALL STAR CUSTOM AWARDS INC	supplies	\$ 365.00
12/13/2024	242500465	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 2,878.17
12/13/2024	242500466	ARCHKEY TECHNOLOGIES	card reader	\$ 6,047.63
12/13/2024	242500467	BAUER BUILT INC	Supplies	\$ 609.00
12/13/2024	242500468	C & L COMMUNICATIONS INC	Nov locates	\$ 3,672.00
12/13/2024	242500469	CESA 9	WVS CLASSES	\$ 290.00
12/13/2024	242500470	CHARTWELLS	Nov invoice	\$ 206,613.18
12/13/2024	242500471	CHIPPEWA VALLEY SPORTING GOODS	Multiple Invoices	\$ 866.57
12/13/2024	242500472	CITY OF RIVER FALLS	Multiple Invoices	\$ 2,000.00
12/13/2024	242500474	FAMILY FRESH - SPARTANNASH COMPANY	Multiple Invoices	\$ 216.55
12/13/2024	242500475	FOX DEN BOOKS	Library supplies	\$ 363.94
12/13/2024	242500476	HAUG WASH LLC	supplies	\$ 217.00
12/13/2024	242500477	HUB 70 DESIGN AND PRINT LLC	Multiple Invoices	\$ 759.02
12/13/2024	242500478	HUEBSCH	Multiple Invoices	\$ 240.97
12/13/2024	242500479	J W PEPPER & SON INC	choir music	\$ 343.49
12/13/2024	242500480	NEO ELECTRICAL SOLUTIONS LLC	Kiln Electrical	\$ 2,480.87
12/13/2024	242500481	SCHAEFFER MFG INC	Synthetic Oil	\$ 594.72
12/13/2024	242500482	ST CROIX VALLEY RESTORATIVE SERVICES INC	Student Therapy	\$ 7,650.00
12/13/2024	242500483	STAPLES -(PAPER)	Multiple Invoices	\$ 748.80
12/13/2024	242500484	UWRF	field rental	\$ 5,720.00
12/20/2024	242500486	ADVANCED LIGHT & SOUND LLC	System Repair	\$ 2,329.00
12/20/2024	242500487	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 5,428.45
12/20/2024	242500488	BOARDMAN & CLARK LLP	legal	\$ 504.00
12/20/2024	242500489	COMPUTER INTEGRATION TECHNOLOGIES INC	Multiple Invoices	\$ 3,373.18
12/20/2024	242500490	CITY OF RIVER FALLS	Multiple Invoices	\$ 16,000.00
12/20/2024	242500491	GALLAGHER BENEFIT SERVICES INC	consulting svcs	\$ 5,000.00
12/20/2024	242500492	GEORGE SIEGFRIED CONSTRUCTION COMPANY	Multiple Invoices	\$ 53,710.64
12/20/2024	242500493	HUB 70 DESIGN AND PRINT LLC	Multiple Invoices	\$ 419.50
12/20/2024	242500494	J W PEPPER & SON INC	choir music	\$ 125.00
12/20/2024	242500495	NEO ELECTRICAL SOLUTIONS LLC	service call	\$ 350.00
12/20/2024	242500496	PERMA-BOUND	books for GW	\$ 117.99
12/20/2024	242500497	RF REN PROJECT LLC	Jan Rent/insur	\$ 18,476.16
12/20/2024	242500498	RIVERLAND LASER LLC	supplies	\$ 359.91
12/20/2024	242500499	STAPLES -(PAPER)	Multiple Invoices	\$ 796.20
12/20/2024	242500500	STEEL TOWNE R.F.	supplies	\$ 910.09
12/20/2024	242500501	WILLIAM V MACGILL AND CO	Sharps Containers	\$ 138.00
12/20/2024	242500502	WI ASSOC OF FFA INC	conf reg	\$ 350.00

RIVER FALLS BOARD OF EDUCATION MEETING

Monday, January 20, 2025

Personnel Agenda:

1. Recommended approval of the employment of Erik Wild as 1.0 FTE Long Term Substitute Special Education Teacher at River Falls High School effective January 2, 2025 through June 9, 2025 (vacant position).
2. Recommended approval of the hiring of the following short-term, on call Substitute Teachers:
 - a. Krista Ottino
 - b. Mary Cormican
 - c. Holly Kruger
 - d. Theodore Sullivan
 - e. Annika Gunderson
 - f. Erin Bitter
 - g. Lori McGinty
 - h. Gabrielle Lord-Klein

School District of River Falls
Educational Program Committee Meeting Report

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

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

PRESENT

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

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS – None

4. APPROVE THE MEMO TO ESTABLISH SEATS FOR OPEN ENROLLMENT

Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, presented the district memo to officially establish available student seats for Open Enrollment in the 2025-26 school year.

Action: Monica LaVold moved, seconded by Lindsey Curtis to approve the memo to establish seats for Open Enrollment. The motion passed 3-0.

5. APPROVE THE DISTRICT'S NOTICE OF EDUCATIONAL OPTIONS

Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, presented the District's Notice of Educational Options for approval pursuant to Wisconsin State Statute 115.28(54m). Educational options must be approved and posted on an annual basis prior to the Open Enrollment window being opened.

Action: Alan Tuchtenhagen moved, seconded by Monica LaVold to approve the RFSD Educational Options for 2025. The motion passed 3-0.

6. REVIEW POLICY 347 STUDENT RECORDS

Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, presented Policy 347 Student Records. This policy outlines purposes for maintaining student records.

Action: Discussed and tabled until February 3rd, 2025 Educational Program Committee Meeting.

7. REVIEW POLICY 347-RULE GUIDELINES FOR THE CONFIDENTIALITY AND MAINTENANCE OF STUDENT RECORDS

Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, presented revised School Board Policy 347-Rule Guidelines for the Confidentiality and Maintenance of Student Records. This policy defines records and outlines procedures for maintaining the confidentiality and proper handling of student records, ensuring that personal information about students is protected and only accessed by authorized personnel.

Action: Discussed and tabled until February 3rd, 2025 Educational Program Committee Meeting.

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

Committee members asked to hear more information regarding WIAA Name, Image, and Likeness proposed amendment. Alan Tuchtenhagen shared an article based on a statement from Governor Tony Evers regarding the changes to state testing benchmarks.

Action: None

9. SCHEDULE NEXT EDUCATIONAL PROGRAM COMMITTEE MEETING

Action: Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, February 3, 2025, 6:00 p.m.

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

10. **ADJOURN** at 6:53 p.m.

Alan Tuchtenhagen, Educational Program Committee Chair



January 8, 2025

Administrative recommendation to the River Falls School Board of Education for Open Enrollment during the 2025-26 school year:

The School Board of River Falls shall follow Policy #423 (and #423-Rule) when making all open enrollment decisions.

Enrollment projections in the School District of River Falls have been cast forward based on current student enrollment and has determined its available seat capacity for the 2025-26 school year for regular education students to be:

RF4C – unlimited seats

Greenwood ES, River Falls Public Montessori Elementary, Rocky Branch ES and Westside ES

Grade K - twenty (20) seats
Grades 1 through 5 - fifteen (15) seats per grade

Meyer Middle School

Grades 6 through 8 - fifteen (15) seats per grade

River Falls High School

Grade 9 - twenty (20) seats
Grade 10 through 12 - fifteen (15) seats per grade

Renaissance Charter Academy

Grades 9-12 – fifteen (15) seats

Special education seats are determined based on a review of numbers and caseloads in our various programs of focus. Open enrollment may be considered if the district is able to provide special education and related services required in the students IEP, and if there is space available in those programs. Based on a review of current special education numbers and caseloads, and enrollment projections for the 2025-26 school year, available seats in each program area are as follows:

Early Childhood Special Education (EC & RF4C)

Cross Categorical Program	Zero (0) Seats
Speech/Language Program	Zero (0) Seats

Elementary Schools (Grades JK-5)

Cross Categorical Program: Behavioral Focus	Zero (0) Seats
Cross Categorical Program: Academic Focus	Zero (0) Seats
Cross Categorical Program: Center Based	Zero (0) Seats
Speech/Language Services	Zero (0) Seats

Middle School School (Grades 6-8)

Cross Categorical Program: Behavioral Focus	Zero (0) Seats
Cross Categorical Program: Academic Focus	Zero (0) Seats
Cross Categorical Program: Center Based	Zero (0) Seats
Speech/Language Services	Zero (0) Seats



High School (Grades 9-12+)

Cross Categorical Program: Behavioral Focus	Zero (0) Seats
Cross Categorical Program: Academic Focus	Zero (0) Seats
Cross Categorical Program: Center Based	Zero (0) Seats
Speech/Language Services	Zero (0) Seats
Project Search Program	Zero (0) Seats

District Services (EC-12+)

Vision Impaired Services	Zero (0) Seats
Deaf/ Hard of Hearing Services	Zero (0) Seats
Adaptive Physical Education Services	Zero (0) Seats



School District of River Falls

Educational Options

Pursuant to Wisconsin State Statute 115.28 (54m), notice must be provided regarding the educational options available to all students who are at least three years old, but not yet 18 years old. Each of the [following areas](#) represent educational options for Wisconsin students.

The School District of River Falls “Exceeded Expectations” on the Wisconsin Department of Public Instruction’s District Report Card for the 2023-24 school year. Specific district and school report cards can be located at <https://apps2.dpi.wi.gov/reportcards/>. Report card data can also be found on each of our School District of River Falls website, under Academic Services.

