

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

Monday, October 27, 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**
 1. Mark Tomlinson
Description: Recognition for exceptional longevity and commitment in Community Education.

 - B. **Superintendent, Administrative, and Student Representative Reports**
 1. Student Representative Report
 2. Administrative Reports
 - a. Elementary School Goal Update 2025-26 4
 3. Superintendent Report
 - a. Donations & Recognitions Update 7
6. **ACTION ITEMS**
 - A. **Consent Agenda - Approval of Minutes, Bills, Employment, and NEOLA Policies** 11

Description: The following have been submitted for approval:

Item 1: September 22, 2025, Regular School Board Meeting minutes

Item 2: Bills submitted for payment

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

Item 4: Approve second readings of the following NEOLA 100s Bylaw policies: 100 - *Definitions*, 111 - *Name*, 112 - *Purpose*, 113 - *Boundaries*, 114 - *Classification*, 115 - *Address*, 121 - *Authority*, 122 - *School Board Powers*, 123 - *Philosophy of the School Board*, 131.1 - *Bylaws and Policies*, 132.2 - *Administration in Absence of Policy*, 133 - *Judicial*, 141 - *Number*, 141.1 - *Student Representation at School Board Meetings*, 142.1 - *Electoral Process*, 142.2 - *Qualifications*, 142.3 - *Term*, 142.4 - *Oath*, 142.5 - *Vacancies*, 142.6 - *Recall*, 142.7 - *Orientation*, 143 - *Authority of Individual School Board Members*, 143.1 - *Public Expression of School Board Members*, 143.2 - *School Board Member Information Requests*, 144.1 - *Compensation*, 144.3 - *Conflict of Interest*, 144.4 - *Indemnification*, 144.5 - *School Board Member Behavior, Communications, and Code of Conduct*, 146 - *Evaluation of School Board Operations*, 151 - *Annual School District Meeting*, 151.1 - *Annual School Board Reorganization Meeting*, 151.2 - *Required Student Academic Standards Agenda Item*, 152 - *Officers*, 155 - *Committees*, 161 - *Parliamentary Authority*, 162 - *Quorum*, 163 - *Presiding Officer*, 164 - *Meetings*, 166 - *Agenda*, 166.1 - *Consent Agenda*, 167.1 - *Voting*, 167.2 - *Closed Session*, 167.3 - *Public Comment at School Board Meetings*; 167.5 - *Use of Electronic Mail*, 167.6 - *Email-Public Records*, 167.7 - *Use of Personal Communication Devices*, 168.1 - *Meeting Minutes*, 171.1 - *President*, 171.2 - *Vice President*, 171.3 - *Clerk*, 171.4 - *Treasurer*, 172 - *Legal Counsel*, 173 - *Independent Financial Auditor*, 174.1 - *Annual Report*, 175 - *Association Memberships*, 175.1 - *School Board Conferences, Conventions, and Workshops*, 176 - *Recognitions for Accomplishments*.

Item 5: Approve first readings of the following NEOLA 1000s Administration policies: 1110 - *District Goals*, 1100 - *District Organization*, 1130 - *Ethics and Conflict of Interest*, 1210 - *School Board-Superintendent Relationship*, 1211 - *Whistle-blower Protection*, 1241 - *Non-Renewal or Termination of the Superintendent's Contract*, 1260 - *Incapacity of the Superintendent*, 1400 - *Job Descriptions*, 1421 - *Criminal History Record Check and Employee Self-Reporting Requirements*, 1422.02 - *Nondiscrimination Based on Genetic Information of the*

Employee, 1460 - Physical Examination, 1461 - Unrequested Leaves of Absence/Fitness for Duty, 1630.01 - Family & Medical Leave of Absence ("FMLA")

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

B. Consideration and/or Action to approve the October 6, 2025, Ad-Hoc Policy Committee recommendations **118**

Description: The Ad-Hoc Policy Committee met on October 6, 2025, to review and approve the NEOLA 1000s Administration policy series. Neola Policy 1662 - Employee Anti-Harassment was tabled for a later date.

Recommended Action:

1. Approve the first reading of Neola Policy 1213 - Student Supervision and Welfare.
2. Approve the first reading of Neola Policy 1220 - Employment of the Superintendent.
2. Approve the first reading of Neola Policy 1240 - Evaluation of the Superintendent.
3. Approve the first reading of Neola Policy 1400.01 - Superintendent Job Description.
4. Approve the first reading of Neola Policy 1422 - Nondiscrimination and Equal Employment Opportunity.

C. Consideration and/or Action to approve the October 6, 2025, Finance & Facilities Committee recommendations **136**

Description: The Finance and Facilities Committee met on October 6, 2025, to hear a facilities project update, to hear a 2025-26 budget update, and to hear a 2025-26 student enrollment update.

Recommended Action: None, informational only.

D. Consideration and/or Action to approve the October 13, 2025, Educational Program Committee recommendations **137**

Description: The Educational Program Committee met on October 13, 2025, to approve the new RFHS courses: *AP World History: Modern & Humanities*, *Walking for Wellness & Living Your Best Life: Readings and Reflections on Improving Your Health & Happiness*, and to hear the English Language (EL) Local Plan.

Recommended Action:

1. Approve the *AP World History: Modern* New Course Approval Form.
2. Approve the *Humanities* New Course Approval Form.
3. Approve the *Walking for Wellness* New Course Approval Form.
4. Approve the *Living Your Best Life: Reading and Reflections on Improving Your Health & Happiness* New Course Approval Form.

E. Consideration and/or Action to approve the October 13, 2025, Personnel Committee recommendations **148**

Description: The Personnel Committee met on October 13, 2025, to hear a class size analysis, to hear a report on certified & support staff employee retention, and to discuss hiring practices.

Recommended Action: None, information only.

F. Consideration and/or Action to approve the 2025-2026 Original Budget and Tax Levy **149**

Description: Administration will recommend that the School Board adopt the 2025-26 original budget and tax levy.

Recommended Action:

1. Adopt the 2025-26 original budget as presented.
2. Adopt the 2025-26 tax levy as presented.

G. Appoint a Deputy Clerk for the 2026 School Board Elections

Description: Each year, the School Board has appointed, pursuant to a recommendation from the Wisconsin Department of Public Instruction, a Deputy Election Clerk for the school board elections. This is to facilitate the election process and assist prospective candidates who wish to file for the school board.

Recommended Action: Appoint Amanda Taylor, Administrative Assistant to the Superintendent, as the Deputy Election Clerk for the 2026 School Board elections.

H. Consideration and/or Action to approve the first reading of revised School Board Policy 830-Rule Use of District Facilities, Grounds, and Equipment **154**

Description: The administrative team is recommending updates to the following policy in the 800 series.
Recommended Action: Approve the first reading of revised School Board Policy 830-Rule Use of District Facilities, Grounds, and Equipment.

I. Consideration and/or Action to approve the second reading of revised School Board Policy 870-Rule Public Complaint Procedures

163

Description: The first reading of revised policy 870-Rule Public Complaint Procedures was approved at the September 22, 2025, Regular School Board Meeting.

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

J. 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.

K. Schedule next School Board/Committee meetings

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

Recommended Action: Set the meeting schedule as follows:

Policy Ad-Hoc Committee meeting: Monday, November 3, 2025, 6:00 p.m.

Educational Program Committee meeting: Monday, November 10, 2025, 6:00 p.m.

Finance & Facilities Committee meeting: Monday, November 10, 2025, 7:00 p.m. *(or immediately following Educational Program)*

Personnel Committee meeting: Monday, November 10, 2025, 8:00 p.m. *(or immediately following Finance & Facilities)*

Joint School Board & Common Council meeting: Tuesday, November 11, 2025, 5:00 p.m. *(River Falls City Hall)*

Regular School Board meeting: Monday, November 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.

L. Consideration of adjourning to closed session pursuant to Wis. Stat. Sec. 19.85(1)(c), which permits convening in closed session for the purpose of considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to discuss and take potential action regarding a parent's communication to the School Board regarding a teacher and also regarding the Superintendent. Roll call required.

7. CONVENE TO CLOSED SESSION

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

9. ADJOURN



SEPTEMBER
2025

ELEMENTARY WILDLY IMPORTANT GOAL

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

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

Strategic Plan:

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

Committing To Our Lead Measures

Activity our buildings will commit to that is that impacts our WIG:	Rationale for Lead Measure Selection:	Tracking System:
Continuation of Top Ten Tools/Science Based Reading Instruction PD for staff	Expand the base knowledge for staff who did not participate in Act 20 training (paraprofessionals and upper grade teachers)	Inservice and Staff Meeting Schedules Collaboration with Building Coaches
Implementation and Monitoring of Collective Commitments	Admin and Coach walkthroughs to monitor collective commitments for literacy implementation	System walkthrough form Transparent Classroom
aimswebPlus for K-5, emphasis on Data Literacy	Expanding implementation of aimswebPlus from K-3 to K-5 to standardize assessment across all grades	aimswebPlus Reporting NextPath data warehouse system
Intervention Support Planning and Communication in Grades 4 and 5	Communicating reading data and intervention plans to all families K-5	Reading plans in K-3 and intervention notification to grades 4-5



Monitoring Our WIG

Assessment Used to Measure Our Progress:

Classroom assessments and student work samples to gauge progress along the way.

Examples would include mastery checks every 4 weeks for small group reading, 1:1 conferencing notes, and daily student response journal entries tied to independent reading.

AimsWeb Plus Assessment Name		Proficient in Fall 2025	Proficient or Exceeded Growth Goal
Grade K: Letter Names & Letter Sounds	K	97%	End of year data to be updated for May report.
Grade 1: Composite Score of (Nonsense Words, Word Reading Fluency and Oral Reading Fluency)	1	95%	
	2	87%	
Grades 2-5: Oral Reading Fluency (WPM)	3	91%	
	4	92%	
	5	90%	



Responding to Lag Data for 2025-2026

Celebrations from 2024-2025 School Year:

- Initial rollout of Personal Reading Plans was successful
- Made instructional decisions without fall data
- Required Top Ten Tools teacher training is completed
- Positive mindset and strong student-focused thinking from classroom teachers

Obstacles we will have to assess to continue to grow:

- aimswebPlus Reporting (especially on growth)
- Readjusted norms for aimswebPlus subtests as well as adjusted subtests for Grades K and 1
- Shift in Personal Reading Plan development tool and data warehouse
- Continued conversations around the most impactful ways to measure student Student Growth over time (i.e. growth from screening window to screening window, year to year, beginning of year to end of year, etc).

Superintendent Report

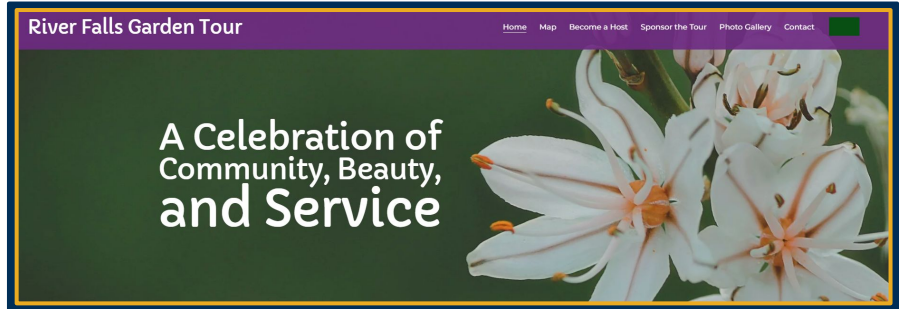
October 27, 2025



Recognition of Community Donations



Recognition of Community Donations



Recognition of Community Donations



Charles White Scholarship Donation



River Falls
HIGH SCHOOL



School Forest Pavilion Dedication

ROTARY PAVILION DEDICATION


**OCTOBER 15
5:00 PM**

RIVER FALLS SCHOOL FOREST
W10310 COUNTY RD FF
RIVER FALLS

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

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

RSVP REQUESTED
RSVP@RFHS.DISTRICT



RF SCHOOL DISTRICT OF RIVER FALLS School Forest Rotary Club of River Falls





The poster features two photographs of school buildings at the top. Below them is a dark blue shield with 'RF' in white. To the right of the shield, the text 'YOU'RE INVITED!' is written in large, bold, white letters. Below this, the title 'FACILITIES PROJECTS OPEN HOUSE' is in white, followed by the subtitle 'Transportation Center & River Falls High School' in a smaller white font. A paragraph of text describes a self-guided tour of a new multi-purpose room addition at River Falls High School and a brand-new Transportation Center. The date and time 'Tuesday, November 4, 2025 | 5:00 - 7:00 PM' are listed in yellow. Two columns of addresses are provided in white text. At the bottom, the logos for 'BRAYARCHITECTS' and 'KRAUS-ANDERSON' are displayed.

RF YOU'RE INVITED!

FACILITIES PROJECTS OPEN HOUSE
Transportation Center & River Falls High School

Take a self-guided tour of the new multi-purpose room addition at River Falls High School, and stop by the brand-new Transportation Center—made possible through the strong support of our community in the February 2024 referendum.

Tuesday, November 4, 2025 | 5:00 - 7:00 PM

Transportation Center | River Falls High School
805 W Locust St | 818 Cemetery Rd
River Falls, WI 54022 | River Falls, WI 54022

BRAYARCHITECTS **KRAUS-ANDERSON**



School District of River Falls
Regular School Board Meeting

Monday, September 22, 2025 - at 7:00 PM or immediately following the Annual Meeting
River Falls High School Auditorium, 818 Cemetery Road,
River Falls, WI 54022

The regularly scheduled meeting of the River Falls School Board was called to order on Monday, September 22, 2025, at the River Falls High School Auditorium, 818 Cemetery Road, River Falls, WI 54022. President Johnson Myers called the meeting to order at 6:57 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

President Stacy Johnson Myers, Vice President Alan Tuchtenhagen, Clerk Lindsey Curtis, Treasurer Mike Miller, members Bo Hirstein, Monica LaVold, Alison Page, and student representative Addison Reisdorfer. Also present were Superintendent David Bell, Director of Human Resources and Leadership Development Nate Schurman, Co-Directors of Academic Services MaryBeth Elliott & Amy Wise, and Director of Finance & Facilities Lynette Coy.

HEARING OF VISITORS OR DELEGATIONS - None

INFORMATIONAL ITEMS

A. Acknowledgment / Recognition

1. WASB Member Recognition
School Board Members Lindsey Curtis and Alan Tuchtenhagen were recognized for attaining Level 1 and Level 5, respectively, in leadership and board development. Formal acknowledgment from the Wisconsin Association of School Boards will occur at the end of October.
2. Ben Jaeckel and Jada Radinzel, the new School Board Student Representatives, introduced themselves to the School Board.

B. Superintendent and Administrative Reports

1. Superintendent Report
Bell provided an update on the Strategic Plan Scorecard, highlighting adjustments for clarity and continuous improvement in academic growth, employee engagement, and student/community connections. Key accomplishments include literacy growth, increased staff retention, and strong co-curricular participation. Bell also noted the School Forest Tree Trek initiative and the upcoming Rotary Pavilion Dedication.

ACTION ITEMS

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

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

1. The minutes from the August 25, 2025, Regular School Board Meeting minutes
2. Accounts Payable and Payroll payments in the amount of \$9,344,967.10.
3. Pursuant to School Board Policy, which references Wisconsin Statutes Sections 111, 118, and 121, approval of the following employment recommendations: 1. Recommended approval of the re-employment of Kathy Lindevig as 0.4 FTE Speech Language Pathologist at River Falls 4 Children effective September 3, 2025 (new position). 2. Recommended approval of the hiring of the following short-term, on-call Substitute Teachers: a. Michael Fuller b. Kristin Eaton c. Jordan Gotelaere d. Nancy Lindquist e. Kayla Kulvich f. Tanya Mravik g. Lance Wendlandt h. Kashes Frank i. Annika Nord j. Jenna Ham k. Shelby Glover l. Carter Kirk m. Petra Guenther-Johnson
4. Approve first readings of the following NEOLA 100s Bylaw policies: 112 - Purpose, 113 - Boundaries, 114 - Classification, 115 - Address, 121 - Authority, 122 - School Board Powers, 132.2 - Administration in Absence of Policy, 141 - Number, 142.1 - Electoral Process, 142.3 - Term, 142.4 - Oath, 142.6 - Recall, 142.7 - Orientation, 143 - Authority of Individual School Board Members, 144.4 - Indemnification, 146 - Evaluation of School Board Operations, 151 - Annual School District Meeting, 151.1 - Annual School Board Reorganization Meeting, 151.2 - Required Student Academic Standards Agenda Item, 152 - Officers, 155 - Committees, 161 - Parliamentary Authority, 162 - Quorum, 163 - Presiding Officer, 166.1 - Consent Agenda, 167.2 - Closed Session, 167.3 - Public Comment at School Board Meetings, 167.5 - Use of Electronic Mail, 167.7 - Use of Personal Communication Devices, 168.1 - Meeting Minutes, 171.1 -

President, 171.2 - Vice President, 171.3 - Clerk, 171.4 - Treasurer, 172 - Legal Counsel, 173 - Independent Financial Auditor, 174.1 - Annual Report, 175 - Association Memberships, 175.1 - School Board Conferences, Conventions, and Workshops, 176 - Recognitions for Accomplishments. Motion carried unanimously (7-0).

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

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

Action: LaVold moved, seconded by Page to approve the first reading of all policies in numbers 1-17 [*100 - Definitions, 111 - Name, 123 - Philosophy of the School Board, 131.1 - Bylaws and Policies, 133 - Judicial, 141.1 - Student Representation at School Board Meetings, 142.2 - Qualifications, 142.5 - Vacancies, 143.1 - Public Expression of School Board Members, 143.2 - School Board Member Information Requests, 144.1 - Compensation, 144.3 - Conflict of Interest, 144.5 - School Board Member Behavior, Communications, and Code of Conduct, 164 - Meetings, 166 - Agenda, 167.1 - Voting, 167.6 - Email - Public Records*] as presented. Motion carried unanimously (7-0).

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

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

Action: None, information only.

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

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

Action: None, informational only.

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

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

Action: None, information only.

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

The administrative team recommended updates to the following policy in the 800 series. (LINK)

Action: Hirstein moved, seconded by Miller, to approve the first reading of revised School Board Policy 870-Rule Public Complaint Procedures. Motion carried unanimously (7-0).

G. 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.

H. Schedule next School Board/Committee meetings

Action: Set the meeting schedule as follows:

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

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

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

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

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

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

ADJOURNMENT

President Johnson Myers declared the meeting adjourned at 7:35 p.m.

SCHOOL DISTRICT OF RIVER FALLS
River Falls , Wisconsin 54022

October 2025 Board Meeting

Accounts Payable	AMOUNT
Checks # 222924-223222	\$475,585.58
ACH # 252600195-252600281	\$3,794,402.36
Wires The Standard, Mn Life, Payroll Taxes, Wis Deferred Comp, EBC, Postage, WEA, State of WI garnishment, EyeMed, HSA Bank, WRS-Retirement, Bond Trust Services HealthPartners (medical prem/dental fees/self funded claims) Associated Bank	\$2,888,383.31
NSF/Return of Funds Ck #055 - LA Glow Co./ Ck #10053 - Thomas/Raymond Egan	\$125.00
Void Ck #222669 - O'Rourke Media Group - Minnesota	-\$52.23

PAYROLL

Checks # 129231-129234	\$2,169.81
ACH # 997407063 - 997408211	\$1,565,977.31
Void	

\$8,726,591.14

	Actual
FNB - General Money Market Balance	\$11,342,020.00
RCU - Money Market Balance	\$136,531.73

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

POST	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
9/5/2025	222926	ASPHALT PLUS	MMS Paving	\$ 10,474.00
9/5/2025	222928	BALDWIN LIGHTSTREAM	Multiple Invoices	\$ 1,706.18
9/5/2025	222930	BRAUN INTERTEC CORPORATION	Multiple Invoices	\$ 15,878.00
9/5/2025	222931	CAMPBELL, GARY	Reim Reg	\$ 250.00
9/5/2025	222932	CHIPPEWA FALLS HIGH SCHOOL	WIAA - GGO	\$ 110.00
9/5/2025	222933	CINTAS	Supplies	\$ 343.08
9/5/2025	222935	CYCLONE FENCE INC	HS Fence Repair	\$ 1,450.00
9/5/2025	222937	FLINN SCIENTIFIC INC	SUPPLIES	\$ 788.53
9/5/2025	222938	GENERAL COMMUNICATIONS INC	Dist Crisis Walkie	\$ 1,924.00
9/5/2025	222939	GENERAL PARTS LLC	Multiple Invoices	\$ 1,634.58
9/5/2025	222940	GURSTEL LAW FIRM PC	Payroll accrual	\$ 347.82
9/5/2025	222941	HILLYARD INC MPLS	Multiple Invoices	\$ 9,434.00
9/5/2025	222942	HOLMEN HIGH SCHOOL	WIAA - GGO	\$ 150.00
9/5/2025	222943	JEFF LENTZ WELDING SERVICE	Welding svcs	\$ 360.00
9/5/2025	222944	JOHNSON CONTROLS FIRE PROTECTION LP	Service Call	\$ 330.42
9/5/2025	222948	MACKIN EDUCATIONAL RESOURCES	Subscription	\$ 1,432.50
9/5/2025	222950	MENOMONIE HIGH SCHOOL	WIAA; GGO	\$ 180.00
9/5/2025	222951	MENOMONIE HIGH SCHOOL	WIAA - GSW	\$ 180.00
9/5/2025	222952	MENOMONIE HIGH SCHOOL	WIAA - VB Invite	\$ 450.00
9/5/2025	222953	NEW RICHMOND HIGH SCHOOL	WIAA - GGO Invite	\$ 125.00
9/5/2025	222957	TOMAH HIGH SCHOOL	WIAA - GGO Invite	\$ 175.00
9/5/2025	222958	ULINE	supplies	\$ 6,349.00
9/5/2025	222959	UNITED WAY ST CROIX VALLEY	Multiple Invoices	\$ 142.00
9/12/2025	222962	A1 LIGHTING MAINTENANCE	service	\$ 1,650.00
9/12/2025	222963	ANDERSON, ERIC	official; bso jv & v	\$ 175.00
9/12/2025	222965	AUSMAN, LARRY	official; fb v	\$ 120.00
9/12/2025	222968	BERNER, MELISSA	team bonding	\$ 123.86
9/12/2025	222969	BOND TRUST SERVICES CORP	Gen Oblig Bonds	\$ 400.00
9/12/2025	222970	BREAKOUT INC	supplies	\$ 645.00
9/12/2025	222971	BSN SPORTS	Multiple Invoices	\$ 8,076.50
9/12/2025	222972	CAMPBELL, GARY	officiating fees	\$ 140.00
9/12/2025	222973	CANON FINANCIAL SERVICES INC	Multiple Invoices	\$ 3,257.56
9/12/2025	222974	CAUBLE, KAREN	official; GSW	\$ 110.00
9/12/2025	222975	CHANHASSEN DINNER THEATRES	CE show balance	\$ 2,610.80
9/12/2025	222976	CINTAS CORPORATION NO. 2	Multiple Invoices	\$ 258.93
9/12/2025	222977	COIT SERVICES MINNESOTA INC	Multiple Invoices	\$ 14,900.00
9/12/2025	222978	COLFAX HIGH SCHOOL	WIAA - GGO	\$ 175.00
9/12/2025	222979	COLUMN SOFTWARE PBC	Multiple Invoices	\$ 280.76
9/12/2025	222981	DONNELLY SOLUTIONS LLC	Multiple Invoices	\$ 1,000.00
9/12/2025	222985	ELLS, JAMES	Driver Meals	\$ 132.00
9/12/2025	222986	ELSMORE SWIM SHOP	supplies	\$ 1,071.31
9/12/2025	222988	ETS CONSULTING LLC	partnership svc	\$ 897.00
9/12/2025	222989	FAST COPY CENTER	Multiple Invoices	\$ 167.21
9/12/2025	222990	FISK, JEREMIAH	official; fb v	\$ 120.00

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

9/12/2025	222991	FLINN SCIENTIFIC INC	supplies	\$ 162.84
9/12/2025	222992	FOOD SERVICE-SDRF	Multiple Invoices	\$ 4,392.75
9/12/2025	222996	GANSCHOW, ZACH	officiating fees	\$ 120.00
9/12/2025	222998	GOPHER SPORT	Multiple Invoices	\$ 895.07
9/12/2025	222999	HAMILTON HIGH SCHOOL	WIAA - VB	\$ 340.00
9/12/2025	223002	HILLYARD INC MPLS	Multiple Invoices	\$ 1,682.90
9/12/2025	223003	HIRSTEIN, ALI	reim supplies	\$ 452.29
9/12/2025	223005	HUDSON PHYSICIANS	health screens	\$ 2,340.00
9/12/2025	223006	HUDSON SENIOR HIGH	WIAA; GGO	\$ 150.00
9/12/2025	223007	HUDSON SENIOR HIGH	WIAA - GGO	\$ 150.00
9/12/2025	223010	IVORY52 LLC	Equip repair	\$ 272.50
9/12/2025	223011	JILEK, TODD	officiating fees	\$ 190.00
9/12/2025	223012	JOHNSON, DALE	officiating fees	\$ 140.00
9/12/2025	223013	JOHNSON, PETER	safety eyewear	\$ 150.00
9/12/2025	223016	KILKARNEY HILLS GOLF COURSE	supplies	\$ 434.89
9/12/2025	223017	KITCHEN, STEPHEN	officiating fees	\$ 155.00
9/12/2025	223020	KWIK TRIP INC	fuel	\$ 1,980.89
9/12/2025	223021	LAVOLD, TIMOTHY	supplies	\$ 320.00
9/12/2025	223023	LEW, BRETT	official; fb v	\$ 120.00
9/12/2025	223025	LOFFLER COMPANIES INC	Multiple Invoices	\$ 1,332.37
9/12/2025	223027	MARCO TECHNOLOGIES LLC	replace phones	\$ 3,667.42
9/12/2025	223028	MARSHALL HIGH SCHOOL	WIAA; VB tourn	\$ 325.00
9/12/2025	223030	MENOMONIE HIGH SCHOOL	WIAA - VB - JV2	\$ 175.00
9/12/2025	223031	MERIDIAN CONSULTING GROUP	Dist Health/Safety	\$ 1,520.00
9/12/2025	223032	MIDWEST BUS PARTS INC	Parts	\$ 715.42
9/12/2025	223033	MIDWEST MUSICAL IMPORTS	instrument repair	\$ 286.00
9/12/2025	223034	MILLER, JUSTIN	officiating fees	\$ 155.00
9/12/2025	223035	MINNESOTA COACHES INC/HASTINGS BUS CO	CE Transport	\$ 937.78
9/12/2025	223036	MINNESOTA ZOO	Field Trip	\$ 432.00
9/12/2025	223038	MOBYMAX EDUCATION LLC	renewal	\$ 2,896.00
9/12/2025	223040	NELSON, BRIAN	Driver Meals	\$ 157.00
9/12/2025	223042	NELSON, PAUL	official; fb v	\$ 120.00
9/12/2025	223044	O'REILLY AUTO PARTS	Parts	\$ 162.34
9/12/2025	223046	ORKIN	Multiple Invoices	\$ 198.00
9/12/2025	223048	PREMIER TRUCK GROUP	Parts	\$ 1,371.52
9/12/2025	223049	PTACEKS FAMILY MARKET	Multiple Invoices	\$ 428.30
9/12/2025	223050	QUARBERG, DANNY	official; fb v	\$ 120.00
9/12/2025	223051	RASMUSSEN, ANNE	reim supplies	\$ 108.72
9/12/2025	223052	RICHARDT, JOCELYN	official; GSW	\$ 110.00
9/12/2025	223053	RIDDELL/ALL AMERICA SPORTS CORP	Multiple Invoices	\$ 14,297.90
9/12/2025	223055	RIVER FALLS ACE HARDWARE	Multiple Invoices	\$ 1,947.89
9/12/2025	223058	SAUVE, BRADLEY	official; fb v	\$ 120.00
9/12/2025	223059	SAUVE, TOM	official; fb v	\$ 120.00
9/12/2025	223061	SCHOOL SPECIALTY	supplies	\$ 148.32
9/12/2025	223062	SCHWAB-VOLLHABER-LUBRATT INC	MMS Replace VFD	\$ 1,713.99
9/12/2025	223066	ST CROIX GAS	Multiple Invoices	\$ 3,278.66
9/12/2025	223067	STEP SAVER INC	Multiple Invoices	\$ 420.00