The School District of River Falls offers students a variety of educational options to children who reside within the boundaries of the School District of River Falls. The District’s primary educational pathway and instructional program for students begin with our 4-year-old kindergarten program through 12th grade. The District’s educational options and recent school performance category (if applicable) are listed below:

Enrollment Options:

- Attendance at resident public schools
- Attendance at private schools participating in the Wisconsin Private School Choice
- Program attendance at local district charter schools
- Attendance at virtual schools
- Full-time open enrollment
- Early College Credit Program and Start College Now Program
- Partial enrollment options for pupils enrolled in a home-based private educational program
- Parents of children with disabilities are also advised that there is a special needs voucher program

School District of River Falls Specific Options:

River Falls 4 Children (4C) Community Sites:

Abundant Life - (Subject to certified staffing)

Jacob’s Ladder

Little Adventures 1

Little Adventures 2

The University Preschool

UW-River Falls CHILD Center

River Falls Public Montessori Elementary

Rocky Branch Elementary

Elementary Schools:

- Greenwood Elementary School - Exceeds Expectations
- River Falls Public Montessori Elementary(Charter School) - Exceeds Expectations
- Rocky Branch Elementary School - Meets Expectations
- Westside Elementary School - Meets Expectations

Middle School:

- Meyer Middle School - Exceeds Expectations

High Schools:

- Renaissance Charter Academy (Charter School) - Alternate Accountability Ranking (Satisfactory Progress)
- River Falls High School - Meets Expectations

River Falls Private School Options:

- St. Bridget's Catholic Community

Additional Educational programs offered to eligible students who are enrolled in and attending school in the School District of River Falls include:

- Early childhood special education (for students who are at least 3 years old, prior to school-age)
- Special education for students with disabilities
- English learner services
- Career and Technical Education (CTE) Academies and local programs
- Gifted and Talented programming
- Alternative educational program(s)
- Summer school programming
- Character education initiatives
- Academic and Career Planning Initiatives
- College and Career Fairs

Charter School Programs Offered in the River Falls School District:

River Falls Public Montessori Elementary

River Falls Public Montessori Elementary (4K-6) is a collaborative community that supports the development of intrinsically motivated, inquisitive, critical thinking citizens who realize their full potential to serve and positively impact the world. By following the Montessori Method, we promote individualized learning through the exploration and inquiry in multi-aged communities to develop the whole child. For more information, please visit our webpage at <https://www.rfsd.k12.wi.us/schools/montessori/>.

Renaissance Charter Academy (RCA)

The Renaissance Charter Academy (9-12) is an innovative, charter school that offers programs to meet the needs of a wide range of learners. Our specialty lies in the area of individualized learning with social and emotional support. The Renaissance Academy partners with the River Falls High School to offer students a larger variety of courses, electives, sports, activities, and clubs. We also offer dual credit courses in cooperation with local technical colleges. We ensure that all students have a firm grasp of core academics and skills necessary to achieve post-secondary life goals. Students at the Renaissance Academy are expected to demonstrate independent learning skills and embrace the concept of lifelong learning. For more information, please visit our webpage at <https://www.rfsd.k12.wi.us/schools/renaissance/>.

High School Program Highlights:

Students at River Falls High School (RFHS) have a wide variety of educational opportunities throughout their time enrolled. These opportunities are provided to meet the needs of our students with variation in coursework as well as to personalize their learning experience to best meet their individual needs. Additionally, we strive to ensure we are providing quality opportunities aligned with our district and community expectations. Below are opportunities provided for current students enrolled at RFHS:

Face-to-Face Classroom Instruction:

Students at River Falls High School have the opportunity to enroll in a wide variety of coursework in core academic classes, visual arts, performing arts, career and technical education, family consumer science, and other elective opportunities. These courses offered by RFHS staff are offered through face-to-face instruction or hybrid online courses taught using our learning management system; Schoology. Students participating in these educational opportunities are held accountable to the grading for learning guidelines identified by RFHS and included in our student handbook. These expectations are further communicated in teacher syllabi and/or course expectation guidelines.

Work-Based Learning

Students are offered an opportunity to “earn while they learn”. Students explore real work career opportunities through one of these three school-to-work programs:

Work Experience

- Students earn .5 credits per term for working 90+ hours with a maximum of 1 credit during their high school career.
- Students learn to use employability skills valued by employers while helping students explore career interests.
- Students who successfully complete this program will earn a Employability Skills Certificate issued through the Wisconsin Department of Public Instruction.
- A student's job does not need to fall within any specific CTE program area.

Cooperative Skills (Co-Op)

- The Co-Op program offers juniors and seniors a course of study that integrates academic work, worksite learning, and paid work experience.
- This program is administered through the Wisconsin Department of Public Instruction where upon successful completion, awards students with a state issued certificate.
- There are several specific program areas from which the student’s job must qualify (Agriculture/Agribusiness, Business, Childcare, Assistant Child Care Teaching, (ACCT)/Infant-Toddler, Food Service, IT, Marketing, Employability Skills Certificate and Youth Leadership Certificate).
- Requires 480 hours of work experience and concurrent related CTE classes.

Youth Apprenticeship (YA)

- Rigorous one or two year state certification program combining academic and technical instruction with mentored, paid, on-the-job training.
- Upon successful completion of their apprenticeship, students earn a certificate issued by the State of Wisconsin Department of Workforce Development that will become a permanent record on their high school transcript.
- Students must take related high school or college classes that help to enhance their worksite experience.
- Students must complete a minimum of 450 hours at their YA worksite each year.
- Open to juniors and seniors.

Students may earn a maximum of six high school credits for YA. Total credits earned for YA will be based on a combination of specific job and hours worked.

Additional Course Opportunities

Online Courses (WVS) Hybrid Courses

Advanced Placement (AP)

Start College Now (SCN)

Dual Academic Credit Program (DACP)

Transcribed Credits (TC)

Advanced Standing (AS)

Independent Study (IS)

Wisconsin Virtual School (WVS) Courses:

Students at RFHS are provided with the opportunity to participate in coursework offered through WVS. These courses are offered online through a partnership with CESA 9. RFHS students who enroll in WVS coursework have access to additional course opportunities not always offered at RFHS. RFHS has an identified Local Education Guide (LEG) who facilitates all student enrollment in WVS coursework. Our LEG conducts an introduction meeting with students, sends out regular student progress reports, and is available as a liaison if students have any difficulty in the online learning environment.

Why do we use WVS?

- WVS allows us the opportunity to offer courses that we are not able to offer at RFHS.
- WVS allows students to enroll in courses for students who want to participate in other priority courses that conflict with scheduled offerings.
- WVS allows students to personalize their schedule, course selection, and best meet their learning style.
- WVS strives to offer quality courses through their program, has established criteria and standards in which they select their providers, and regularly review and update their course offerings.

Early College Credit Program:

Early College Credit Program (ECCP) is a collaborative program between RFHS, UWRF, CVTC, and WITC. Students may enroll in college level courses that earn high school and college or technical school credit. Admission is based on school records and/or special interest courses, approval by the School Board, and available space. If approved, tuition and fees are paid by the school district. Application deadlines are March 1 for fall semester and October 1 for spring semester. Students may not enroll in more than 18 credits during their junior and senior years. Upon enrollment in an ECCP course, it is the student's responsibility to notify the college or technical school if the student decides not to take the course. This must be accomplished prior to the first class session in order to avoid enrollment charges. Students/families will be required to reimburse the school district for tuition costs in the event of failed or incomplete ECCP classes.

Part-time Open Enrollment:

Part-time Open Enrollment provides a means for Wisconsin students to take courses offered by other Wisconsin school districts and also includes the opportunity for students to enroll in courses offered by charter schools, various institutions of higher education, and approved nonprofit organizations at no cost to the student. Specifically, Part-time Open Enrollment allows students enrolled in a public school district to take up to two courses at any time from an educational institution. Part-time Open Enrollment applications must be submitted and received 6 weeks prior to the start of any course.

For more information, please contact the Director of Academic Services office at (715) 425-1800.

Updated: January, 2025

School District of River Falls
Finance and Facilities Committee Meeting Report

Monday, January 13, 2025 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

The School Board's Finance and Facilities Committee meeting was held on Monday, January 13, 2025 at District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Miller 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 Mike Miller (Chair), Bo Hirstein and Alison Page were present. Also present were Board members Lindsey Curtis, Stacy Johnson Myers, Monica LaVold and Alan Tuchtenhagen. Superintendent David Bell, Director of Human Resources and Leadership Development, and Director of Finance and Facilities Lynette Coy 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. FACILITIES PROJECTS BID UPDATE

The Administration, Kraus-Anderson and Bray Architects provided an update on the bids for the facilities projects. The projects are on plan, on budget and on schedule.

Action: None, informational only.

5. 2024-25 BUDGET UPDATE

The Director of Finance & Facilities provided a 2024-25 budget update through November 2024.

Action: None, information only.

6. REQUEST FOR PROPOSAL (RFP) FOR AUDIT SERVICES DISCUSSION

The Director of Finance discussed the RFP for audit services to be issued in February 2025.

Action: None, informational only.

7. REVIEW POLICY 672: PURCHASING

Administration is recommending updates to Policy 672 as part of the review of policies in the 600s section.

Action: None, tabled for a future meeting.

8. REVIEW POLICY 761: FREE AND REDUCED PRICE MEALS

Administration is recommending updates to Policy 761 as part of the review of policies in the 700s section.

Action: Hirstein moved, seconded by Page to approve initial reading of Policy 761: Free and Reduced Price Meals. The motion passed 3-0.

9. REVIEW POLICY 830: USE OF SCHOOL FACILITIES AND THE ACCOMPANYING 830-RULE: USE OF DISTRICT FACILITIES

Administration is recommending updates to Policy 830 & 830-Rule as part of the review of policies in the 800s section.

Action: Hirstein moved, seconded by Page to approve initial reading of Policy 830: Use of School Facilities and the accompanying 830-Rule: Use of District Facilities. The motion passed 3-0.

10. REVIEW 910: FACILITY DEVELOPMENT GOALS

Administration is recommending updates to Policy 910 as part of the review of policies in the 900s section.

Action: Hirstein moved, seconded by Page to approve initial reading of Policy 910: Facility Development Goals. The motion passed 3-0.

11. REVIEW POLICY 940: NAMING SCHOOL DISTRICT FACILITIES

Administration is recommending updates to Policy 940 as part of the review of policies in the 900s section.

Action: Hirstein moved, seconded by Page to approve initial reading of Policy 940: Naming School District Facilities. The motion passed 3-0.

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

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

Action: A review of Fund Balance – definition, history and importance.

13. SCHEDULE NEXT FINANCE & FACILITIES COMMITTEE MEETING

Action: Set the meeting schedule as follows:

Finance and Facilities Committee meeting, Monday, February 10, 2025, 6:00 p.m.