15

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

9/12/2025	223069	TARTAN SENIOR HIGH SCHOOL	WIAA - GSW	\$ 150.00
9/12/2025	223070	TASKER, SHERYL	reim supplies	\$ 2,846.59
9/12/2025	223072	TODAY'S CLASSROOM LLC	supplies	\$ 110.22
9/12/2025	223073	TOMLINSON, MARK	CE Class Pymts	\$ 2,000.00
9/12/2025	223074	TRANSPARENT CLASSROOM	Aug payment	\$ 450.77
9/12/2025	223075	TRANSWORLD SYSTEMS INC	Collection Fees	\$ 414.21
9/12/2025	223076	UNIVERSAL CHEERLEADERS ASSOCIATION	o/n cheer	\$ 454.00
9/12/2025	223077	UW STOUT CONTNUING ED & CONFERENCES	conf reg	\$ 140.00
9/12/2025	223078	VERIZON WIRELESS	cell phones	\$ 2,048.02
9/12/2025	223080	WAYZATA RESULTS	service	\$ 891.00
9/12/2025	223083	YOUNGGREN, MICHAEL	officiating fees	\$ 140.00
9/26/2025	223084	AMERICAN LEGION POST 121	flags	\$ 150.00
9/26/2025	223085	AMERICAN TIME	Clocks	\$ 714.06
9/26/2025	223086	ANDERSON, BLAKE	officiating fees	\$ 110.00
9/26/2025	223088	AT&T BUSINESS DIRECT	Multiple Invoices	\$ 3,150.84
9/26/2025	223089	AUTO VALUE	Multiple Invoices	\$ 258.72
9/26/2025	223091	BINGENHEIMER, ASHLEY	reim supplies	\$ 105.43
9/26/2025	223092	BLICK ART MATERIALS	Multiple Invoices	\$ 146.35
9/26/2025	223093	BOHL, STEVE	officiating fees	\$ 110.00
9/26/2025	223094	BOOKPAL	books	\$ 208.00
9/26/2025	223095	BORCHARDT, REAGAN	Multiple Invoices	\$ 180.00
9/26/2025	223096	BSN SPORTS	Multiple Invoices	\$ 35,655.00
9/26/2025	223097	CAMPBELL, GARY	Multiple Invoices	\$ 220.00
9/26/2025	223098	CARDIO PARTNERS INC	AED supplies	\$ 1,620.00
9/26/2025	223099	CAREY, BARBARA	Multiple Invoices	\$ 210.00
9/26/2025	223100	CARLSON, ANDREW	Multiple Invoices	\$ 245.00
9/26/2025	223104	CINTAS	Multiple Invoices	\$ 834.08
9/26/2025	223106	CITY OF MENOMONIE	KC FT	\$ 935.00
9/26/2025	223107	CONCORD THEATRICALS CORP	Wizard of Oz	\$ 1,025.00
9/26/2025	223110	DESVOUSGES, ERIN	Multiple Invoices	\$ 173.10
9/26/2025	223111	DISCOUNT SCHOOL SUPPLY	Multiple Invoices	\$ 387.37
9/26/2025	223113	DONNELLY SOLUTIONS LLC	Multiple Invoices	\$ 1,000.00
9/26/2025	223114	DORN, KEVIN	Multiple Invoices	\$ 200.96
9/26/2025	223115	DULANEY, KATE	reim supplies	\$ 169.93
9/26/2025	223117	EAGAN PARKS & RECREATION-CB GROUPS	KC FT	\$ 3,164.00
9/26/2025	223121	EXPRESS SERVICES INC	Multiple Invoices	\$ 576.00
9/26/2025	223122	FACTORY MOTOR PARTS COMPANY	Multiple Invoices	\$ 359.76
9/26/2025	223125	FENTON, ERIN	Book fair \$	\$ 200.00
9/26/2025	223127	GARRETT, DAVID	Multiple Invoices	\$ 130.00
9/26/2025	223132	GOMEZ, NATALY	reim supplies	\$ 228.30
9/26/2025	223133	GRAHAM, JACQUELINE	Multiple Invoices	\$ 191.55
9/26/2025	223134	GURSTEL LAW FIRM PC	Payroll accrual	\$ 347.82
9/26/2025	223135	HALLBERG ENGINEERING INC	Ref	\$ 1,500.00
9/26/2025	223137	HANSEN, MELISA	Reim supplies/mil	\$ 336.70
9/26/2025	223138	HANSON, JENNA	travel reim	\$ 285.38
9/26/2025	223140	HILLYARD INC MPLS	Multiple Invoices	\$ 11,938.11
9/26/2025	223141	HIRSTEIN, ALI	reim supplies	\$ 450.00

16

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

9/26/2025	223142	HISTORIC THEATRE GROUP	Field Trip	\$ 1,886.00
9/26/2025	223143	HOUGHTON MIFFLIN HARCOURT PUBLISHING	textbooks	\$ 1,792.92
9/26/2025	223144	HOWE, LYNNAE	official; vb v	\$ 150.00
9/26/2025	223145	HUDSON PHYSICIANS	DOT exams	\$ 460.00
9/26/2025	223147	INFINITE CAMPUS	Setup Fee	\$ 150.00
9/26/2025	223148	JOHNSON, MICHAEL	officiating fees	\$ 155.00
9/26/2025	223149	JOHNSON, STACIA	reim supplies	\$ 112.20
9/26/2025	223150	KINNI SPORT & POWER	Grounds Supplies	\$ 194.64
9/26/2025	223151	KLAAS-JONAS COMMUNITY POOL	KC FT	\$ 850.00
9/26/2025	223152	KLUNDT, SHANE	officiating fees	\$ 175.00
9/26/2025	223153	KONOLD, LORI	lic/fingerprinting	\$ 134.75
9/26/2025	223154	LAKEVILLE NORTH HIGH SCHOOL	WIAA - CC	\$ 155.00
9/26/2025	223155	LAWSON PRODUCTS INC	Multiple Invoices	\$ 372.02
9/26/2025	223158	LIBERTY MUTUAL INSURANCE	Insurance	\$ 1,572.53
9/26/2025	223159	LOFFLER COMPANIES INC	Multiple Invoices	\$ 284.24
9/26/2025	223162	MARCUM, CHRISTOPHER	official; bso v	\$ 110.00
9/26/2025	223163	MASTERCARD CORPORATE CLIENTS	Multiple Invoices	\$ 22,505.06
9/26/2025	223165	MCCUTCHIN, ANDREW	official; bso jv & v	\$ 175.00
9/26/2025	223166	MC GRAW-HILL COMPANIES	Multiple Invoices	\$ 2,122.42
9/26/2025	223167	MENARDS	supplies	\$ 738.54
9/26/2025	223168	MIDWEST BUS PARTS INC	Multiple Invoices	\$ 759.72
9/26/2025	223169	MOHAWK LIFTS LLC	Lift System	\$ 54,837.24
9/26/2025	223170	MTI DISTRIBUTING INC	Glass Kit	\$ 1,682.37
9/26/2025	223172	O'REILLY AUTO PARTS	Multiple Invoices	\$ 376.11
9/26/2025	223173	O'ROURKE MEDIA GROUP-MINNESOTA LLC	Multiple Invoices	\$ 1,111.02
9/26/2025	223174	PAOLI CLAY COMPANY INC	Multiple Invoices	\$ 848.00
9/26/2025	223176	PLUM, SARAH	Multiple Invoices	\$ 581.00
9/26/2025	223177	PREMIER TRUCK GROUP	Multiple Invoices	\$ 3,960.32
9/26/2025	223178	PRONSCHINSKE, GAIL	official; fb 8th	\$ 110.00
9/26/2025	223179	PRUDEN, CONNOR	official; bso v & jv	\$ 155.00
9/26/2025	223182	RIPPLINGER, DAVID	official; bso jv & v	\$ 155.00
9/26/2025	223183	RIVER FALLS MUNICIPAL	Multiple Invoices	\$ 83,254.23
9/26/2025	223185	R M COTTON COMPANY LLC	supplies	\$ 1,034.56
9/26/2025	223186	RODE, JON	official; vb v	\$ 150.00
9/26/2025	223188	SCHMIDGALL, LEE	official; bso jv & v	\$ 155.00
9/26/2025	223189	SCHNEIDER, NICHOLAS	official; bso v	\$ 110.00
9/26/2025	223190	SCHOLASTIC INC	supplies	\$ 109.89
9/26/2025	223192	SCHOOL SPECIALTY	supplies	\$ 399.87
9/26/2025	223194	WARD'S SCIENCE	supplies	\$ 494.66
9/26/2025	223196	SCVMEA	Multiple Invoices	\$ 350.00
9/26/2025	223198	SEIFERT, JORDAN	conf reg	\$ 227.50
9/26/2025	223200	SISKO, KELSEY	Ind Eval Svcs	\$ 1,260.00
9/26/2025	223201	SKOGLUND OIL CO INC	Multiple Invoices	\$ 3,344.21
9/26/2025	223202	SMITH, MARK	Multiple Invoices	\$ 3,159.79
9/26/2025	223203	SOWA, COLLEEN	reim supplies	\$ 117.56
9/26/2025	223204	SPRINKLER CREW	start up/repairs	\$ 5,003.46
9/26/2025	223205	STARKEY, JOE	Multiple Invoices	\$ 300.00

17

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

9/26/2025	223206	STEWART, JESSICA	official; vb v	\$ 150.00
9/26/2025	223207	SWANEPOEL, ADAM	official; vb v	\$ 150.00
9/26/2025	223208	T-MOBILE	wifi	\$ 172.20
9/26/2025	223210	TEACHER SYNERGY LLC	supplies	\$ 425.09
9/26/2025	223212	ULINE	Multiple Invoices	\$ 2,657.00
9/26/2025	223214	UNITED WAY ST CROIX VALLEY	Multiple Invoices	\$ 142.00
9/26/2025	223215	URBAN GYPSY STUDIO B LLC	Field Trip	\$ 1,640.00
9/26/2025	223216	VARSITY SPIRIT FASHION	cheer uniforms	\$ 3,263.15
9/26/2025	223217	WCASS	conf reg	\$ 375.00
9/26/2025	223219	WENGER CORPORATION	Multiple Invoices	\$ 39,076.61
9/26/2025	223220	WEST BEND MUTUAL INSURANCE	wkr comp	\$ 3,946.00
9/26/2025	223221	WIDIKER, TIMOTHY	official; vb v	\$ 150.00
9/5/2025	252600195	ADVANCED LIGHT & SOUND LLC	Monitor Adds	\$ 5,301.44
9/5/2025	252600196	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 1,770.45
9/5/2025	252600197	CHIPPEWA VALLEY SPORTING GOODS	supplies	\$ 3,467.00
9/5/2025	252600198	COMPUTER INTEGRATION TECHNOLOGIES INC	Multiple Invoices	\$ 10,825.00
9/5/2025	252600199	CITY OF RIVER FALLS	KC Swimming	\$ 1,959.00
9/5/2025	252600200	CONFIDENTIAL RECORDS INC	Multiple Invoices	\$ 298.14
9/5/2025	252600202	DUET RESOURCE GROUP INC	Flagship Carpets	\$ 806.98
9/5/2025	252600203	FOLLETT SCHOOL SOLUTIONS	renewal	\$ 599.00
9/5/2025	252600204	GEORGE SIEGFRIED CONSTRUCTION CO	Multiple Invoices	\$ 8,550.00
9/5/2025	252600205	GILBY'S STREET DEPT	New Logo Decals	\$ 280.65
9/5/2025	252600207	HUB 70 DESIGN AND PRINT LLC	posters	\$ 282.40
9/5/2025	252600208	ION INC	Two-Way Radios	\$ 402.15
9/5/2025	252600209	OSCEOLA HIGH SCHOOL	WIAA - FB	\$ 200.00
9/5/2025	252600210	RF REN PROJECT LLC	Rent/Insur	\$ 18,836.16
9/5/2025	252600211	RIVER CITY STITCH LLC	Multiple Invoices	\$ 1,787.50
9/5/2025	252600212	SOUTHWEST BINDING & LAMINATING	laminating film	\$ 276.48
9/5/2025	252600215	WEST MUSIC COMPANY INC	supplies	\$ 188.90
9/12/2025	252600216	ADVANCED LIGHT & SOUND LLC	Multiple Invoices	\$ 63,198.70
9/12/2025	252600217	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 7,817.60
9/12/2025	252600218	BAKER TILLY US LLP	Fin Audit Fees	\$ 14,229.00
9/12/2025	252600219	C & L COMMUNICATIONS INC	Aug 1-31, 2025	\$ 4,068.25
9/12/2025	252600220	CESA #5	Summit Regs	\$ 790.00
9/12/2025	252600221	CHIPPEWA VALLEY SPORTING GOODS	supplies	\$ 324.00
9/12/2025	252600222	DARRELL'S SEPTIC SERVICE INC	Multiple Invoices	\$ 1,000.00
9/12/2025	252600223	DUET RESOURCE GROUP INC	Ref	\$ 2,312.50
9/12/2025	252600224	DYNAMIC FITNESS & STRENGTH LLC	Wt room equip	\$ 12,856.20
9/12/2025	252600225	EDMENTUM INC	Online prog	\$ 1,425.90
9/12/2025	252600227	GEORGE SIEGFRIED CONSTRUCTION CO	HS Tile Repair	\$ 14,830.00
9/12/2025	252600228	HORIZON COMMERCIAL POOLS	supplies	\$ 1,682.47
9/12/2025	252600229	HUB 70 DESIGN AND PRINT LLC	Multiple Invoices	\$ 772.60
9/12/2025	252600230	JUNIOR LIBRARY GUILD	renewal	\$ 1,697.66
9/12/2025	252600231	J W PEPPER & SON INC	Multiple Invoices	\$ 567.99
9/12/2025	252600233	MISSISSIPPI WELDERS SUPPLY CO INC	Multiple Invoices	\$ 381.39
9/12/2025	252600234	NEO ELECTRICAL SOLUTIONS LLC	Multiple Invoices	\$ 1,464.63
9/12/2025	252600235	RIESTER REFRIGERATION INC	MMS Svc Call	\$ 885.00

18

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

9/12/2025	252600236	RIVER CITY DISPOSAL INC	Multiple Invoices	\$ 3,988.13
9/12/2025	252600237	RIVER CITY STITCH LLC	Multiple Invoices	\$ 1,094.47
9/12/2025	252600238	SCHAEFFER MFG INC	5W-40	\$ 9,053.00
9/12/2025	252600239	SECURITY CHECK ME LLC	Multiple Invoices	\$ 630.00
9/12/2025	252600240	SHIFFLER EQUIPMENT SALES INC	MMS Lockbars	\$ 103.10
9/12/2025	252600241	STAPLES -(PAPER)	Multiple Invoices	\$ 2,219.63
9/12/2025	252600242	TECH ACADEMY/COMPUTER EXPLORERS	CE Class Pymts	\$ 1,170.00
9/12/2025	252600243	TEXAS METAL WORKS LTD CO	Welding Table	\$ 1,829.00
9/12/2025	252600244	WI ASSOC OF FFA INC	membership	\$ 337.50
9/12/2025	252600245	WSMA	renewals	\$ 515.00
9/26/2025	252600246	5 STAR RESTROOM RENTALS	Restroom Rental	\$ 352.25
9/26/2025	252600247	ACCESS SECURITY INC	svc call	\$ 556.00
9/26/2025	252600248	ADVANCED LIGHT & SOUND LLC	Multiple Invoices	\$ 7,330.50
9/26/2025	252600249	AIR COMMUNICATIONS OF WI INC	Repeater Rent	\$ 630.71
9/26/2025	252600250	AMAZON CAPITAL SERVICES INC	Multiple Invoices	\$ 11,817.21
9/26/2025	252600251	BO JON'S FLOWERS & GIFTS	Multiple Invoices	\$ 184.99
9/26/2025	252600252	BOARDMAN & CLARK LLP	Legal Fees	\$ 3,009.00
9/26/2025	252600253	BRAY ASSOCIATES ARCHITECTS INC	Ref	\$ 38,045.00
9/26/2025	252600254	CAREER SAFE LLC	OSHA Trng library	\$ 3,500.00
9/26/2025	252600255	CERNOHOUS CHEVROLET INC	Sensor	\$ 210.12
9/26/2025	252600256	CHARTWELLS	Multiple Invoices	\$ 59,668.36
9/26/2025	252600257	COMPUTER INTEGRATION TECHNOLOGIES INC	subscription	\$ 150.00
9/26/2025	252600259	DUET RESOURCE GROUP INC	Multiple Invoices	\$ 44,469.72
9/26/2025	252600260	GALLAGHER BENEFIT SERVICES INC	Consulting Svcs	\$ 5,000.00
9/26/2025	252600261	GRAINGER	Multiple Invoices	\$ 158.58
9/26/2025	252600262	HUB 70 DESIGN AND PRINT LLC	Multiple Invoices	\$ 163.58
9/26/2025	252600263	INTERSTATE ALL BATTERY CENTER	Batteries	\$ 795.80
9/26/2025	252600264	J W PEPPER & SON INC	Multiple Invoices	\$ 625.23
9/26/2025	252600265	KRAUS-ANDERSON CONSTRUCTION CO	Multiple Invoices	\$ 3,365,057.58
9/26/2025	252600266	LEARNING A-Z	renewal	\$ 248.00
9/26/2025	252600267	NEO ELECTRICAL SOLUTIONS LLC	HS Service Call	\$ 148.30
9/26/2025	252600268	NORTH CENTRAL INTERNATIONAL LLC	Parts	\$ 373.96
9/26/2025	252600269	NW COUNSELING AND GUIDANCE CLINIC	day trmt	\$ 2,250.00
9/26/2025	252600270	NOTABLE INC	subscription	\$ 298.00
9/26/2025	252600271	THE PIONEER MANUFACTURING CO	supplies	\$ 745.33
9/26/2025	252600272	PURELAND SUPPLY	supplies	\$ 136.34
9/26/2025	252600273	RF REN PROJECT LLC	Rent/insur	\$ 18,852.49
9/26/2025	252600274	SCHAEFFER MFG INC	5W-30	\$ 8,921.00
9/26/2025	252600275	SECURLY INC	renewal	\$ 4,461.60
9/26/2025	252600276	SHIFFLER EQUIPMENT SALES INC	MMS Lock Bars	\$ 418.20
9/26/2025	252600277	ST CROIX VALLEY RESTORATIVE SERVICES INC	Student Therapy	\$ 900.00
9/26/2025	252600278	STAPLES -(PAPER)	Multiple Invoices	\$ 6,244.20
9/26/2025	252600279	TEACHER'S DISCOVERY	supplies	\$ 274.95
9/26/2025	252600280	TORMACH INC	supplies	\$ 383.55
9/26/2025	252600281	TRI STATE BOBCAT INC	Push Mower	\$ 501.49

RIVER FALLS BOARD OF EDUCATION MEETING

Monday, October 27, 2025

Personnel Agenda:

1. Recommended approval of the employment of Shelby Glover as 1.0 FTE Limited Term Substitute Grade 2 Teacher at Westside Elementary School effective October 6, 2025 through June 9, 2026 (for Tory Ludack).
2. Recommended approval of the employment of Nancy Lindquist as 1.0 FTE Long Term Substitute Grade 5 Teacher at Rocky Branch Elementary School effective October 7, 2025 through January 16, 2026 (for Maddie Morgan).
3. Recommended approval of the employment of Nathan Wolf as 1.0 FTE Long Term Substitute Personal Finance Teacher and Online Learning Coordinator at River Falls High School effective approximately November 20, 2025 through February 27, 2026 (for Olivia Quade).
4. Recommended approval of the hiring of the following short-term, on call Substitute Teachers:
 - a. Lance Stueven
 - b. Hanna Thelen
 - c. Alexis Magnino
 - d. Nickolas Mickelson
 - e. Devani Hinkelman



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

0100 - **DEFINITIONS**

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

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

Administrator

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

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

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

Apps and Services

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

Bylaw

Rule of the School Board for its own governance.

Clerk

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

Committee

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

District

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

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

District Administrator/Superintendent

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

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

District Clerk

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

District Records Custodian

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

Deputy Election Clerk

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

Due Process

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

Full School Board

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

Information Resources

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

Law Enforcement Officer(s) or Agency(ies)

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

Legal Custodian of Records

See "District Records Custodian".

Legal Notice

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

Local Public Office Holder or Official

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

May

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

Medical Advisor

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

Meeting

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

Official Newspaper(s)

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

Parent

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

Personal Communication Devices

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

Policy

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

President

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

Principal

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

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

Professional Staff Member

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

Relative

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

School Board

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

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

School/District Classification

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

Common School Districts:

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

Unified School Districts:

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

Union High Schools:

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

School Nurse

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

School Official

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

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

School Resource Officer

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

Shall

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

Social Media

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

Student

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

Support Staff

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

Technology Resources

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

Treasurer

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

Vice-President

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

Voting

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

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

© Neola 2025 (NEW)



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title NAME
Code po0111
Status

0111 - **NAME**

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

© **Neola 2001 (NEW)**



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

0112 - **PURPOSE**

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

© Neola 2001 (NEW)



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

0113 - **BOUNDARIES**

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

© Neola 2001 (**NEW**)



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

0114 - **CLASSIFICATION**

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

© Neola 2001 (NEW)



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

0115 - **ADDRESS**

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

© Neola 2001 (NEW)



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

0121 - AUTHORITY

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

© Neola 2020 (REPLACES POLICY 130)



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

0122 - SCHOOL BOARD POWERS

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

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

© Neola 2023(REPLACES POLICY 130)



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title PHILOSOPHY OF THE SCHOOL BOARD
Code po0123
Status

0123 - PHILOSOPHY OF THE SCHOOL BOARD

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

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

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

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

© Neola 2006 (NEW)



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title BYLAWS AND POLICIES
Code po0131.1
Status

0131.1 - BYLAWS AND POLICIES

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

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

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

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

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

Technical Corrections

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

© Neola 2021 (REPLACES POLICY 151)



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

0132.2 - ADMINISTRATION IN ABSENCE OF POLICY

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

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

© Neola 2020 (REPLACES POLICY 151.3)



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title JUDICIAL
Code po0133
Status

0133 - **JUDICIAL**

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

© Neola 2009 (NEW)



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

0141 - **NUMBER**

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

© Neola 1998 (REPLACES POLICY 130)



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title STUDENT REPRESENTATION AT SCHOOL BOARD MEETINGS
Code po0141.1
Status

0141.1 - STUDENT REPRESENTATION AT SCHOOL BOARD MEETINGS

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

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

The representative shall:

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

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

Orientation of Student Representative

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

© Neola 2020 (NEW)



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	ELECTORAL PROCESS
Code	po0142.1
Status	
Legal	120.06 (1), Wis. Stats. 120.06 (6)(b), Wis. Stats. 120.06(6)(b)3m, Wis. Stats.

0142.1 - **ELECTORAL PROCESS**

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

Declaration of Candidacy

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

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

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

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

Declaration of Non-Candidacy

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

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

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

© Neola 2023 (NEW)



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

0142.2 - **QUALIFICATIONS**

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

© **Neola 1998 (NEW)**



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	TERM
Code	po0142.3
Status	
Legal	120.06(4), Wis. Stats.

0142.3 - TERM

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

© Neola 1998 (REPLACES POLICY 130)



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	OATH
Code	po0142.4
Status	
Legal	120.06(10), Wis. Stats. 120.17(10), Wis. Stats. 887.01(1), Wis. Stats.

0142.4 - OATH

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

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

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

© Neola 2020 (NEW)



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

0142.5 - **VACANCIES**

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

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

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

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

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

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

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

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

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

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

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

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

© School District of River Falls 2025



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	RECALL
Code	po0142.6
Status	

0142.6 - **RECALL**

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

© **Neola 1998**



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title ORIENTATION
Code po0142.7
Status

0142.7 - ORIENTATION

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

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

Adopted from retired policy 162.

© School District of River Falls Policy 2025



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	AUTHORITY OF INDIVIDUAL SCHOOL BOARD MEMBERS
Code	po0143
Status	

0143 - AUTHORITY OF INDIVIDUAL SCHOOL BOARD MEMBERS

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

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

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

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

Adopted from retired policy 161

© School District of River Falls Policy 2025



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

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

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

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

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

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

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

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



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

0143.2 - **SCHOOL BOARD MEMBER INFORMATION REQUESTS**

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

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

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

minutes for follow-up and subsequent references.

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

© Neola 2020 (NEW)



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

0144.1 - COMPENSATION

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

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

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

Adopted from retired policy 164

© School District of River Falls 2025



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

0144.3 - **CONFLICT OF INTEREST**

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

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



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	INDEMNIFICATION
Code	po0144.4
Status	
Legal	895.35, 895.46, Wis. Stats.

0144.4 - **INDEMNIFICATION**

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

© Neola 2020 (NEW)



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

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

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

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

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

General Expectations of All School Board Members

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

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

School Board Member Communication

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

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

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

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

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

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

School Board Member Interaction with Staff

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

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

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

School Board Member Records and Confidentiality

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

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

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

Enforcement

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

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

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

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

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

© Neola 2025



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

0146 - EVALUATION OF SCHOOL BOARD OPERATIONS

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

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

Adopted from retired policy 153

© School District of River Falls 2024



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title ANNUAL SCHOOL DISTRICT MEETING [COMMON AND UNION HIGH SCHOOL DISTRICTS ONLY]
Code po0151
Status

0151 - ANNUAL SCHOOL DISTRICT MEETING

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

© Neola 2021 (NEW)



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title ANNUAL SCHOOL BOARD REORGANIZATION MEETING
Code po0151.1
Status

0151.1 - ANNUAL SCHOOL BOARD REORGANIZATION MEETING

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

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

Adopted from retired policy 174

© School District of River Falls 2025



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM
Code	po0151.2
Status	
Legal	118.30, Wis. Stats.

0151.2 - REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM

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

© Neola 2023



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	OFFICERS
Code	po0152
Status	
Legal	19.88(1), Wis. Stats. 120.05, Wis. Stats. 120.15 et seq., Wis. Stats. 120.43, Wis. Stats. 120.44(2) Wis. Stats.

0152 - **OFFICERS**

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

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

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

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

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

© Neola 2024 (REPLACES POLICY 141)



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title COMMITTEES
Code po0155
Status

0155 - **COMMITTEES**

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

Educational Program Committee
Personnel Committee
Finance and Facilities Committee

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

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

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

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

Adopted from retired policy 185

© School District of River Falls 2025



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title PARLIAMENTARY AUTHORITY
Code po0161
Status

0161 - PARLIAMENTARY AUTHORITY

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

Adopted from retired policy 181

© School District of River Falls 2025



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	QUORUM
Code	po0162
Status	

0162 - QUORUM

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

Adopted from retired policy 182

© School District of River Falls 2025



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	PRESIDING OFFICER
Code	po0163
Status	
Legal	120.11, Wis. Stats.