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

14. ADJOURN at 7:02 p.m.

Mike Miller, Finance and Facilities Committee Chair



POLICY 761 FREE AND REDUCED PRICE MEALS

The School Board recognizes the importance of good nutrition to each student's educational performance.

The District participates in the National School Lunch Program and the federal School Breakfast Program. In these programs, the District follows state and federal requirements regarding a child's or household's eligibility for free or reduced-price meals, including the applicable income eligibility guidelines and all applicable nondiscrimination requirements. The primary means of establishing eligibility for free or reduced-price meals are:

1. Through the annual submission of an application for the free or reduced-price benefits;

Or

2. Through direct certification, which is based on a match to state-provided data that confirms an individual child's status.

For any individual child or household whose eligibility for free or reduced-price benefits is based on the application process, the District is required to conduct verification procedures on a subset of all applications. The purpose of verification is to ensure overall quality control and to confirm the eligibility of specific applicants. The Director of Finance & Facilities has primary administrative responsibility for ensuring that appropriate verification occurs on a timely basis.

The Director of Finance & Facilities, in consultation with the Food Service Director as needed, will designate the staff positions that are authorized to make eligibility determinations and to serve as confirming and verifying officials on behalf of the District. The individuals who hold the designated positions, whether employees of the District or contracted service providers, will have such authority.

The Director of Finance & Facilities may designate one or more individuals who are authorized to serve as a fair hearing official to address appeals of eligibility for, or the discontinuation of, free or reduced-price benefits. However, no employee of a food service management company that is under contract with the District will serve as a hearing official.

The schools will annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and will seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and

institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:

**U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or**

2. Fax:

(833) 256-1665 or (202) 690-7442; or

3. E-mail:

program.intake@usda.gov.

This institution is an equal opportunity provider.

~~The Board of Education acknowledges its responsibility to serve lunches free or at a reduced price to students from families who have an annual income at or below the family size income level established yearly. This eligibility standard does not prohibit a family from applying for free and reduced price meals for its children, even if it does not meet the established income criteria, if sufficient reasons can be demonstrated to indicate that the family cannot pay the full price.~~

~~Free and reduced price meal criteria shall be uniformly applied in all schools of the District. There shall be no discrimination against students eligible to receive free and reduced price meals. Their names shall not be published, posted or announced in any manner, nor shall there be overt identification of any such students by use of special tokens or tickets or by any other means. Students eligible for free and reduced price meals shall not be required to work for their lunch, use a separate lunchroom, go through a separate entrance, eat lunch at a different time or eat a different lunch from the lunch sold to students paying the full price of such a lunch.~~

~~A student's parent(s)/guardian(s) may request free or reduced price meals. The Director of Finance shall~~

~~review applications and determine eligibility. A file of applications and/or authorizations shall be maintained in the school district administrative offices. If a parent/guardian is dissatisfied with the decision of the Director of Finance, he/she may appeal the decision in accordance with established procedures.~~

~~Notice of this policy and its accompanying procedures shall be given annually.~~

LEGAL REFERENCE: PL 91-248, PL 94-105

CROSS REFERENCE: 458-Rule Nutrition Guidelines, 763AP Food Service Money Collection and Access

DATE OF ADOPTION: December 9, 1968

REVISED: October 20, 1975, August 15, 1977, August 21, 1978, March 17, 1980, February 16, 1981, October 15, 1984, September 16, 1991, April 17, 2006, **XXXXXX XX, 2025**



POLICY 830 USE OF SCHOOL DISTRICT FACILITIES, GROUNDS, AND EQUIPMENT

PURPOSE

The School Board supports the full use of one of the community's greatest assets, the school district's facilities, grounds and equipment. The School Board welcomes and encourages responsible school district and community use of our district facilities, grounds and equipment by citizens of all ages, when such use does not interfere with or decrease use as needed for school district programs. This policy is designed to meet the needs of all stakeholders

GENERAL STATEMENT OF POLICY

The School Board and Superintendent authorize the Activities Director to coordinate the scheduling and approval process for the use of district facilities, grounds and equipment in accordance with district regulations, policies, and procedures. Such regulations, policies and procedures are intended to result in consistent implementation of usage of school district facilities, grounds and equipment throughout the district.

The School Board authorizes the Activities Director to manage the process of scheduling district facilities, grounds and equipment in a manner that maximizes the usage and availability for all facility user groups. A centralized software scheduling system will be utilized to schedule all district and community use of district buildings and grounds. For safety, security, energy efficiency, and customer service reasons, the following event information shall be included in the system: event start/end time, anticipated number of attendees, special set-ups, custodial support, and traffic management plans. Building and Grounds Director shall be included in the development of all event management plans when necessary.

Fees will be charged to facility user groups based on the priorities for scheduling of facilities, type of activity, and costs to cover direct expenses as a result of facility usage. Direct expenses may include but are not limited to set-up, takedown, personnel costs, equipment, and damages as a result of district facility, grounds and equipment usage.

The Activities Director will respond to any facility user group's issues or concerns related to facility usage. The Activities Director will work in collaboration with facility scheduler, Building & Grounds Director, building principals, custodians, and other employees as needed to assist in investigating and resolving complaints from facility users. If satisfactory resolution cannot be achieved, the complainant may appeal to the Superintendent, who will review the request and make a final decision.

Rules and regulations to protect property owned and operated by the school district's taxpayers and to ensure the safety of users will be established. ~~The Activities Director will establish such rules and procedures for annual board review and approval, and~~ The Activities Director will

establish and implement a process for disseminating approved rules, regulations, guidelines, and procedures to facility users and school district staff.

Authorization for use of district facilities, grounds and equipment ~~will shall~~ not be considered as an endorsement of or approval of the activity, group, or organization nor the purposes they represent.

The ~~school~~ district reserves the right to reject or cancel any request for use of district facilities and/or grounds that is contrary or detrimental to the purpose of the schools or ~~school~~ district policies, or if deemed not in the public's best interest. The following types of activities will not be permitted: activities promulgating any theory or doctrine subversive to laws of the United States or any political subdivision thereof; any activity that tends to violate good manners, morals, values, or taste; activities that would tend to be injurious to the district facilities or grounds ~~or equipment~~; and activities that are discriminatory in nature. The final authority concerning the denial of a facility use request rests with the Superintendent.

Facility User Groups receiving approval to use district facilities, grounds and/or equipment are responsible for ensuring adequate supervision of the approved activity. Groups or individuals using district facilities or grounds must furnish a certificate of insurance for liability limits for no less than \$1,000,000 per occurrence naming the District as an additional insured, ~~or they must submit a liability disclaimer signed by all participants~~. Insurance may be in the form of a "blanket" policy or a certificate for one-time events. Proof of Insurance ~~or disclaimer forms~~ must be provided before the event can take place. The applicant and/or organization agree to hold harmless the District from any expenses or costs in connection with the use of ~~school~~ **district** facilities and grounds.

All policies, ordinances, laws, fire codes, and codes of the School District of River Falls, cities in which the schools are located, state of Wisconsin and federal government must be observed by facility users.

The Superintendent is authorized to act in any case not covered by the rules and regulations for district facility, grounds or equipment as deemed appropriate.

The **School** ~~Board of Education~~ reserves the right to approve "Joint Use" or "Special Use" agreements between the ~~school~~ district and other cooperative community entities as deemed necessary.

PRIORITIES FOR SCHEDULING OF FACILITIES

To make maximum use of district facilities, grounds and equipment with minimum conflict, it is necessary to arrange facility user groups on a priority basis. Groups using the facilities will be prioritized from Priority 1 through 4 with a Priority 1 having highest priority for use when developing the annual master district and school related activities calendar. The term "priority" as used in this regulation is intended to mean first consideration for access to facilities rather

than exclusive use at the expense of all groups assigned lower priority. Although Priority 1 retains the right to cancel the use of scheduled facility groups with an assigned lower priority, efforts will be made to keep cancellations to a minimum.

“Local” is generally defined as those whose primary residence, address, chapter, affiliation is considered to be located within the legal boundaries of the ~~school~~ district.

Priority 1 - Refers to the programs and activities of the School District of River Falls. All directly related pre K-12 school activities such as regularly scheduled daytime school activities, musical and arts events, student co-curricular activities, school productions, staff development, approved meetings and activities of student organizations, school staff, parent organizations, Community Education, or other organizations whose sole purpose is to support the ~~school~~ district. No fee shall be charged for use of district facilities or grounds, by school or school related organizations. Also, included are basic political occurrences such as providing election polling places.

Priority 2 - Refers to local non-profit groups/clubs, agencies, parks and recreational programs, and adult service organizations composed of at least 51% of ~~school~~ district residents and organized to promote civic, charitable, educational, social, leadership, service-learning, support services, or recreational activities for youth. This includes local youth religious/social/recreational activities, and local non-public school recreational activities, camps or clinics provided by district staff or coaches for district youth. Priority 2 also includes local community theater groups.

Priority 3 - Refers to local religious organizations for worship and adult or youth instruction, political parties, partisan issue organizations, and local youth/adult special interest, recreational or social groups/clubs/associations, AAU or elite youth teams headed by a district parent. These groups must be composed of at least 51% of district residents.

Priority 4 - Refers to for-profit businesses, educational institutions, or non-profit organizations located outside of the ~~school~~ district or non-resident groups whose primary residence, address, chapter or affiliation is considered to be located outside the legal boundaries of the school district. Fund-raising activities not specifically designed to benefit the ~~school~~ district or its students by any organization are considered to be Priority 4.

Fees will be assessed according to use requests, policy, and extra costs associated with usage.

The illustrations of various groups within each priority grouping above are illustrations only and should not be construed to represent an all-inclusive listing. The Activities Director and/or Superintendent is given the authority to clarify a priority.

LEGAL REFERENCE: Wisconsin Statutes Sections 120.10(9), 120.13(17)(19) & (21)

CROSS REFERENCE: 363.2 Access to District Technology Tools, 363.2-Rule Internet Safety and Acceptable Use Guidelines, 522.7 Staff Use of Equipment, 611 Fiscal Management, 830-Rule Guidelines - Use of District Facilities

APPROVED: January 18, 1971

REVISED: March 19, 1973, April 21, 1981, September 16, 1991, September 17, 2001, December 15, 2008, November 19, 2012, December 16, 2013, July 18, 2016, July 21, 2017, XXXXXX XX, 2025



POLICY 830-RULE USE OF DISTRICT FACILITIES, GROUNDS, AND EQUIPMENT

Scheduling Process:

Facility user groups or individuals interested in using district facilities, grounds or equipment are required to obtain prior approval by means of Request for Use of District Facilities Form.