0163 - PRESIDING OFFICER

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

© Neola 1996



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title MEETINGS
Code po0164
Status
Legal 19.84, Wis. Stats.
120.43, Wis. Stats.
985.05(3), Wis. Stats.

0164 - **MEETINGS**

Regular Meetings

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

Adopted from retired policy 171

Change of Regular Meetings

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

Special Meetings

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

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

Adopted from retired policy 172

Notice of Meetings

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

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

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

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

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

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

Adopted from retired policy 171.1

Cancellation of Meetings

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

Virtual Participation

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

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

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

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

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

Adopted from retired policy 188

© School District of River Falls 2025

© Neola 2024



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

0166 - **AGENDA**

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

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

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

Adopted from retired policy 171.2

© School District of River Falls 2025



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	CONSENT AGENDA
Code	po0166.1
Status	

0166.1 - **CONSENT AGENDA**

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

General Statement of Policy

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

Adopted from retired policy 171.3

© School District of River Falls 2025



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

0167.1 - VOTING

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

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

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

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

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

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

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

Adopted from retired policy 183

© School District of River Falls 2025



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title CLOSED SESSION
Code po0167.2
Status

0167.2 - CLOSED SESSION

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

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

Exemption Must Be Announced

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

Roll Call Vote Required

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

Discussion in Closed Session Limited

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

Closed Session Minutes

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

Open Session Following Closed Session

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

Adopted from retired policy 173

© School District of River Falls 2025



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	PUBLIC COMMENT AT SCHOOL BOARD MEETINGS
Code	po0167.3
Status	
Legal	19.90, Wis. Stats.

0167.3 - **PUBLIC COMMENT AT SCHOOL BOARD MEETINGS**

The presiding officer and superintendent may include a hearing of visitors or delegations section as part of any agenda for a meeting of the School Board. If such public participation is permitted, those wishing to address the School Board will be asked to identify their municipality of residence and relationship to the district. Speakers will be allotted a specified length of time to address the School Board on a topic related to the District. Speakers' comments must be respectful and observe the decorum of the meeting.

This allotted time will be no more than two minutes, unless the time is increased by a majority vote of the School Board or committee. Upon completion of public participation, the presiding officer will acknowledge the comments from the visitor(s).

The presiding officer will be guided by the following procedure during any hearing of visitors or delegations section of a meeting:

- A. Hearing of visitors or delegations will be permitted as indicated on the meeting agenda.
- B. Those wishing to speak must register their intention to participate in the hearing of visitors or delegations section of a meeting upon their arrival at the meeting and prior to the end of the hearing of visitors or delegations part of the meeting agenda.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and group affiliation, if and when appropriate, municipality of residence, and relationship to the district.
- D. No participant may speak more than once.
- E. All statements will be directed to the School Board; no person may address or question School Board members or staff individually.
- F. The presiding officer may:
 - 1. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, disruptive, obscene, or irrelevant;
 - 2. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;

4. Waive these rules.

Adopted from retired policy 187

© School District of River Falls 2025



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	USE OF ELECTRONIC MAIL
Code	po0167.5
Status	

0167.5 - **USE OF ELECTRONIC MAIL**

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

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

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

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

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

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

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

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

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

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

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

Adopted from retired policy 166 - Rule

© School District of River Falls 2025



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title E-MAIL - PUBLIC RECORDS
Code po0167.6
Status

0167.6 - E-MAIL - PUBLIC RECORDS

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

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

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

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

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

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

© Neola 2020



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title USE OF PERSONAL COMMUNICATION DEVICES
Code po0167.7
Status

0167.7 - USE OF PERSONAL COMMUNICATION DEVICES

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

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

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

© Neola 2020 (NEW)



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

0168.1 - **MEETING MINUTES**

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

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

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

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

Closed Meeting Minutes

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

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

Adopted from retired policy 184

© School District of River Falls 2025



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

0171.1 - **PRESIDENT**

The President:

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

Adopted from retired policy 141

© School District of River Falls 2025



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	VICE-PRESIDENT
Code	po0171.2
Status	
Legal	120.15(5), Wis. Stats.

0171.2 - **VICE-PRESIDENT**

The Vice-President:

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

Adopted from retired policy 141

© School District of River Falls 2025



Book	Clean Copies for Discussion/Approval
Section	0000 Bylaws Templates
Title	CLERK
Code	po0171.3
Status	
Legal	7.53, 120.17, Wis. Stats.

0171.3 - CLERK

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

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

Adopted from retired policy 141

© School District of River Falls 2025



Book Clean Copies for Discussion/Approval
Section 0000 Bylaws Templates
Title TREASURER
Code po0171.4
Status
Legal 66.0607, 120.16, Wis. Stats.

0171.4 - TREASURER

The Treasurer:

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

Adopted from retired policy 141

© School District of River Falls 2025



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

0172 - **LEGAL COUNSEL**

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

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

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

Adopted from retired policy 142

© School District of River Falls 2025



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

0173 - INDEPENDENT FINANCIAL AUDITOR

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

The independent auditor shall:

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

© Neola 2020



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

0174.1 - ANNUAL REPORT

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

© Neola 2024 (NEW)



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

0175 - ASSOCIATION MEMBERSHIPS

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

Adopted from retired policy 163.1

© School District of River Falls 2025



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

0175.1 - SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS

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

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

Adopted from retired policy 163

© School District of River Falls 2025



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

0176 - RECOGNITIONS FOR ACCOMPLISHMENTS

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

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

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

Employee Recognition

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

Adopted from retired policy 190

© School District of River Falls 2025



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	DISTRICT ORGANIZATION
Code	po1100
Status	
Legal	118.24, Wis. Stats.

1100 - DISTRICT ORGANIZATION

The School Board recognizes that the grouping of grades and services within the facilities of the District can assist the efficient operation of the District and help achieve a more effective instructional program.

The Superintendent will continually monitor the effectiveness of the District organizational plan and recommend to the School Board such modifications in the plan which are in the best interests of the students, make efficient use of District resources, and serve the educational goals of the School Board. Any reconfiguration of the grouping of grades, the use of buildings, or revision of services as part of the District's instructional program will require School Board approval.

The Superintendent will be the administrative head of the District. The Superintendent will define and recommend those administrative positions required to implement the educational system and program of learning established by the School Board. Any revision of the District's administrative organizational structure will require School Board approval.

Responsibility will flow clearly from the Superintendent through administrators to the operational personnel in a manner consistent with the District's plan of supervision for staff.

It will be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the effective functioning of the District.

© Neola 2024 (NEW)



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	DISTRICT GOALS
Code	po1110
Status	

1110 **DISTRICT GOALS**

Goal Setting

The School Board recognizes the value of goal setting for school improvement, consistent with the District's strategic plan. Therefore, the School Board and administration will annually assess districtwide needs and concerns and translate such concerns into achievable goals.

Upon completion of the goal-setting process, the administrative staff will develop an action plan and timetable to facilitate successful completion of the goals. The School Board President and Superintendent will establish a process for reporting to the full School Board no less than twice per school year. Goals will be monitored and adjusted, if necessary, throughout the school year.

A District performance report will be adopted and published annually by the School Board. The report will describe the School Board's and school administration's educational goals and objectives, including learning related performance objectives, student assessment results, and other information required by law. The report will be made publicly available on the District's website.

Goal Setting Procedure

1. The School Board and administration will assess the needs and concerns of the District.
2. The School Board and administration will annually establish and review goals for the upcoming school year consistent with the District's strategic plan.
3. The administration will develop an action plan and timetable to achieve these goals.
4. The School Board will monitor goals through administrative reports and adjust as necessary throughout the school year.
5. The School Board will meet with administration mid-year and discuss the District's progress toward the achievement of these goals.
6. A final evaluation of progress toward goal achievement will be presented and discussed at the annual review.

Adopted from retired policy 152, 152-Rule

© **School District of River Falls 2025**



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	ETHICS AND CONFLICT OF INTEREST
Code	po1130
Status	
Legal	19.42(7), 19.59, 946.13, Wis. Stats. 2 C.F.R. 200.12, 2 C.F.R. 200.113, 2 C.F.R. 200.318 7 C.F.R. 3016.36(b)(3) and 7 C.F.R. 3019.42

1130 - ETHICS AND CONFLICT OF INTEREST

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

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

- A. No administrative employee, officer, or agent will engage in or have a personal, financial, or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with the employee's, officer's, or agent's duties and responsibilities in the school system. Specifically, administrative employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Administrative employees will not directly supervise a relative employed by the District or employed in a position contracted for by the District.
- C. Administrative employees, officers, and agents will not engage in business, private practice of their profession, the rendering of services, or anything of substantial value or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

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

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from, and in addition to, regular support provided to students as part of the administrator's regular duties;

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

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

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

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

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

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

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

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



Book Clean Copies for Discussion/Approval
Section 1000 Administration Templates
Title SCHOOL BOARD - SUPERINTENDENT RELATIONSHIP
Code po1210
Status

1210 - SCHOOL BOARD - SUPERINTENDENT RELATIONSHIP

The School Board believes that, in general, it is the primary duty of the School Board to establish policies, and that of the Superintendent to administer such policies. Policy should not be originated or changed without the input or recommendation of the Superintendent. The Superintendent should be given the latitude to determine the best method of implementing the policies of the School Board.

The Superintendent, as the chief administrative officer of the District, is the primary professional advisor to the School Board. S/He is responsible for the development, supervision, and operation of the school program and facilities.

The Superintendent and those administrators directed by the Superintendent will attend all School Board meetings, when feasible. Administrative participation will be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of School Board members.

In the interests of promoting and maintaining a healthy and productive work environment, the Superintendent will report to the School Board President any information regarding School Board member conduct in violation of Policy 3362.01 - Threatening Behavior Toward Staff Members, Policy 4362.01 - Threatening Behavior Toward Staff Members, or Bylaw 0144.5 - School Board Member Behavior and Code of Conduct. If such a report involves the School Board President, the School Board Vice-President will be notified.

The School Board is responsible for determining the success of the Superintendent in meeting the goals established by the School Board through annual evaluations of the Superintendent's performance.

© Neola 2021 (NEW)



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	WHISTLEBLOWER PROTECTION
Code	po1211
Status	

1211 - **WHISTLEBLOWER PROTECTION**

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

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

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

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

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

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

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

© Neola 2023 (NEW)



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	NON-RENEWAL OR TERMINATION OF THE SUPERINTENDENT'S CONTRACT
Code	po1241
Status	
Legal	118.24(6) and (7), Wis. Stats.

1241 - NON-RENEWAL OR TERMINATION OF THE SUPERINTENDENT'S CONTRACT

The School Board has an obligation to the students, parents, and residents of this District to employ the professional leadership that the School Board feels best suited to meet the educational needs of the students. The School Board will meet this obligation through recruitment, hiring, and supervision efforts designed to assure that the Superintendent is highly qualified and meeting performance standards while in the position.

If the Superintendent's performance is found to be unsatisfactory by the School Board, the Superintendent will be notified in writing by the President. The Superintendent will normally be given an opportunity to address identified deficiencies in performance.

If the School Board intends to consider non-renewal of the Superintendent's contract, it will give the Superintendent written preliminary notice by registered mail at least five (5) months prior to the expiration of the contract.

If the Superintendent files a written request with the School Board within seven (7) days after receiving such notice, the Superintendent has a right to a hearing prior to being given the notice of non-renewal of the contract. The Superintendent may request a public or private hearing and request that the School Board provide its reasons for non-renewal, in writing, prior to the hearing.

At least four (4) months prior to the expiration of the contract of the Superintendent, the School Board will provide notice, in writing, of either renewal of the contract or refusal to renew such contract. No person may be employed or dismissed except by a majority vote of the full membership of the School Board.

Non-renewal or unilateral termination of the Superintendent's contract will be consistent with State law and with the provisions of the employment contract between the School Board and the Superintendent. The School Board President, with the assistance of School Board legal counsel, will be responsible for compliance with non-renewal or termination procedural requirements.

By mutual agreement of the School Board and the Superintendent, the employment contract may be modified or terminated. Policy 3140 - Non-Renewal, Resignation, and Termination applies to administrators other than the Superintendent.

© Neola 2024 (NEW)



Book Clean Copies for Discussion/Approval
Section 1000 Administration Templates
Title INCAPACITY OF THE SUPERINTENDENT
Code po1260
Status

1260 - **INCAPACITY OF THE SUPERINTENDENT**

It is the duty of the School Board to appoint an interim Superintendent by a majority vote of the School Board upon a determination that the Superintendent is incapacitated in such a manner that the Superintendent is unable to perform the duties of the office. Until such appointment, the School Board President will have the authority to take or delegate necessary administrative actions on behalf of the District.

The School Board will fix the compensation of the interim Superintendent who will serve, pending further determination of the Superintendent's ability to perform assigned duties and functions, or until the Superintendent's employment ends and a new Superintendent assumes office. The interim Superintendent will perform all of the duties and functions of the Superintendent, and may be removed at any time using the procedures set forth in Policy 3140 - Non-Renewal, Resignation, and Termination.

The School Board will exercise its authority under law to determine the incapacity of the Superintendent and to place the Superintendent on leave for a physical or mental condition that affects the Superintendent's ability to perform assigned duties in conformance with the law. The School Board may require that the Superintendent submit to an appropriate examination by a healthcare provider of the Superintendent's choice, a healthcare provider designated and compensated by the District, or both.

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

If the School Board determines that the Superintendent is unable to perform the duties of the office, the Superintendent may:

- A. at the Superintendent's request, be placed on sick leave, with pay, not to exceed the amount of accumulated, but unused, sick leave and any advancement of such sick leave which may be authorized by School Board policy;
- B. at the request of the School Board, be placed on sick leave with such pay to which the Superintendent may be entitled or which may be authorized by School Board policy;
- C. at the Superintendent's request, be placed on a leave without pay.

As required by Federal law and regulation and School Board Policy 1422.02 - Nondiscrimination Based on Genetic Information of the Employee, the School Board will direct the provider designated by the School Board to conduct the examination, not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

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

If, as a result of such examination, the Superintendent is found to be unable to perform assigned duties, the Superintendent may be placed on a leave of absence until such time as the Superintendent is able to return to the performance of the position or other action is taken.

The School Board may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 1630.01 as provided by law.

The foregoing leave will not extend beyond the contract of the Superintendent.

The Superintendent will, upon request to the President of the School Board, be returned to active duty status, unless the School Board denies the request within ten (10) days of receipt of the request. The School Board may require the Superintendent to establish to its satisfaction that the Superintendent is capable of resuming such duties on a full-time basis.

The School Board may demand that the Superintendent return to active service upon medical documentation that the Superintendent is able to resume the position's duties.

© Neola 2023 (NEW)



Book Clean Copies for Discussion/Approval
Section 1000 Administration Templates
Title JOB DESCRIPTIONS
Code po1400
Status

1400 - JOB DESCRIPTIONS

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

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

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

Employees will be evaluated, at least in part, against their job descriptions.

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

Upon employment by the School Board, the staff member will receive a copy of the current job description for the position for which s/he has been employed. The employee's immediate supervisor will review this job description with the staff member as part of the employment orientation process.

From time-to-time, the School Board further recognizes that the Superintendent may find it necessary to revise job descriptions for support staff positions.

Following the revision of a job description, staff members who are affected by that revised job description will be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

© Neola 2020 (NEW)



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS
Code	po1421
Status	
Legal	111.335, Wis. Stats.

1421 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS**

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

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

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

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

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

- 1) crimes involving school property or funds;
- 2) crimes involving fraudulent or unauthorized attempt to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- 3) crimes that occur wholly or in part on school property or at a school-sponsored activity;
- 4) a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- 5) a misdemeanor which violates the public trust.
- 6) major traffic offenses (e.g., operating under the influence of an intoxicant or other drug, reckless driving, operating after suspension/revocation, failure to report an accident, refusal to take a breath test). Minor traffic offenses (e.g., non-moving violations, speeding, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking) do not need to be reported. However, if an employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff, other than the staff member's own family, in any vehicle they must report any traffic offense (not including parking tickets).

Per School District of River Falls Employee Handbook, employees who notify their supervisor or building principal of an arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the offenses as indicated above will be subject to being placed on administrative leave, suspension, or termination, as permitted by law. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

Adopted from retired policy 533.1

© **School District of River Falls 2025**



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
Code	po1422.02
Status	
Legal	42 U.S.C. 2000ff et seq. Title II, The Genetic Information Nondiscrimination Act of 2008 29 C.F.R. Part 1635

1422.02 - **NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE**

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

The identity of the Compliance Officer (see Policy 1422 - Nondiscrimination and Equal Employment Opportunity) will be posted throughout the District and published in any District statement regarding the prohibition of discrimination on the basis of genetic information in all aspects of employment, in any staff handbooks, and in general information publications of the District as required by Federal and State law and on the District website.

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

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

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

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

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

The District's Compliance Officer (see Policy 1422 - Nondiscrimination and Equal Employment Opportunity) is responsible for overseeing the School Board's compliance with this policy and GINA and proposing revisions and additions to this policy as necessary to ensure the School Board's compliance with GINA. This person will be responsible for working with the School Board's legal counsel to fully implement the requirements of GINA in all activities of the School District. The Compliance Officer will also verify that proper notice of nondiscrimination for Title II of GINA is provided to staff members, and that all requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) are accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning will read as follows:

Genetic Information Nondiscrimination Act of 2008 (GINA) Disclosure Requirement

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

District Compliance Officers

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

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

The grievance procedure for complaints of discrimination in Policy 1422 applies to complaints of discrimination, including harassment or retaliation prohibited by GINA, and may be utilized if an employee alleges discrimination or harassment on the basis of genetic information or retaliation for identifying, objecting to, or filing a complaint concerning a violation of GINA or this policy.

© Neola 2021 (NEW)



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	PHYSICAL EXAMINATION
Code	po1460
Status	
Legal	118.25, Wis. Stats. 118.25(2)(a), Wis. Stats. 121.52(3), Wis. Stats. 29 C.F.R. Part 1630 29 C.F.R. Part 1635 42 U.S.C. 12101 et seq. Americans with Disabilities Act of 1990, as amended 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

1460 - **PHYSICAL EXAMINATION**

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

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

An employee may be exempt from the physical examination requirement for religious reasons if an affidavit has been filed with the School Board claiming such exemption. No employee may be discriminated against by reason of the employee filing such an affidavit. Notwithstanding the filing of an affidavit, if there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of students, the School Board may require the employee to undergo a health examination sufficient to indicate whether or not the employee is suffering from such an illness.

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

Additional physical exams, for certain employee groups based on job expectations, may be required in accordance with state law. In addition to the aforementioned, school bus drivers will be required to complete a medical examination report as prescribed by state law. Completion of this report is mandatory prior to being tested for a school bus driver's license.

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

Adopted from retired Policy 523.1

@ River Falls School District 2025



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po1461
Status	
Legal	111.32 et seq., the Wisconsin Fair Employment Act 29 C.F.R. Part 1630 29 C.F.R. Part 1635 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

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

The School Board authorizes the Superintendent to place an administrator on leave for a physical or mental condition that affects the employee's ability to perform assigned duties in conformance with the law.

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

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

As required by Federal law and regulation and School Board Policy 1422.02 - Nondiscrimination Based on Genetic Information of the Employee, the Superintendent will direct the provider designated by the District to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

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

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

Should an Administrator, as defined in Policy 0100 - Definitions, refuse to submit to the examination requested by the Superintendent, such refusal will subject the administrator to disciplinary action.

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

In the event the Superintendent is the administrator subject to this policy, the School Board President will direct the appropriate actions pursuant to this policy and Policy 1260 - Incapacity of the Superintendent.

© Neola 2025 (NEW)



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po1630.01
Status	
Legal	29 U.S.C. 2601 et. seq. 29 C.F.R. Part 825 103.10, Wis. Stats. Wis. Admin. Department of Workforce Development (DWD) 225 National Defense Authorization Act of 2010

1630.01 - **FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")**

Introduction

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

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

Eligibility Requirements

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

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

Qualifying Reasons for Leave

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Amount of Leave Available

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

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

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

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

Definitions of Serious Health Conditions

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

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

A. Hospital Care

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

B. Absence Plus Treatment

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

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

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

C. Pregnancy

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

D. Chronic Conditions Requiring Treatment

A chronic condition which:

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

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

E. Permanent/Long-Term Conditions Requiring Supervision

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

F. Multiple Treatments (Non-Chronic Conditions)

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

Required Staff Member Notice

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

Staff members should provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

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

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

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

Certification By Healthcare Provider

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

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

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

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

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

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

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

Designation of Leave

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

The Superintendent will give the staff member the notice on each occasion that the staff member notifies their supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one (1) notice will be provided unless the circumstances regarding the leave have changed.

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

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

Manner In Which Leave Can Be Taken

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

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the Superintendent may offer a staff member a temporary transfer to another position for which the staff member is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement. 114

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

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

Coordinating Leaves - Substitution

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

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

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

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

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

Continuation of Benefits

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

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

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

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

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

Accrual of Benefits

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

Employment Restoration

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

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

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

Fitness For Duty Certification

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

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

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

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

Confidentiality

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

No Discrimination

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

Miscellaneous

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

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

The Superintendent will see that the policy is posted properly.

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

© Neola 2023 (NEW)

School District of River Falls
Ad-Hoc Policy Committee Report

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

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

PRESENT

Committee Members Stacy Johnson Myers (Chair), Lindsey Curtis, and Alison Page were present. Board members Bo Hirstein (joined at 7:00 PM), Monica LaVold, Mike Miller (joined at 7:00 PM), and Alan Tuchtenhagen were present. Superintendent David Bell, Director of Human Resources and Leadership Development Nate Schurman, and Director of Finance & Facilities Lynette Coy were also present.

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS -NONE

4. NEOLA POLICY UPDATES - INITIAL READINGS

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

Policies Recommended for Initial Approval:

- Policy 1110 - District Goals
- Policy 1241- Non-Renewal or Termination of the Superintendent's Contract
- Policy 1460 - Physical Examination

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

5. NEOLA POLICY 1220 - EMPLOYMENT OF THE SUPERINTENDENT

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

Initial Action: Johnson Myers moved, seconded by Curtis, to approve Neola Policy 1220 Employment of the Superintendent for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

Final Action: Curtis moved, seconded by Page, to approve Neola Policy 1220 Employment of the Superintendent with the recommended adjustments discussed by the committee and recommend it for the first reading. The motion passed 3-0.

6. NEOLA POLICY 1400 - JOB DESCRIPTIONS

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

Action: Page moved, seconded by Curtis, to approve Neola Policy 1400 - Job Descriptions for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

7. NEOLA POLICY 1400.01 - SUPERINTENDENT JOB DESCRIPTION

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

Action: Curtis moved, seconded by Johnson Myers, to approve Neola Policy 1400.01 - Superintendent Job Descriptions¹¹⁸

with the recommended adjustments discussed by the committee and recommend it for the first reading. The motion passed 3-0.

8. NEOLA POLICY 1421 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS

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

Action: Page moved, seconded by Curtis, to approve Neola Policy 1421-Criminal History Record Check and Employing Self Reporting Requirements for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

9. NEOLA POLICY 1630.01 - FAMILY AND MEDICAL LEAVE OF ABSENCE ('FMLA')

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

Action: Curtis moved, seconded by Page, to approve Neola Policy 1630.01 Family and Medical Leave of Absence ('FMLA') for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

10. NEOLA POLICY 1100 - DISTRICT ORGANIZATION

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

Action: Curtis moved, seconded by Page, to approve Neola Policy 1100 - District Organization for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

11. NEOLA POLICY 1130 - ETHICS AND CONFLICT OF INTEREST

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

Action: Page moved, seconded by Curtis, to approve Neola Policy 1130 - Ethics and Conflict of Interest for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

12. NEOLA POLICY 1210 - SCHOOL BOARD - SUPERINTENDENT RELATIONSHIP

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

Action: Curtis moved, seconded by Page, to approve Neola Policy 1210 - School Board - Superintendent Relationship for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

13. NEOLA POLICY 1211 - WHISTLEBLOWER PROTECTION

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

Action: Page moved, seconded by Curtis, to approve Neola Policy 1211 - Whistleblower Protection for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

14. NEOLA POLICY 1213 - STUDENT SUPERVISION AND WELFARE

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

Action: Page moved, seconded by Curtis, to approve Neola Policy 1213 - Student Supervision and Welfare with the recommended adjustments discussed by the committee and recommend it for the first reading. The motion passed 3-0.

15. NEOLA POLICY 1240 - EVALUATION OF THE SUPERINTENDENT

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

Action: Curtis moved, seconded by Page, to approve Neola Policy 1240 - Evaluation of the Superintendent with the recommended adjustments discussed by the committee and recommend it for the first reading. The motion passed 3-0.

16. NEOLA POLICY 1260 - INCAPACITY OF THE SUPERINTENDENT

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

Action: Page moved, seconded by Curtis, to approve Neola Policy 1260 - Incapacity of the Superintendent for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

17. NEOLA POLICY 1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

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

Action: Curtis moved, seconded by Page, to approve Neola Policy 1422 - Nondiscrimination and Equal Employment Opportunity with the recommended adjustments discussed by the committee and recommend it for the first reading. The motion passed 3-0.

18. NEOLA POLICY 1422.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

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

Action: Page moved, seconded by Curtis, to approve Neola Policy 1422.02 - Nondiscrimination Based on Genetic Information of the Employee for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

20. NEOLA POLICY 1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

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

Action: Curtis moved, seconded by Page, to approve Neola Policy 1461 - Unrequested Leaves of Absence/Fitness for Duty for the initial reading by the Policy Committee and recommend it for the first reading. The motion passed 3-0.

21. NEOLA POLICY 1662 - EMPLOYEE ANTI-HARASSMENT

This review of Policy 1662 was tabled for a later date.

22. SCHEDULE NEXT POLICY AD-HOC COMMITTEE MEETING

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

Action: The next meeting was scheduled as follows:

Ad-Hoc Policy Committee meeting: Monday, November 3, 2025, 6:00 p.m.

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

23. ADJOURN -7:20 PM

Stacy Johnson Myers, Ad-Hoc Policy Committee Chair



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	STUDENT SUPERVISION AND WELFARE
Code	po1213
Status	
Legal	48.981, Wis. Stats. 948, Wis. Stats. 948.095, Wis. Stats.

1213 - **STUDENT SUPERVISION AND WELFARE**

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator. It is the intent of the School Board to direct the preparation of guidelines that would minimize that possibility.

An administrator who is found to have had sexual contact with any student will be referred to the proper authorities and subject to discipline, up to and including discharge.

This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462.

Each administrator will maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following:

- A. An administrator will report immediately any accident or safety hazard about which they are informed, or detect, to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. An administrator will report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the Superintendent, the School Resource Officer (SRO), and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. An administrator should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. An administrator will not send students on any personal errands.
- E. An administrator will not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any administrator will subject the offender to potential criminal liability and District discipline, up to and including termination of employment.

This provision should not be construed as precluding an administrator from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. An administrator will not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. An administrator will not transport students for school-related activities in a private vehicle without the approval from the Human Resources Department, and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Trips. This does not apply to any student who is an administrator's family member.
- H. A student will not be required to perform work or services that may be detrimental to their health.
- I. Administrators are discouraged from engaging students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- J. Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction of students on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of an administrator's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and School Board Policy 8462 - Child Abuse and Neglect, each administrator will report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

© Neola 2022 (NEW)



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	EMPLOYMENT OF THE SUPERINTENDENT
Code	po1220
Status	
Legal	118.24, Wis. Stats. 29 C.F.R. Part 1635 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

1220 - **EMPLOYMENT OF THE SUPERINTENDENT**

The School Board vests the primary responsibility for the administration of this District in the Superintendent. The appointment of that officer is, therefore, one of the most important functions the School Board can perform.