- Request forms ~~are available online at www.rfsd.k12.wi.us~~ or by contacting the district Activities Director at (715) 425-1830 ext. 1109. Forms can be submitted through:
 1. Mail to the Activities Director, River Falls High School, 818 Cemetery Rd, River Falls, WI, 54022
 2. Fax to (715) 425-0784
 3. Drop-off at the River Falls High School
 4. Submit online
- Requests should be made at least **fourteen (14)** ~~seven (7)~~ business days prior to anticipated use. Upon receipt of the request, the Activities Director will verify space **& staff** availability, complete the approval process, and establish estimated costs according to policy.
- The requestor will receive confirmation of the location, personnel required, and other requirements of use after the approval process is completed. Large Events may necessitate the need for additional charges for supervision, setup, clean up, and trash removal.
- Facility user groups **will** ~~may~~ be required to submit a ~~partial~~ payment and ~~or~~ deposit to the Activities office prior to usage. Approval for use of **district school** facilities and grounds may require the signature of the building principal **and Building & Grounds Director.**

Liability Insurance:

- Groups or individuals using district facilities or grounds must furnish a certificate of insurance for liability limits for no less than \$1,000,000 per occurrence naming the district as an additional insured, ~~or they must submit a liability disclaimer signed by all participants.~~ Insurance may be in the form of a “blanket” policy or a certificate for one-time events. Proof of insurance ~~or disclaimer forms~~ must be provided before the event can take place. The applicant and/or organization agree to hold harmless the district from any expenses or costs in connection with the use of **district school** facilities and grounds.

Requests for Use of Equipment

- Use of district equipment must be applied for at the same time the request form is submitted ~~and will be billed according to policy and equipment fee schedule.~~ (Only equipment that is specified and approved on the request can be used). ~~Building principals must approve any equipment or decorations brought into a facility by a group.~~ Equipment and decorations should be removed directly following an activity. Groups using the schools will not be allowed to store materials or equipment in the school unless pre-approved by the **Activities Director** ~~building principal or administrator.~~

Supervision

- Facility user groups receiving approval to use district facilities, grounds, and equipment are responsible for ensuring adequate supervision of the approved activity.
 - For safety reasons, no children will be allowed entrance to a building until a responsible adult is in attendance and ready to take charge of the group.
 - The adult responsible for the activity must remain with the group the entire time that they are in the building and must not leave until ~~he/she is~~ **they are** certain that all members of ~~his/her~~ **their** group are out of the building and picked up by parents/guardians.
 - The adult responsible for the activity is also accountable for the conduct/behavior of both participants and spectators, enforcing rules and regulations, as well as restricting group activity to the areas listed on the facility use application. All children must be under direct parental/leader supervision.
 - When the building has multiple users on the same date or a large event, the Activities Director or building Principal has the right to request an ~~building monitor~~ **event coordinator** at the expense of the facility user group(s). The ~~building monitor's~~ **event coordinator's** role is to assist participants, ensure that rules and regulations are being enforced by the adult(s) responsible for the activity, and assure order, safety, and security is maintained in the facility.
 - The facility user group is responsible to observe fire occupancy regulations at all times.

Cancellations

- Facility user groups agree to cancel with the Activities Director any scheduled facility use dates requested, at least **five (5)** ~~two (2)~~ full business days in advance of intended use in order to avoid total fee charges (if an event is scheduled for a Saturday or Sunday, cancellation must be made **by Monday** ~~Thursday~~). Pre-approved ~~school~~ district or community activities may need to be canceled by district authorities to accommodate unforeseen events or emergency changes in school functions. In most cases the ~~school~~ district will attempt to provide scheduled groups with at least **five (5)** ~~two (2)~~ business days' notice when an unexpected need for the space should arise. Every effort will be made to keep cancellations to a minimum and relocate scheduled ~~school~~ district or community activities if necessary.
- When school is canceled due to inclement weather or physical problems, activities scheduled during the day, immediately after school, or in the evening are all canceled. **Any deviation from this will be at the discretion of the Superintendent or designee.** ~~Listen to WEVR radio.~~ School fields will be closed if city fields are closed due to inclement weather. When use of facilities or grounds is canceled and a facility user is found on the premises, future use may be denied to that user. Information on closures of facilities or grounds is now available on the District website ~~through Facility Use/Rental~~.

Conflicts or Issues

- In most scheduling disputes between groups, the natural season of sports, priority for scheduling facility usage, date order received and historical usage will prevail. Applicants should not advertise events until FINAL APPROVAL is received.
- The Activities Director will respond to any facility user group's issues or concerns related to facility usage. The Activities Director will work in collaboration with the **Building & Grounds Director**, building principals, custodians, and other employees as needed to investigate and resolve complaints from facility users. If satisfactory resolution cannot be achieved, the complainant may appeal to the Superintendent who will review the request and make a final decision. In retrospect, issues and concerns related to facility user groups are to be reported immediately to the custodian on duty or ~~building monitor~~ **event coordinator** (where applicable) so ~~he/she~~ **they** can attempt to resolve them. If the situation warrants further intervention the building principal is to be contacted for guidance on how to proceed. The building principal will work in collaboration with the Activities Director **and Building & Grounds Director** in investigating and resolving complaints related to use of facilities. If satisfactory resolution cannot be achieved, the final authority rests with the Superintendent.
- ~~If the request is denied, the requestor will be informed of the reason(s). He/she may appeal by calling, writing, or meeting with the Activities Director. If the director upholds the decision, the requestor may appeal to the Superintendent who will review the request and make a final decision.~~ The final authority concerning the scheduling of school facilities and grounds rests with the Superintendent.

Staff Related Procedures

- To facilitate planning on the part of facility user groups the ~~school~~ district principals and other administrators will submit annual building usage requests for the upcoming school year to the Activities Director by the end of the current school year. To avoid later conflicts with community events, this calendar will include not only dates and times of specific activities but also dates and times when specific spaces or entire facilities will not be available for community use due to conferences, limited parking, or periods of special event setup. These requests will be reviewed and approved by the administrative team for the ~~school~~ district's master calendar and/or building schedules. Request forms from facility user groups received prior to any given school year will not be approved until completion of all school and community education programs have been scheduled for the coming school year. Requests for summer building usage by ~~school~~ district personnel and programs are due to the Activities Director in February in order to plan ahead and determine available and suitable building locations.
- ~~School~~ District personnel and program requests or modifications in schedules that arise after the start of the school year need to be submitted to the Activities Director in a timely manner in order to avoid potential scheduling conflicts with facility user groups' pre-approved activities and to allow for adequate notification and pursuit of alternative arrangements.
- For activities or events sponsored by River Falls youth associations or district coaches/advisors the following information applies for Facility and Grounds Use.

- User fees according to Priority 2 rates. (Indoor gym rates and field rates will be the same fee.)
- Certificate of insurance in the amount of \$1,000,000 per occurrence and \$1,000,000 annual aggregate, naming the School District of River Falls as the additional insured.
- The lead coach must give written assurance that WIAA Rules will not be violated.
- Financial accounting of said camps, clinics, lessons or tournaments will be submitted to the ~~school~~ district if requested.
- Request forms can be obtained from the Activities Director.

Facility Use Rules and Regulations

Certain rules and regulations exist to protect the property owned and operated by the ~~school~~ district's taxpayers and to ensure **the** safety of users. The following rules are to be adhered to when using ~~school~~ district facilities, grounds, and equipment. It is the facility user group's responsibility to communicate these rules and regulations to their leaders, participants, and spectators.

- Regular school activities, programs and organizations of the ~~school~~ district shall have first priority in the use of any district facility or grounds. The elementary gymnasiums and multi-purpose areas are available no earlier than 6:15 p.m. on week-days due to the district's Kids' Club school age extended day programs. Groups are not allowed to enter these areas until 6:15 p.m. unless pre-approved by the Activities Director or **his/her** designee.
- The ~~school~~ district reserves the right to reject or cancel any request for use of facilities, grounds, and equipment that is contrary or detrimental to the purpose of the schools or ~~school~~ district policies, or if deemed not in the public's best interest. The following types of activities will not be permitted: activities promulgating any theory or doctrine subversive to laws of the United States or any political subdivision thereof; any activity that tends to violate good manners, morals, values or taste; activities that would tend to be injurious to the facilities, grounds, or equipment; and activities that are discriminatory in nature.
- Use of district facilities on holidays or holiday weekends and Sundays is discouraged due to limited staff availability.
- Weekend use by non-district facility groups will be charged a custodian fee as designated in the fees section of this document **and are subject to the availability of appropriate custodial staffing.**
- After the Request for Use of District Facilities form has been approved and signed by the Activities Director or ~~his/her~~ designee, ~~building principal~~ and a representative of the facility user group, it becomes an agreement with the requestor and/or the organization, and they cannot sublet or transfer their rights and privileges to any other individual, group, business, or organization.
- Facility user groups should check permanent equipment and condition of room(s) at start of usage to determine any previous damage. Such damage should be documented and shown to the custodian or the ~~building monitor~~ **event coordinator** immediately. If any damage is noticed after a group has used the district facility, grounds, or equipment the group will be held responsible for the cost of repair or replacement of any items damaged, lost, or stolen from ~~school~~ district property. Facility user groups will be responsible for

leaving the facilities and property in the same condition as upon arrival (including returning furniture to original configuration and any other clean up needed).