When a Superintendent opening occurs, the School Board will aggressively recruit in an effort to fill the position with the most capable person available. The School Board will consider only those candidates who meet both, or are able to obtain, state and local qualifications and who display the ability to successfully carry out the essential functions of the Superintendent's job.

The School Board President, or designee, will inform various educational institutions and placement agencies of the Superintendent vacancy. The services of an advisory committee and/or a consultant may be utilized in both recruiting and interviewing Superintendent candidates. The School Board, acting as a committee of the whole, will conduct interviews with selected candidates.

A majority vote of the full membership of the School Board will be required to appoint a Superintendent at a legally held regular or special School Board meeting.

Whenever the position of Superintendent will be vacant, the School Board will appoint a Superintendent as chief executive officer and fix the Superintendent's salary and term of office which will be no more than two (2) years. However, a contract for a term of two (2) years may provide for one or more extensions of one (1) year each, consistent with 118.24(1) Wis. Stats.

Adopted from retired policy 221

© **School District of River Falls 2025**

© Neola 2020



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	EVALUATION OF THE SUPERINTENDENT
Code	po1240
Status	
Legal	115.415, 118.24, 120.12(2m), 121.02(1)(a), 121.02(1)(g), Wis. Stats. PI 8.01(2)(a) PI 8.01(2)(g) PI 34.03 PI 34.32(1) PI 47

1240 - **EVALUATION OF THE SUPERINTENDENT**

The School Board believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the School Board and the Superintendent in the proper discharge of their responsibilities, ensure accountability, and to enable the School Board to provide the District with the best possible leadership.

The School Board will annually, no later than June 30, evaluate the performance of the Superintendent. Such evaluation will include an assessment of:

- A. the progress toward the educational and strategic plan goals of the District;
- B. the working relationship between the School Board and the Superintendent.

Such assessments will be based on defined quality expectations developed by the School Board for each criteria being assessed.

The School Board and the Superintendent, jointly, will, at the outset of each evaluation, determine the method by which the evaluation will be conducted. Such a method may include:

- A. the Superintendent's own self-analysis of the current status of the District;
- B. the active participation of each School Board member;
- C. a compilation of assessments on a prepared standard form by individual School Board members, which will then be reviewed jointly by the School Board and Superintendent.

As an outcome of the evaluation of the Superintendent's performance, the School Board should be prepared to judge the advisability of retention of the Superintendent and be prepared better to:

- A. determine the Superintendent's salary;

B. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;

C. establish specific objectives, the achievement of which will advance the District toward its goals.

© Neola 2009 (REPLACES 221)



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	SUPERINTENDENT JOB DESCRIPTION
Code	po1400.01
Status	

1400.01 - **SUPERINTENDENT JOB DESCRIPTION**

MINIMUM QUALIFICATIONS: Have the ability to obtain a valid license for Superintendent or District Administrator issued by the State of Wisconsin Department of Public Instruction (DPI), and such qualifications of academic, professional, and personal experience as specified by the River Falls School Board. Must have strong human relations skills.

POSITION SUMMARY: The Superintendent is the chief school administrator and the executive official for the School Board of the School District of River Falls. The Superintendent is charged with providing leadership in developing, achieving, and maintaining outstanding educational programs, services, and opportunities for the students, staff, and residents of the School District of River Falls, as well as performing all other duties as assigned by the School Board.

REPORTS TO: School Board

SUPERVISES: Director of Human Resources and Leadership Development, Director of Academic Services, Director of Finance and Facilities, Director of Student Services, Administrative Assistant to the Superintendent, High School Principal, Middle School Principal, Elementary School Principals, Supervisor of Information Technology, Renaissance Charter Academy Coordinator, and Community Education/Communications Director

SCHOOL BOARD DEVELOPMENT

1. Serve as ex-officio on the School Board by providing recommendations, participating in discussions, and making reports on topics of importance to the School Board.
2. Lead School Board and administration in annual goal-setting aligned to a district strategic plan.
3. Assist in planning organizational meetings in April to ensure smooth operations of the School Board during the year.
4. Facilitate School Board professional development opportunities (inservice, retreats, workshops) and encourage School Board participation.
5. Keep the School Board informed on matters such as district challenges, needed School Board decisions, legislative and funding issues, and state and federal policies.
6. Conduct information sessions for School Board candidates and train newly elected School Board members in school district operations and issues.
7. Collaborate with the School Board President to establish meeting agendas.
8. Perform all other duties as assigned by the School Board.

COMMUNICATIONS AND COMMUNITY RELATIONS

1. Provide for a system of internal communications.
 - a. Build and nurture relationships and rapport with staff.
 - b. Organize district efforts to recognize staff contributions and achievements.
2. Provide for a system of external communications.
 - a. Build and nurture relationships with community stakeholders.
 - b. Provide for regular flow of information to and from community stakeholders.
 - c. Participate in civic, community, and business organizations.
 - d. Promote and implement partnerships with community stakeholders.
 - e. Communicate emergency school closing decisions.

EDUCATIONAL LEADERSHIP AND DISTRICT CULTURE

1. Provide leadership, vision, empowerment, and motivation for district administration and staff to develop and implement strong educational programs aligned to the district mission.
2. Recommend employment, transfer, promotion, and dismissal of all administrative personnel.
3. Oversee individual administrative goal-setting and professional development.
4. Ensure accountability of administrators in effectively implementing duties as defined in job descriptions and district strategic plans.
5. Delegate appropriate responsibilities for members of the administrative team, including that of acting Superintendent during the Superintendent's absence.
6. Oversee all aspects of crisis prevention and response planning.
7. Provide a consistent conflict resolution process when addressing complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students, or School Board members in accord with School Board policy.
8. Seek equity, inclusion, and diversity in recruitment, policy adoption, training, and decision-making.

STRATEGIC PLANNING

1. Provide leadership for systemic long-range planning for all aspects of the District, including instructional, staffing, capital needs, fiscal, and stakeholder involvement.
2. Oversee implementation of the District's strategic plan to meet the mission of the District.
3. Project enrollment, staffing, and facility needs and establish a plan to address needs.
4. Create and implement a system that provides ongoing, timely strategic plan progress updates to the School Board and employees.

POLICY/GOVERNANCE/DECISION-MAKING

1. Recommend School Board policies and policy changes, and implement policies and procedures as established and approved by the School Board.
2. Collaborate with administrators to recommend organizational structures that provide for effective and efficient operations of the District.
3. Recommend calendar of school days for School Board approval and make decisions on alterations in school day schedule for emergency or weather-related changes.
4. Function as the administrative liaison between the School Board and administrators.

FISCAL AND LEGAL MANAGEMENT

1. Administer the school system in conformity with the laws of the United States, the State of Wisconsin, and regulations of the DPI.
2. Oversee long-range budget revenue and expenditure projections, annual budgeting procedures, and sound fiscal management of district revenues and resources.
3. Provide leadership in the professional negotiations process.
4. Manage all litigation, attorney consultation, and legal issues of the District.

© School District of River Falls 2025



Book	Clean Copies for Discussion/Approval
Section	1000 Administration Templates
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po1422
Status	
Legal	111.31 et seq., Wis. Stats. 111.335(d)(2), Wis. Stats. 118.195, Wis. Stats. 118.20, Wis. Stats. Fourteenth Amendment, U.S. Constitution 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act 29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended 38 U.S.C. 4301 et seq., Uniformed Services Employment and Reemployment Rights Act 42 U.S.C. 2000 et seq., Civil Rights Act of 1964 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964 42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act of 1973 as amended 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended 29 C.F.R. Part 1635, The GINA Regulations 34 C.F.R. Part 110, The Age Discrimination Act Regulations

1422 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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

Notice of the School Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.129

Definitions

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

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

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

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

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

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

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

District Compliance Officers

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

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

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

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

- A. on the District's website.
- B. in the employee handbooks.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs will also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public. 130

Reports and Complaints of Discrimination and Retaliation

Employees are required to report incidents of discrimination and/or retaliation to an administrator, supervisor, or other supervisory employees so that the School Board may address the conduct. Any administrator, supervisor, or other supervisory employees who receive such a report will file it with the CO at the employee's first opportunity, but no later than two (2) days.

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

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

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

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

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

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

Investigation and Complaint Procedure

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

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

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

Complaint Procedure

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

Due to the sensitivity surrounding complaints of discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, but no later than two (2) days.

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

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

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

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

Within two (2) days of receiving the complaint, the CO or designee will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

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

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

The investigation will include:

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

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

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

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

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

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

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

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

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

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

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

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

Privacy/Confidentiality

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

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable state law and any relevant codes of conduct.

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

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

Retaliation

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

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the School Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;

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

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

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

© Neola 2021 (REPLACES POLICY 511)

School District of River Falls
Finance and Facilities Committee Meeting Report

Monday, October 6, 2025 - at 7:00 PM or immediately following the 6:00 PM Ad-Hoc Policy meeting
District Office
852 E Division Street
River Falls, Wisconsin 54022

The School Board's Finance and Facilities Committee meeting was held on Monday, October 6, 2025, at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Miller called the meeting to order at 7:21 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

Committee members 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 & Leadership Development Nate Schurman, and Director of Finance and Facilities Lynette Coy were also present

1. **CALL TO ORDER - 7:00 PM (or immediately after the Ad-Hoc Policy Committee)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS – None.**

4. **FACILITIES PROJECTS UPDATE**

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

Action: None, informational only.

5. **2025-26 BUDGET UPDATE**

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

Action: None, informational only.

6. **2025-26 STUDENT ENROLLMENT UPDATE**

The Administration provided an update on the 2025-26 Student Enrollment based on the 3rd Friday in September Count.

Action: None, informational only.

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

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

Action: None.

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

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

Action: Set the meeting schedule as follows:

Finance and Facilities Committee meeting, Monday, November 10, 2025, 7:00 p.m. *(or immediately following Educational Program)*

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

9. **ADJOURN – 8:07 p.m.**

Mike Miller, Finance and Facilities Committee Chair

School District of River Falls
Educational Program Committee Meeting Report

Monday, October 13, 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, October 13, 2025, at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Tuchtenhagen called the meeting to order at 6:00 pm. It was ascertained that notice of the meeting had been properly posted in the appointed locations and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

Committee Members Alan Tuchtenhagen (Chair), Lindsey Curtis, and Monica LaVold were present. Board members Stacy Johnson Myers and Alison Page were present. Superintendent David Bell and Co-Directors of Academic Services MaryBeth Elliott & Amy Wise, Director of Human Resources Nate Schurman were also present. Teachers Greg Gamache, Luke Chaffee, Colleen Sowa, Kady Bauschelt, Principal Kit Luedtke, and Professional Assistant Nataly Gomez were 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 DEVELOPMENT OF *AP WORLD HISTORY: MODERN* AT RIVER FALLS HIGH SCHOOL

Luke Chaffee, HS Social Studies teacher, presented a new course proposal for *AP World History: Modern* for approval for the 2026-27 school year.

Action: A. Tuchtenhagen moved, seconded by L. Curtis, to approve the *AP World History: Modern* New Course Approval Form. The motion passed 3-0.

5. APPROVE THE DEVELOPMENT OF *HUMANITIES* AT RIVER FALLS HIGH SCHOOL

Greg Gamache, HS Social Studies teacher, presented a new course proposal for *Humanities* for approval for the 2026-27 school year.

Action: M. LaVold moved, seconded by L. Curtis, to approve the *Humanities* New Course Approval Form. The motion passed 3-0.

6. APPROVE THE DEVELOPMENT OF *WALKING FOR WELLNESS* AT RIVER FALLS HIGH SCHOOL

Colleen Sowa, HS Health and Physical Education teacher, presented a new course proposal for *Walking for Wellness* for approval for the 2026-27 school year.

Action: A. Tuchtenhagen moved, seconded by L. Curtis, to approve the *Walking for Wellness* New Course Approval Form. The motion passed 3-0.

7. APPROVE THE DEVELOPMENT OF *LIVING YOUR BEST LIFE: READINGS AND REFLECTIONS ON IMPROVING YOUR HEALTH & HAPPINESS* AT RIVER FALLS HIGH SCHOOL

Colleen Sowa, HS Health and Physical Education teacher, presented a new course proposal for *Living Your Best Life: Readings and Reflections on Improving Your Health & Happiness* for approval for the 2026-27 school year.

Action: L. Curtis moved, seconded by M. LaVold, to approve the *Living Your Best Life: Readings and Reflections on Improving Your Health & Happiness* New Course Approval Form. The motion passed 3-0.

8. APPROVE THE ENGLISH LANGUAGE (EL) LOCAL PLAN

Amy Wise, Co-Director of Academic Services, and Nataly Gomez, EL Program Assistant, presented the English Language (EL) Local Plan.

Action: No action needed, informational only.

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

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

Action: As needed.

10. SCHEDULE NEXT EDUCATIONAL PROGRAM COMMITTEE MEETING

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

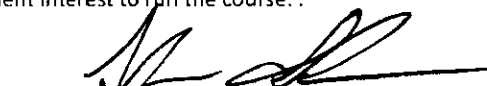

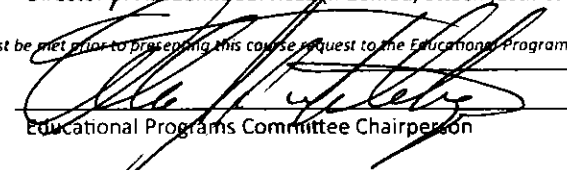
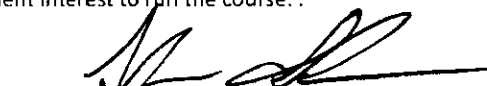

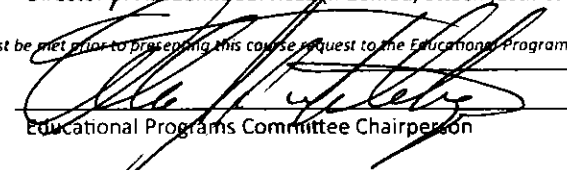
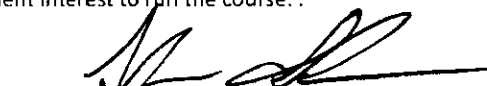

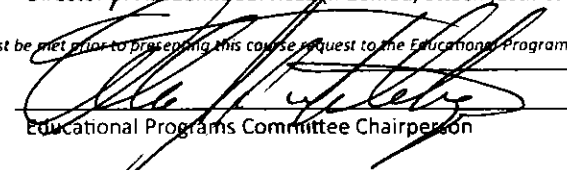
Action: Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, November 10, 2025, 6:00 p.m.