- The Facility Use permit is granted for specific dates, equipment, rooms or areas of buildings for specific periods of time and for specific uses including the nearest restrooms and drinking fountain. Using a building for other purposes, using additional facilities, loitering in other areas, entering or remaining in the building beyond the allotted time will be considered as unauthorized use of the facilities. Additional charges may be added to the facility use fee as well as denial of future facility use requests.
- No permit holders shall be allowed to sublet the facility.
- All School District of River Falls policies, local and state ordinances, laws and fire codes pertaining to the use of public facilities must be observed. Copies of all ~~school~~ district policies are available online at www.rfsd.k12.wi.us. Policies include but are not limited to, the following:
 - River Falls School District is tobacco free. Use of tobacco products is prohibited on ~~school~~ district property including buildings and grounds.
 - Possession or consumption of intoxicating beverages or illegal substances (drugs) in any form is prohibited on ~~school~~ district property including facilities and grounds.
 - No weapons or look alike weapons, as defined in Policy 832, shall be brought on ~~school~~ district property for any reason other than in conjunction with an authorized firearm safety program with the exception of legally authorized officials.
 - Facility user group leaders agree to go over any safety concerns and rules related to scheduled activity including proper sportsmanship, location of fire extinguishers, fire blankets, and proper use of equipment. Facility user groups must furnish their own first aid kits and instructional supplies.
 - District policy prohibits all forms of harassment and violence as defined in Policy 411.1.
 - If a fire alarm sounds in any area of a building the entire building must be evacuated according to evacuation maps posted in each room near exits.
 - If an alarm sounds related to tornado warning the entire building must take cover in the nearest location as indicated on maps posted in each room.
 - Consumption of food (including snacks and refreshments) and beverages in school facilities is allowed in designated areas only, which does not include instructional areas, gymnasiums, auditoriums, and other special use rooms.
 - Disorderly conduct is prohibited and punishable by ejection from the facilities or grounds. This includes inappropriate communication and disrespect for authority, building monitors, and/or custodians by group leaders or participants of a group. The proper authorities may be notified, including law enforcement to intervene.
 - To preserve the ~~school~~ district's gym floors, soft-soled shoes are recommended. Removal of non-soft soled shoes is requested prior to entering the gymnasiums.
 - Parking is allowed in designated areas only. Cars parked in fire lanes will be ticketed.
- The Superintendent or ~~his/her~~ designee is authorized to act in any case not covered by the rules and regulations as deemed appropriate.

- Some regulations may vary where separate **School** Board of Education approved “Joint Use” or “Special Use” agreements exist between the ~~school~~ district and other cooperative community entities:
 - There are additional special guidelines for use of kitchens (food service areas), classrooms with cooking facilities, and the pool that the facility user groups must follow. Copies of these guidelines are provided with the permit prior to usage when that area is requested. Appropriate school or school-trained personnel may be required when special school facilities or equipment are utilized and will be billed to the facility user group at the current hourly rate.
 - In most cases, the athletic fields will be used for high school and district sponsored events, plus events sponsored by the River Falls Park and Recreation Department composed of a majority of ~~school~~ district residents. The use of the athletic fields will be approved based on field conditions, priority scheduling, and in consultation with the Activities Director.
 - Use of the varsity running track shall be limited to regular school groups and approved facility user groups. Spiked running shoes may not be used on the varsity running track.
 - Use of computer facilities must comply with the district’s acceptable use guidelines.
 - Tennis courts are available for individual use based on the posted rules, restrictions and priority scheduling.

Priorities for Scheduling of Facilities

To make maximum use of district facilities, grounds, and equipment with a minimum conflict, it is necessary to arrange facility user groups on a priority basis. Groups using the facilities will be prioritized from Priority 1 through 4 with a Priority 1 having highest priority for use when developing the annual master district and school related activities calendar. The term “priority” as used in this regulation is intended to mean first consideration for access to facilities rather than exclusive use at the expense of all groups assigned lower priority. Although Priority 1 retains the rights to cancel the use of scheduled community facility groups with an assigned lower priority, efforts will be made to keep cancellations to a minimum.

“Local” is generally defined as those whose primary residence, address, chapter, affiliation is considered to be located within the legal boundaries of the ~~school~~ district.

Priority 1 - Refers to the programs and activities of the School District of River Falls. All directly related pre-K-12 school activities such as regularly scheduled daytime school activities, musical and arts events, student co-curricular activities, school productions, staff development, community education ~~services events/programs/classes~~, approved meetings and activities of student organizations, school staff, parent organizations, or other organizations whose sole purpose is to support the ~~school~~ district. No fee shall be charged for use of district facilities or grounds by school or school related organizations, except if use is requested at a time it would not be open, a charge back for personnel (i.e. custodial) may be assessed as well as any special services or personnel needed as a result of usage. Also will be included are basic political occurrences such as providing election polling places.

Priority 2 – Refers to local non-profit groups/clubs, agencies, parks and recreational programs, and adult service organizations composed of at least 51% of school district residents and organized to promote civic, charitable, educational, social, leadership, service learning, support services, or recreational activities for youth. This includes local youth religious/social/recreational activities, and local non-public school recreational activities. Camps or Clinics provided by district staff or coaches for district youth. Priority 2 also includes local community theater groups.

Priority 3 – Refers to local religious organizations for worship and adult or youth instruction, political parties, partisan issue organizations and local adult/youth special interest, recreational, or social groups/clubs/associations, AAU or Elite youth teams headed by a district parent. The groups must be composed of at least 51% of district residents.

Priority 4 - Refers to for-profit businesses, educational institutions, or non-profit organizations located outside of the school district or non-resident groups whose primary residence, address, chapter or affiliation is considered to be located outside the legal boundaries of the school district. Fund-raising activities not specifically designed to benefit the school district or its students by any organization are considered Priority 4.

Fees will be assessed according to use requests, policy, extra costs associated with usage and fee schedule approved by the School Board of Education.

The illustrations of various groups within each priority grouping above are illustrations only and should not be construed to represent an all-inclusive listing. The Activities Director and/or Superintendent is given the authority to clarify a determine and designate a group that is not listed to a priority grouping.

Facility Use Fee Schedule – Effective July 1, 2019

	Priority 1 & 2	Priority 3	Priority 4
Montessori Gymnasium	NC	\$77/day \$35/hr	\$114/day \$50/hr
Computer Lab	NC	\$87/day	\$114/day
Elementary Cafeteria	NC	\$77/day \$30/hr	\$87/day \$50/hr
Elementary Fields	NC	\$61/day \$20/hr	\$114/day \$30/hr
Elementary Gymnasium *	NC	\$61/day \$24/hr	\$93/day \$45/hr
Elementary Library	NC	\$44/day \$22/hr	\$61/day \$38/hr
HS Auditorium *	NC	\$336/ 3 hr performance \$114/ 3 hr rehearsal	\$563/ 3 hr performance \$228/ 3 hr rehearsal

		\$120/hr	\$175/hr
HS Auxiliary Gymnasium *	NC	\$77/day \$35/hr	\$114/day \$60/hr
HS Band or Choir Room	NC	\$87/day	\$114/day
HS Commons	NC	\$114/day \$35/hr	\$169/day \$60/hr
HS Concession Room	NC	\$44/day	\$87/day
HS Dance Studio	NC	\$87/day \$25/hr	\$114/day \$45/hr
HS Fields #1-6 Grass	NC	\$61/day \$35/hr	\$114/day \$60/hr
HS Fields A-E Baseball/Softball	NC	\$45/hr	\$90/hr
HS Library Media Center	NC	\$87/day \$20/hr	\$114/day \$30/hr
HS Main Gymnasium *	NC	\$114/half day \$228/day \$20/hr/court	\$169/half day \$335/day \$30/hr/court
HS Pool	NC	\$336/day	\$563/day
HS Wildcat Field & Track *	NC	\$169/day \$75/hr	\$336/day \$150/hr
HS Tennis Courts *	NC	\$61/day \$25/hr	\$114/day \$35/hr
Kitchens	NC	\$14/hr	\$14/hr
MS Auditorium *	NC	\$169/ 3 hr performance \$87/ 3 hr rehearsal \$65/hr	\$228/ 3 hr performance \$114/ 3 hr rehearsal \$95/hr
MS Athletic Fields	NC	\$61/day \$35/hr	\$114/day \$60/hr
MS Cafeteria	NC	\$77/day \$30/hr	\$87/day \$50/hr
MS Gymnasium *		\$35/hr	\$60/hr
MS Library Media Center	NC	\$87/day \$20/hr	\$114/day \$30/hr
MS Multipurpose Room (Lower Level)	NC	\$61/day \$30/hr	\$92/day \$50/hr
MS Tennis Courts *		\$20/hr	\$25/hr
Parking Lot	NC	\$61/day	\$228/day
Regular Classrooms & Elementary Library Media	NC	\$44/day \$15/hr	\$61/day \$25/hr

Centers			
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* Auditoriums, Tennis Courts, Gymnasiums, HS Fields, and Wildcat Field/Track require a \$500 deposit to be used towards any additional fee charges. If no additional fees apply, the deposit will be returned in full.

Joint Powers agreements will govern terms of use for local government and other agencies as approved by the School Board of Education.

Facility rental rates may be reviewed annually. will increase on July 1 by the CPI of the most recently completed calendar year and rounded up to the nearest dollar.

Additional Fees for Facility and Grounds Usage:

- Rescheduling – A \$25 \$10 fee may be charged if excessive revisions or rescheduling is made to the original request.
- No Show charges – billed according to estimated costs on activity confirmation.
- Event Coordinator Supervisor/Building Monitor billed at current hourly rate, unless waived.
- ~~Late Service Fee – A late service fee of \$25.00 per month will be charged for any accounts with a balance due carried over 60 days.~~
- Custodian fees for set up and take down for large groups or if the facility user group does not fulfill their obligations of leaving the facility in the same condition in which they found it.
- Equipment repair and damage fees, if applicable.
- For large events a fee for extra garbage pickup may apply
- When requesting use of school parking lots a deposit may be requested and there may be charges applied if maintenance is required after the event.

Equipment Charges Per Use:

Staging Platforms/Flats	\$8/unit
Choral Risers	\$50/day
Overhead Projector/TV	\$15 each item
Sound System —— Multiple Day Use	\$25 Call for Quote
Microphone	\$5 each
Piano/Grand Piano ——**Group is responsible for tuning	\$25/\$80
Spotlights	\$15

General Stage Lighting	\$35
Podium	\$5
Special Lighting Needs	Call for Quote
LCD Projector	\$40/day
Smart Board	\$25/day
Chairs	\$0.50/chair per day
Tables	\$5/table per day

Personnel and Production Fees

- ~~Custodian and Food Service~~ Facilities used by facility user groups when custodians are not normally on duty will be charged at a \$32 hourly rate of compensation for after hours use. The hours charged will include the actual hours of the activity plus any pre and post time required for preparation and cleanup of school facilities. Certain events may require more than one custodian, which the Building Principal can request. Salary rates for personnel costs are subject to unit contracts and are not negotiable. Some personnel costs may be shared when there are multiple community facility user groups using the facility at the same time. Contact the Food Service Department for all applicable rates and charges.
- ~~Supervisor/Building Monitor~~ charges may be waived when the group that rents space provides an adult leader/supervisor that can adequately control the public areas and ensure the safety, security, and proper use of facilities according to district rules and regulations. The Activities Director retains the right to require an adult leader/supervisor to attend an orientation and training session. When it is deemed necessary by school authorities that a district hired supervisor/building monitor is required for certain facility uses and activities the supervision/building monitor time will be billed to the facility user group at the current hourly rate. Tournaments or events with over 150 attendees may require a building monitor.
- ~~Red Cross Certified Lifeguard(s)~~ must be on duty during pool rental periods for each pool in use. Lifeguards will be hired by the facility user group. A list of lifeguards to be used and their appropriate certification will be presented to the Activities Office as part of the contract.
- ~~Facility user groups that use the fields and track~~ may be assessed a custodian fee for grooming, cleanup of trash and garbage left on the grounds, chalking of fields and any other unforeseen costs due to the use. Weekend field grooming may be an additional charge.

Auditorium Guidelines and Procedures

Auditorium rental rates include the space only. If a group requires access to lighting, sound, materials, tools or any other equipment, there will be an additional charge for an Auditorium Supervisor as well as any additional trained personnel as determined by the district. Due to the

complexity and delicate nature of the equipment, only district trained and authorized auditorium personnel will be allowed in the control booth to operate this light and sound system.

1. All backstage equipment and rooms, including choral risers, music rooms, shells, staging platforms, instruments, etc. are property of River Falls School District. These items may not be used unless prior arrangements have been made with the high school music department.
2. The Auditorium Supervisor must approve any equipment or decorations brought into the auditorium by a group. Equipment and decorations should be removed directly following an activity. Groups using the auditoriums will not be allowed to store materials or equipment in the school unless pre-approved by the Auditorium Supervisor. At no time are any decorations or objects allowed to be attached in any way to the stage curtains -- front or back, black or blue curtains; neither taped, stapled, pinned, or sewn. Objects are not to be attached to any walls or fixtures without prior written approval from the Auditorium Supervisor.
3. Consumption of food and beverages in the auditoriums and backstage areas is not allowed. Concession items must be consumed in the lobby or commons during the intermission and are not to be brought into the auditoriums or backstage areas.
4. Facility user groups agree to adhere to all regulations regarding fire and safety codes, including not blocking any entrances or exits at any time, and not using flammable or dangerous chemicals or materials.

House - The seating capacity of the Meyer Middle School auditorium is 593. Seating capacity of the high school auditorium is 750. Seating is not allowed in the aisles of either auditorium due to fire and safety codes.

Lighting - The auditorium lighting systems are computer-controlled systems with multiple dimmer capacity, many lighting instruments, color gels, and standard features for dimming control, area lighting, and fading. Due to the complexity and delicate nature of the equipment, only district trained and authorized auditorium personnel will be allowed in the light control booth to operate this system. There is an additional charge for personnel and use of the lighting systems. Discuss lighting needs, options, and price quotes with the Auditorium Supervisor prior to facility usage.

Sound System - The sound systems in the auditoriums are available for use at an additional cost. Only authorized, trained staff will be allowed to operate the systems. Additional mixers, speakers, amplifiers, or other peripherals cannot be added to the system without prior consent of the Auditorium Supervisor. The auditorium sound systems have the capacity for playing tape cassettes and CDs through the main speaker assembly. Monitor speakers in the lobby, foyer, and dressing room are not available at this time. Additionally, up to 3 microphones, with stands, are available at an additional cost. The microphones are wired and can be positioned in the stage apron area.

Technical Support Staff—River Falls School District can provide, with the approval of the Auditorium Supervisor, district personnel to help with a group's production. The personnel available include: light board operators, sound board operators, and spot light operators. These positions are required if this equipment is used; on some occasions, the same person can function in multiple positions to reduce costs. Only district trained and authorized auditorium personnel can operate the equipment. Contact the Auditorium Supervisor regarding needs and a price quote prior to usage.

Materials & Tools—Please contact the Auditorium Supervisor regarding the availability of flats and platforms. It is understood that there will not be any tools available for use by facility user groups. Groups will need to provide their own tools including extension cords and special music cabling with the exception of microphone cords. The school district holds no responsibility for lost or stolen items.

Painting—Facility user groups may paint their own scenery and props, but all painting should be done off campus, unless it is a school sponsored activity. If at the conclusion of the run of a group's production it is determined that the floor, curtains, or carpet are in need of cleaning because of paint spills or other contaminants or scratches, the group will be assessed the cost of such cleaning or repair at time and materials.

DATE OF ADOPTION: March 9, 1973

REVISED: April 20, 1981, September 16, 1991, 2001, 2002, 2004, 2005, December 15, 2008, October 15, 2012, December 16, 2013, July 1, 2016, July 1, 2017, July 21, 2017, July 1, 2018, July 1, 2019, XXXXXX XX, 2025



POLICY 910 FACILITY DEVELOPMENT GOALS

The School District of River Falls **will shall** utilize the latest and best information and ideas regarding educational facilities in the district. With a view to achieving the district's central purpose of high quality education, also acting with fiscal responsibility, the district **will shall** strive not for the cheapest but for the most economical construction which adequately meets requirements of quality education, safety, accessibility, durability, maintenance, insurance and flexibility.

The **School** Board of Education establishes these broad goals for facility development in accordance with the District's Strategic Plan:

1. To integrate facilities planning with other aspects of planning in a comprehensive program of education problem-solving.
2. To base educational specifications for school buildings on identifiable learner needs.
3. To design for sufficient flexibility in order to permit program modification or the installation of new programs.
4. To design school buildings as economically feasible as possible, provided that learner needs are effectively and adequately met by design.
5. To involve the community, district staff, and available experts in the facilities planning process, and take advantage of the latest developments and research in building plans and specifications.
6. To design school buildings for maximum potentiality for community use.

DATE OF ADOPTION: September 16, 1991

REVISED: June 18, 2007, January 16, 2012, July 21, 2017, **XXXXXX XX, 2025**



POLICY 940 NAMING SCHOOL DISTRICT FACILITIES

Naming of school district facilities is the responsibility of the **School** Board of Education. A final decision **will shall** be made by majority vote of the entire **School** Board. The **School** Board of Education will appoint a facility naming committee. Written nominations for a facility name, which **will shall** contain the rationale for such nomination, may be solicited from the public. Once a facility has been officially named, it **will shall** not be renamed except for compelling reasons to be determined by the **School** Board.

Criteria that may be considered when naming school facilities are:

- A facility may be named after a geographic location and/or a section of the district it serves.
- If a facility is to be named after a person, that person **will shall** be of exemplary moral character; have made an outstanding contribution to education, humanity or community; have displayed outstanding leadership or be a person of historical significance.
- Facilities may also be named after major contributors to the school district without whom new facilities would not have been possible.
- The name should not be in conflict with the names **of** other facilities in the system or in the surrounding area.
- The committee may use the following sources for the suggestion of names:
 - Public participation. This is to include announcements through the news media soliciting suggestions for facilities names
 - Student participation
 - Faculty/staff participation
 - Previous file of suggested names. A permanent file of previously suggested names **will shall** be maintained by the Superintendent.

All nominations **will shall** be in writing and should contain the **rationale** for such nomination.

Parts of facilities may be named using the same criteria for recognition of individuals and be identified in an appropriate and consistent manner as determined by the **School** Board.

DATE OF ADOPTION: November 19, 2001

REVISED: June 18, 2007, **XXXXXX XX, 2025**

School District of River Falls
Personnel Committee Meeting Report

Monday, January 13, 2025 - at 7:00 PM or immediately following the 6:00 PM Finance & Facilities meeting
District Office
852 E Division Street
River Falls, Wisconsin 54022

The School Board's Personnel Committee meeting was held on Monday, January 13, 2025, at District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 7:02 pm. It was ascertained that notice of the meeting had been properly posted in the appointed locations, and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

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

1. CALL TO ORDER - 7:02 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS - Public comments made by Alicia Acken Cosgrove related to the purpose of sports and how we hire coaches.

4. REVIEW POLICY 538: EVALUATION OF STAFF

The administration recommended updates to Policy 538 as part of the review of policies in the 500s section.

Action: Tuchtenhagen moved, seconded by Page to approve initial reading of Policy 538 Evaluation of Staff. The motion passed 3-0.

5. REVIEW POLICY 532.1: PERSONNEL NEGOTIATIONS

Administration recommended updates to Policy 532.1 as part of the review of policies in the 500s section.

Action: Tuchtenhagen moved, seconded by Page to approve the initial reading of Policy 532.1 Personnel Negotiations. The motion passed 3-0.

6. STAFFING UPDATE

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

Action: None, informational only.

7. CONSIDERATION OF ADJOURNING TO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 19.85(1)(C), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF CONSIDERING THE EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY, FOR THE PURPOSE OF APPROVING CONTINUING EMPLOYMENT LETTERS FOR ADMINISTRATORS AND PURSUANT TO WIS. STAT. SEC. 19.85(1)(E), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF DELIBERATING OR NEGOTIATING THE PURCHASING OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION, FOR THE PURPOSE OF DISCUSSING 2025-26 BARGAINING GOALS. ROLL CALL REQUIRED.

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

8. CONVENE TO CLOSED SESSION at 7:24 p.m.

Discussion related to staff planning for the 2025-26 school year and administrative contracts occurred during closed sessions.

9. RECONVENE INTO OPEN SESSION at 8:25 p.m.

Action: Tuchtenhagen moved, seconded by Page to reconvene into open session. Roll Call Vote: Tuchtenhagen - yes, Page - yes, Myers - yes.

Tuchtenhagen moved, seconded by Page to approve the continuing Employment Letters for Administrators. The motion passed 3-0.

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

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

Action: None

11. SCHEDULE NEXT PERSONNEL COMMITTEE MEETING

Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, February 10, 2025, 7:00 p.m. *(or immediately following Finance & Facilities)*
The meeting will be held at the District Office, 852 E. Division Street.

12. ADJOURN at 8:26 p.m.

Stacy Johnson Myers, Personnel Committee Chair



POLICY 538 PROFESSIONAL STAFF EVALUATION OF STAFF

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

The staff evaluation process will give feedback to individual professional staff members in order to support their growth and provide appropriate assistance. A supervisor offering, or not offering, suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. one means by which in the School District of River Falls may continuously improve the level of instruction as well as other services provided for its students;

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

- ~~1. Evaluation is to be used as a constructive measure to counsel and guide the staff member to his/her highest level of competency.~~
- ~~2. The evaluation process is to be considered an on-going process. Collaborative efforts will be established to determine evaluation instrument(s), frequency of evaluations, and procedures.~~
3. Support staff evaluations will be conducted at least annually in ~~each~~ of the employee's first ~~two~~ (2) years of position specific employment and then every third year thereafter. Evaluations will be based on written job descriptions and individual performance objectives as necessary.
4. Teacher evaluations **include certified staff members such as** (includes coordinator (Montessori, Renaissance and transition), library media specialists, school counselors, school nurses, school psychologists and teacher). **Teacher evaluations shall will** be conducted in compliance with state law and established district procedures. Evaluation instruments ~~shall~~ **will** be based on the appropriate Wisconsin Standards for teachers, and pupil service personnel. Evaluations will be based on written job descriptions, extended ~~format~~ observations, mini observations, student learning objective(s) **processes**, and professional practice goal(s).
 - a. Evaluations will be conducted in the first year of employment and at least every third year thereafter, or more frequently as determined by the supervisor, or the protocols of the educator effectiveness program adopted and used by the School Board. Pursuant to Wisconsin's educator effectiveness law, the School Board delegates to the Superintendent the task of selecting and implementing an**

approved educator effectiveness program such that the District is in compliance with State law.

- b. The School Board will use the educator effectiveness model available from the Department of Public Instruction and will assess, upon the recommendation of the Superintendent, whether to use an alternative program.
- c. Evaluations will be conducted based on the model in place at the time and consistent with applicable State law and the District's guidelines.
- d. Administration is authorized by the school board to implement additional evaluation procedures for specific personnel in need of additional or alternative evaluation in addition to the educator effectiveness program. A positive rating from the educator effectiveness model does not necessarily preclude the District from taking adverse employment action towards an employee for other performance or conduct related reasons, or from implementing remedial or performance improvement measures.

- 5. Administrative staff members, **to include coordinators**, ~~shall~~ **will** be evaluated at least annually by the Superintendent or designee. ~~Administrative staff who are in their first year with the district shall be evaluated at least twice.~~ Evaluations will be based on written job descriptions, individual performance objectives, leadership skills and professional development activities. Assistant principals will be evaluated by the building principal.
- 6. Data recorded as a result of the evaluation process ~~shall~~ **will** be treated as confidential material to the extent permitted by state laws.

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

LEGAL REFERENCE: Wisconsin Statutes Section **115.415, 118.21**, 118.22, **118.225, 118.30(2)(c)**, 121.02(1)(q), **120.12(2m)**; Wisconsin Administrative Codes PI 8.01(2)(q), **PI 8.01(2)(b), PI 34, PI 47**

CROSS REFERENCE: 538-AP Staff Evaluation and Professional Growth Process Procedures, Support Staff Evaluation Form, Employee Handbook

DATE OF ADOPTION: March 19, 1973

REVISED: March 16, 1981, September 16, 1991, January 30, 2006, March 22, 2010, February 16, 2015, November 16, 2015, **XXXXXXXX XX, XXXX**



POLICY 532.1 PERSONNEL NEGOTIATIONS

The **School** Board ~~shall~~ **will** bargain in good faith with any certified bargaining representatives pursuant to Wisconsin Employment Relations Commission (WERC) determination regarding base wages.

Negotiation Legal Status

Under state law, municipal employees have the right of self-organization to affiliate with labor organizations of their own choosing and the right to be represented by labor organizations of their own choice in conferences and negotiations with their municipal employers or their representatives on questions of base wages. Such employees also have the right to refrain from any and all such activities.

School Board Negotiating Agents

A **School** Board of Education personnel committee ~~shall~~ **will** be appointed to represent the **School** Board in negotiations with staff. The personnel committee may not officially act for the **School** Board, except in areas specifically authorized by the **School** Board. Final decisions and agreements are subject to the approval of the entire **School** Board.

The **School** Board may designate administrator(s) or retain the services of qualified professional and ~~lay~~ consultants to assist the **School** Board in any or all negotiations.

Negotiations Meeting Procedures

All negotiations meetings ~~shall~~ **will** be held at mutually acceptable times and places and ~~shall~~ **will** be **conducted in accordance with** ~~under exclusions provided for by the state statutes.~~

LEGAL REFERENCE: Wisconsin State Statute Sections 111.70, 19.82, 19.84, 19.85, 19.86

DATE OF ADOPTION: September 24, 2007

REVISED: February 20, 2012, January 19, 2015, **XXXXXX XX, XXXX**



TO: Administrator Name
FROM: River Falls School Board
DATE: January 20, 2025
RE: Proffered Employment

Greetings! Public education is one of the most critical commitments our society makes in terms of demonstrating concrete hope for the future. Your administrative work ensures that our students gain new skills and ideas that will be the foundation of learning for their entire lives. We are aware that this is a daunting, complicated, yet (hopefully) a rewarding task. On behalf of the entire school board, thank you for your efforts. We appreciate you, your work, and your collaboration.

While you are fully immersed in the present school year, the school board and superintendent are making plans for the coming academic years. Accordingly, Lindsey Curtis, the school board's clerk, and I reach out to extend an offer of continued employment for the next two academic years. Please accept this letter as the school board's offer of continued employment for the 2025-2026 and 2026-2027 school years. We hope you will accept this offer and return to the River Falls School District.

As you know, the school board is required to extend contracts in keeping with state law. In order to comply with Wisconsin Statute Section 118.24, the school board took action regarding your contract on January 20, 2025 at its regular school board meeting and is sending you this notification. To accept this offer, please sign the bottom portion of this memo and return one copy to Superintendent David Bell no later than March 31, 2025. Should you decide to decline this offer of employment, a resignation letter is respectfully requested. If you have any questions regarding this notification or your contract, please contact Superintendent Bell.

Along with our school board colleagues, we know how important you are to the school district. We recognize your tremendous work and dedication to the students and families in the River Falls community. You have our enduring thanks and appreciation.

Sincerely,

Stacy Johnson Myers, School Board President

Lindsey Curtis, School Board Clerk

ACCEPTED:

ADMINISTRATOR NAME

Date

FOR OFFICE USE ONLY

Declaration of Candidacy

School Board Candidates

(See instructions for preparation on back)

Is this an amendment?

Yes (if you have already filed a DOC for this election) No (if this is the first DOC you have filed for this election)

I, Michael Miller, being duly sworn, state that
Candidate's name

I am a candidate for the office of School Board Member River Falls
Include seat number or name of apportioned area, if applicable

and, at the time of filing this document, I will meet the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected.

I have not been convicted of a felony in any court within the United States for which I have not been pardoned.¹

My present address, including my municipality of residence for voting purposes is:

<u>18016</u>	<u>980th St</u>	<u>River Falls WI</u>	<u>54002</u>	Town of <input checked="" type="checkbox"/> Village of <input type="checkbox"/> City of <input type="checkbox"/>	<u>River Falls</u>
House or fire no.	Street Name	Mailing Municipality and State	Zip code	Municipality of Residence for Voting	

My name as I wish it to appear on the official ballot is as follows:

Mike Miller
(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)

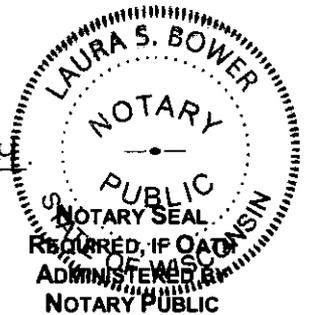
Michael Miller
(Signature of candidate)

STATE OF WISCONSIN } ss.

County of Pierce
(County where oath administered)

Subscribed and sworn to before me this 23 day of December, 2024.

Laura S. Bower
(Signature of person authorized to administer oaths)



Notary Public or other official _____
(Official title, if not a notary)

If Notary Public: My commission expires March 9, 2026 or is permanent.
(date commission expires)

EL-162SD For School District Candidates | 2019-08 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | email: elections@wi.gov |

¹ A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

Declaration of Candidacy

School Board Candidates

(See instructions for preparation on back)

Is this an amendment?

Yes (if you have already filed a DOC for this election)

No (if this is the first DOC you have filed for this election)

I, Lindsey Curtis, being duly sworn, state that
Candidate's name

I am a candidate for the office of School Board Member River Falls
Include seat number or name of apportioned area, if applicable

and, at the time of filing this document, I will meet the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected.

I have not been convicted of a felony in any court within the United States for which I have not been pardoned.¹

My present address, including my municipality of residence for voting purposes is:

W11136	754th Ave	Prescott, WI	54021	Town of <input checked="" type="checkbox"/> Village of <input type="checkbox"/> City of <input type="checkbox"/>
House or fire no.	Street Name	Mailing Municipality and State	Zip code	Municipality of Residence for Voting

Clifton

My name as I wish it to appear on the official ballot is as follows:

Lindsey Curtis

(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)

STATE OF WISCONSIN } ss. Lindsey Curtis
(County where oath administered) (Signature of candidate)

Subscribed and sworn to before me this 3rd day of January, 2025.

[Signature]
(Signature of person authorized to administer oaths)

Notary Public or other official _____
(Official title, if not a notary)

If Notary Public: My commission expires December 15, 2025 or is permanent.
(date commission expires)



¹ A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

FOR OFFICE USE ONLY

Declaration of Candidacy

School Board Candidates

(See instructions for preparation on back)

Is this an amendment?

Yes (if you have already filed a DOC for this election)

No (if this is the first DOC you have filed for this election)

I, Michael Miller, being duly sworn, state that
Candidate's name

I am a candidate for the office of School Board Member River Falls
Include seat number or name of apportioned area, if applicable

and, at the time of filing this document, I will meet the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected.

I have not been convicted of a felony in any court within the United States for which I have not been pardoned.¹

My present address, including my municipality of residence for voting purposes is:

<u>18016</u>	<u>980th St</u>	<u>River Falls WI</u>	<u>54001</u>	Town of <input checked="" type="checkbox"/> Village of <input type="checkbox"/> City of <input type="checkbox"/>	<u>River Falls</u>
House or fire no.	Street Name	Mailing Municipality and State	Zip code	Municipality of Residence for Voting	

My name as I wish it to appear on the official ballot is as follows:

Mike Miller
(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)

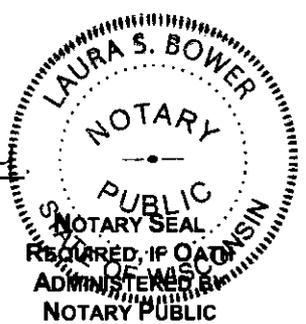
Michael Miller
(Signature of candidate)

STATE OF WISCONSIN } SS.

County of Pierce
(County where oath administered)

Subscribed and sworn to before me this 23 day of December, 2024.

Laura S. Bower
(Signature of person authorized to administer oaths)



Notary Public or other official _____
(Official title, if not a notary)

If Notary Public: My commission expires March 9, 2026 or is permanent.
(date commission expires)

EL-162SD For School District Candidates | 2019-08 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | email: elections@wi.gov |

¹ A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

Declaration of Candidacy

School Board Candidates

(See instructions for preparation on back)

Is this an amendment?

Yes (if you have already filed a DOC for this election)

No (if this is the first DOC you have filed for this election)

I, Lindsey Curtis, being duly sworn, state that
Candidate's name

I am a candidate for the office of School Board Member River Falls
Include seat number or name of apportioned area, if applicable

and, at the time of filing this document, I will meet the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected.

I have not been convicted of a felony in any court within the United States for which I have not been pardoned.¹

My present address, including my municipality of residence for voting purposes is:

W11136	754th Ave	Prescott, WI	54021	Town of <input checked="" type="checkbox"/> Village of <input type="checkbox"/> City of <input type="checkbox"/>
<small>House or fire no.</small>	<small>Street Name</small>	<small>Mailing Municipality and State</small>	<small>Zip code</small>	<small>Municipality of Residence for Voting</small>

Clifton

My name as I wish it to appear on the official ballot is as follows:

Lindsey Curtis

(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)

STATE OF WISCONSIN } ss. Lindsey Curtis
(Signature of candidate)

County of Pierce
(County where oath administered)

Subscribed and sworn to before me this 3rd day of January, 2025.

[Signature]
(Signature of person authorized to administer oaths)

Notary Public or other official _____
(Official title, if not a notary)

If Notary Public: My commission expires December 15, 2025 or is permanent.
(date commission expires)



1 A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.



POLICY 186 CITIZEN ADVISORY COMMITTEES

The **School** Board of Education recognizes the fact that citizens can contribute substantially to the successful operation of the ~~school~~ district.

Therefore, citizen committees may be established when deemed necessary by the **School** Board to assist in **studying** ~~the study of~~ issues that are important to the district. **Advisory committee** ~~appointment of members~~ **will shall** be **appointed** ~~made~~ by the **School** Board, upon recommendation of the **School** Board president. The president ~~will shall~~ seek nominations from various sources and inform the other members of the School Board of the background of each of the recommended appointees prior to **School** Board action. **The School Board President will establish and outline a procedure for determining candidates brought to the School Board for approval.**

Citizen committees ~~will shall~~ serve in an advisory capacity only and without pay. Final action and responsibility ~~will shall~~ remain with the **School** Board.

Because the **School** Board has ultimate responsibility for establishing the educational standards for the district, guidelines developed for citizen committees will be representative of those standards **and district values and goals.**

Citizen advisory committee meetings are subject to the open meeting law. The **superintendent** ~~District Administrator~~ (or his/her designee) is responsible for **ensuring** ~~the~~ compliance with the open meeting law.

CROSS REFERENCE: 186-Rule Citizen Advisory Committee Guidelines

DATE OF ADOPTION: March 19, 1973

REVISED: March 21, 1977, September 16, 1991, October 18, 2004, August 15, 2011, December 19, 2016, **January 20, 2025**



POLICY 186-RULE CITIZEN ADVISORY COMMITTEE GUIDELINES

The following guidelines ~~will shall~~ govern the appointment and functioning of district citizen advisory committees:

1. Citizen advisory committees may be created by the **School** Board to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. ~~However, There will shall~~ be no standing citizen committees to the **School** Board.
2. If an advisory committee is required by state or federal law, its composition and appointment ~~will shall~~ meet all the guidelines established by **law** ~~for that particular type of committee.~~
3. The composition of task forces and any other district citizen committees ~~will shall~~ be broadly representative **of the community** and ~~will shall~~ take into consideration the specific tasks assigned to the committee. ~~Members of the Professional staff~~ **people** may be appointed to the committee as members or consultants.
4. Appointments to such committees ~~will shall~~ be made by the **School** Board. Appointments of staff members to such committees ~~will shall~~ be made by the **School** Board, upon recommendation of the superintendent.
5. **The School Board will provide the following information and instruction to each committee:** ~~Each committee will shall be clearly instructed to:~~
 - a. The length of time each member is being asked to serve;
 - b. The service the **School** Board ~~anticipates wishes~~ the committee to render and the extent and limitations of its responsibilities;
 - c. The resources the **School** Board will provide;
 - d. The approximate dates on which the **School** Board ~~expects wishes~~ to receive major reports;
 - e. **School** Board policies governing citizen advisory committees and the relationship of these committees to the **School** Board as a whole, individual **School** Board members, the superintendent, and other members of the professional staff; and
 - f. Responsibilities for the release of information to the press.
6. Recommendations of citizen committees ~~will shall~~ be based on research and fact, **and will shall be determined by consensus.**
7. The **School** Board possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the **School** Board for **review and potential** action.

The School Board ~~has will~~ shall have the sole power to dissolve any of its citizen advisory committees and ~~will shall~~ reserve the right to exercise this power at any time during the life of any committee. The School Board reserves the right to remove members of the citizen advisory committee if the superintendent and School Board president determine it is in the best interest of the district.

Citizen advisory committee meetings are subject to the open meeting law. The superintendent District Administrator (or his/her designee) is responsible for ensuring the committee members comply ~~the compliance~~ with the open meeting law.

DATE OF ADOPTION: March 21, 1977

REVISED: September 16, 1991, October 18, 2004, August 15, 2011, December 19, 2016, January 20, 2025



POLICY 188 REMOTE SCHOOL BOARD MEMBER PARTICIPATION IN MEETINGS

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

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

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

1. No teleconferences will shall be allowed for closed sessions, expulsion hearings, disciplinary hearings, or where the subject matter of the meeting would make it impractical to allow for meaningful remote attendance as determined by the superintendent and school board president.
2. In the event the School Board of Education president is unable to be physically present, the vice president of the School Board will shall preside over the meeting in person. In the event the committee chair is unable to be physically present, another member of the committee who is physically present will shall preside, even if the chair participates remotely.
3. A quorum will shall be determined using Board of Education according to School Board members physically present.
4. All votes taken during a meeting where a teleconference is used will shall be by roll call vote.
5. Participation by School Board members via teleconference will shall be conducted consistent with Wisconsin's Open Meetings law.
6. Participation will shall only take place:
 - a. If notice is given no less than 72 hours in advance of the meeting to the School Board of Education president and superintendent requesting a teleconference call, and the School Board president extends permission;
 - b. If there is appropriate, well-functioning equipment to allow School Board members and citizens in attendance to fully participate and hear a discussion and/or vote;
 - c. If notice is given to citizens at the beginning of the meeting that a member is participating by teleconference.
7. No School Board meeting need be delayed, canceled, or rescheduled solely to accommodate a School Board member's request to exercise the privilege of remote participation. To the extent that the technology used to enable remote participation is not functioning so as to facilitate appropriate participation and/or there is any uncertainty regarding compliance with the Open Meetings Law, the School Board may terminate the

privilege of remote participation at any time, and, provided there is a quorum, the meeting(s) in question may continue without the participation of the School Board member(s) who are not physically present.

8. Notwithstanding the discretionary privileges permitted under this policy, it is the School Board's expectation that no School Board member(s) will routinely seek to participate in meetings from a remote location, and that most regular and special meetings of the School Board will involve no remote participation by any School Board members.

LEGAL REFERENCE: Wisconsin Statutes Section 19.81(2),

CROSS REFERENCE: 171 Regular School Board Meetings, 171.1 Public Notification of School Board Meetings, 171.2 Agenda Preparation and Dissemination, 172 Special School Board Meetings, 173 Closed Meetings, 182 Quorum

DATE OF ADOPTION:: December 17, 2018

REVISED: January 20, 2025



POLICY 190 RECOGNITIONS FOR ACCOMPLISHMENTS

The **School** Board of Education desires to recognize ~~believes in the concept of recognition of~~ groups or individuals for outstanding achievements. The School Board may recognize and commend outstanding achievements such as:

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

The administration, school staff, students, citizens, and/or School Board members may make recommendations for recognition and commendation. All recommendations for recognition and commendation ~~will shall~~ be made through the superintendent or ~~his/her~~ designee. **The superintendent and School Board president will determine if a recognition or commendation will be made.**

EMPLOYEE RECOGNITION

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

CROSS REFERENCE: 460 Student Scholarships and Awards, 940 Naming Facilities

DATE OF ADOPTION: April 19, 2004

REVISED: August 15, 2011, August 16, 2016, **January 20, 2025**



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, **January 20, 2025**



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, January 20, 2025



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, January 20, 2025



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, **January 20, 2025**



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, **January 20, 2025**



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: **January 20, 2025**



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:** _____



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: _____