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

11. ADJOURN at 7:43 p.m.

Alan Tuchtenhagen, Educational Program Committee Chair

Alignment	<p>Explain how this course meets certain criteria of Goal 4.1 of the SDRF Strategic Plan: Embed into curriculum and instruction: critical thinking, problem solving, perseverance, adaptability, social-emotional awareness, financial literacy, & desire for lifelong learning.</p> <p>This course tackles historical content through the use of individual student critical thinking and problem solving. Students will look at specific historical movements and be able to reason through the "why" of the historical issue and then be able to reason through the impact the movement had on society and ultimately their lives and world. This course lays the foundation for lifelong learning by giving the students critical thinking and complex reasoning skills so they can solve/understand complex problems that they face and society faces as their lives progress.</p>													
Approval to List and Develop	<p>Signatures below signify approval to list the course as an option in a future course catalog, and develop/revise the above named course should there be enough student interest to run the course. .</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%; vertical-align: top;"> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> </td> <td style="width: 60%; border-bottom: 1px solid black; text-align: center;">  </td> <td style="width: 30%; text-align: right; border-bottom: 1px solid black;"> 9/19/2025 Date </td> </tr> <tr> <td style="vertical-align: top;"><input checked="" type="checkbox"/></td> <td style="border-bottom: 1px solid black; text-align: center;">  </td> <td style="text-align: right; border-bottom: 1px solid black;"> 9/25/25 Date </td> </tr> <tr> <td style="vertical-align: top;"><input checked="" type="checkbox"/></td> <td style="border-bottom: 1px solid black; text-align: center;"> Mary Beth Elliott Director of Academic Services (if denied, attach justification)) </td> <td style="text-align: right; border-bottom: 1px solid black;"> 10/9/25 Date </td> </tr> <tr> <td style="vertical-align: top;"><input type="checkbox"/></td> <td style="border-bottom: 1px solid black; text-align: center;">  </td> <td style="text-align: right; border-bottom: 1px solid black;"> 10/13/2020 Date </td> </tr> </table> <p><small>Note: Above approvals must be met prior to presenting this course request to the Educational Program Committee for final approval.</small></p>		Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>		9/19/2025 Date	<input checked="" type="checkbox"/>		9/25/25 Date	<input checked="" type="checkbox"/>	Mary Beth Elliott Director of Academic Services (if denied, attach justification))	10/9/25 Date	<input type="checkbox"/>		10/13/2020 Date
Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>		9/19/2025 Date												
<input checked="" type="checkbox"/>		9/25/25 Date												
<input checked="" type="checkbox"/>	Mary Beth Elliott Director of Academic Services (if denied, attach justification))	10/9/25 Date												
<input type="checkbox"/>		10/13/2020 Date												
Course Approval	<p>A course scope and sequence, course curriculum map, and unit maps must be submitted and approved by the Director of Academic Services prior to the beginning of the course. Use the following district documents to complete this work:</p> <p><u>SDRF CURRICULUM MAP TEMPLATE</u></p> <p><u>SDRF UNIT PLAN TEMPLATE</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%; vertical-align: top;"><input type="checkbox"/></td> <td style="width: 60%; border-bottom: 1px solid black; text-align: center;"> _____ Director of Academic Services </td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;"> _____ Date </td> </tr> </table>		<input type="checkbox"/>	_____ Director of Academic Services	_____ Date									
<input type="checkbox"/>	_____ Director of Academic Services	_____ Date												

Approved As Is
 Deny
 Modify _____

**RIVER FALLS SCHOOL DISTRICT
NEW OR REVISED COURSE PROPOSAL**

Educators wishing to develop new courses, or create significant changes to an existing course, should complete the following document. Initial approval must come from the department chair, the principal and the Director of Academic Services. When these layers of approval are met, the educator making the course proposal will present their course to the Educational Program Committee. Approval by the Educational Program Committee is required prior to a new or revised course being advertised in the course catalog.

Contact	School/Department <u>RFHS Social Studies</u> Date <u>9-18-2025</u> Contact Person <u>Greg Gamache</u> Phone/Email <u>greg.gamache@rfsd.k12.wi.us</u>
Course Information	Select all that apply: <input checked="" type="checkbox"/> Proposed New Course <input type="checkbox"/> Revision to Existing Course <input type="checkbox"/> Title Change Full/Proposed Course Title <u>Humanities (I am open to something else)</u> Previous Title (if changed) <u>N/A</u> Course Length <u>1 semester would be perfect or maybe it could be an A/B Block Elective</u> Credits <u>.50 if one semester</u> Required _____ Elective <input checked="" type="checkbox"/> Prerequisites <u>None</u> Level/Type: <input type="checkbox"/> Middle School <input checked="" type="checkbox"/> High School
Course Description	<p>Course Outline: <i>Humanities</i> is a semester long 9th – 12th grade, Social Studies (.50 credit) elective course. Humanities will provide an integrated study of the origins of civilization and modern day “man” through the lens of the Humanities – music, art, food, literature, dance, philosophy, fashion, film, and architecture. A global perspective will be used when exploring the Humanities making sure to look at music, art, architecture, etc., from all continents and a variety of civilizations and cultures. Particular emphasis will be placed on gaining an understanding of what makes us as individuals and cultures “tick” day in and day out. Humanities gives us a “window” in which to view different time periods, civilizations, peoples, and cultures.</p> <p>Course Objectives:</p> <p>The student will be able to:</p> <ul style="list-style-type: none"> · Demonstrate knowledge of works and persons of early civilizations and recognize their continuing significance. · Identify relevant social and cultural issues in early civilizations and make connections to today. · Apply appropriate strategies when reading selections that vary in content, difficulty, and style. · Work alone and in groups. · Share their findings (Present) to the entire class. · Participate in structured class discussions. · Create and answer: learning targets, driving questions, thesis statements. · Research and support their opinions and answers. · Improve reading, writing, and grammar skills.

Justification	<p>Please check the box next to each statement that pertains to the need for the proposed new course or course revision:</p> <p><input type="checkbox"/> Need for this course is based on gaps in the curriculum and/or current course offerings.</p> <p><input type="checkbox"/> Need for this course has been identified by building leadership in alignment with school initiatives. .</p> <p><input type="checkbox"/> Other: _____</p> <p>In the space provided below, add a short narrative justifying the checked statements above. Illustrate how the new course or course revision will integrate with and complement current programing within your school.</p> <p><i>This course would fill a content hole in the current RFHS curriculum.</i></p> <p><i>The topics covered in Humanities are:</i></p> <ol style="list-style-type: none"> 1. Art – Central and South America 2. Architecture -- Asia 3. Literature – Great Britain / Ireland 4. Photography / Film (Photos, Photo essays, movies) – Mainly U.S. and local 5. Music and Dance – Everywhere – We focus on different “music genres” more than a geographic location 6. Food and Fashion – Everywhere but U.S. <p><i>I start each unit by giving the students information on each topic and break down new and interesting concepts for them. I also cover each unit from a different geographic perspective and/or area of the world. I wanted to give the students as much of a non-American perspective as possible. After I cover the content and the geographic area the students will then do an Inquiry Based Learning project (IBL) (I explain what IBL is and the benefits of using it in the next section) where they can choose any geographic area they want, including America.</i></p> <p><i>Depending on the Districts and Administrations views on this A Humanities class also provides many opportunities for “team teaching” (Art teacher and Art, English teacher and Literature, FACS teacher for Food, woods class and Architecture) and/or bringing in experts from our amazing community to discuss Art, Architecture, Literature, Film, Music, Dance, Food, Fashion ... throughout many of the units ... How awesome is that?!</i></p>
Alignment	<p>Explain how this course meets certain criteria of Goal 4.1 of the SDRF Strategic Plan: Embed into curriculum and instruction: critical thinking, problem solving, perseverance, adaptability, social-emotional awareness, financial literacy, & desire for lifelong learning.</p> <p><i>As I stated above. I have already created a Humanities class from scratch. With the help of the Hudson Administration and a teacher coach at the time, I pitched this class to the Hudson school board and was given approval to proceed with the course. I chose content and curriculum, I created all assessments and rubrics, I found all materials needed for daily lessons, activities, units and projects. The course had two sections of about 22 students the first year. By the time I left Hudson the class regularly had 5-6 sections of about 25 students and it is still going strong! Another aspect of this class that is appealing to RFHS is that it is 80% taught as an Inquiry Based Learning class (IBL) which is heavily project and discussion based.</i></p> <p><i>There are 6 steps to using IBL.</i></p> <ol style="list-style-type: none"> 1. Requires the students to create (and ultimately) answer their “driving question”. 2. They will also create “learning targets” so they have an idea of what <u>they want to learn</u> and what <u>they want their classmates to know</u> when they are done. 3. They do research to gather background info... the who, what, when, where, why, how, and so what of their topic or person (or both). 4. Then they synthesize and summarize their answers into their own thoughts and words. 5. They will share their answer to the “driving question” with the class, they share their “learning targets”; they share the info that they learned about their topic and/or person and share what they learned throughout the project and process. 6. They will also reflect on what they learned, what they thought went well and what they could do different or better the next time. <p><i>Another appealing aspect of IBL is that the students are given <u>choice</u> and <u>voice</u> throughout the entire IBL process. Education research supports the notion that when students get choices in their learning and an opportunity to voice their opinions on the content and the methodology, they are more interested and invested in the learning process, which leads to a higher quality of work produced and a higher level of achievement and learning!</i></p> <p><i>Also, the fact that the students are learning interesting content AND skillsets lends itself to longer retention and skills that the students can and will use long after they graduate from RFHS</i></p> <p><i>This is a macro look at my vision of a Humanities class. Not know if this class is a consideration or not, I did not want to get into details at this point. However, I can provide much more detailed information if you’d like to see it or if you’d like to meet and discuss face-to-face, I’m open to that also.</i></p> <p><i>Thank you for your time and consideration of this amazing course!</i></p>

Signatures below signify approval to list the course as an option in a future course catalog, and develop/revise the above named course should there be enough student interest to run the course.

Approval to List and Develop

Approved Denied

X



Department/Content Area Leader (if school sponsored)

10/8/25

Date

X

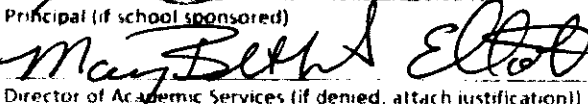


Principal (if school sponsored)

10/9/25

Date

X



Director of Academic Services (if denied, attach justification)

10/9/25

Date

Note: Above signatures must be met prior to presenting this course request to the Educational Program Committee for final approval

Educational Programs Committee Chairperson

Date

A course scope and sequence, course curriculum map, and unit maps must be submitted and approved by the Director of Academic Services prior to the beginning of the course. Use the following district documents to complete this work:

Course Approval

SDRF CURRICULUM MAP TEMPLATE

SDRF UNIT PLAN TEMPLATE



Director of Academic Services

10/17/2025

Date

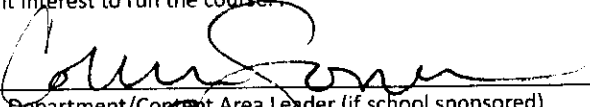

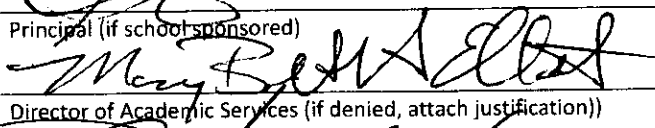
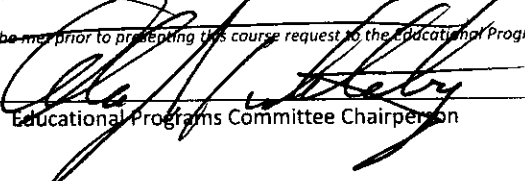
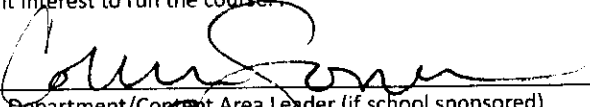

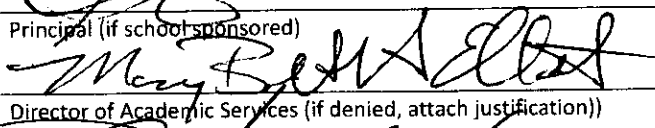
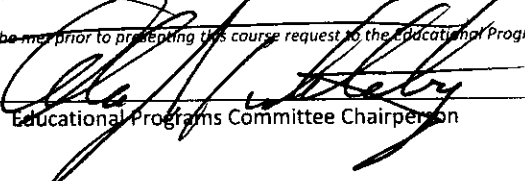
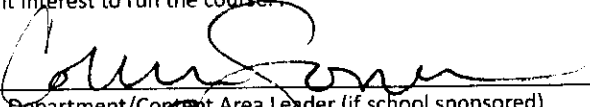

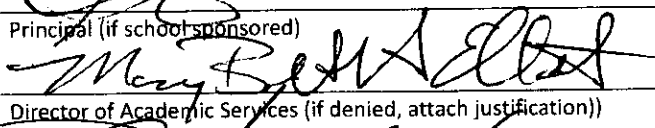
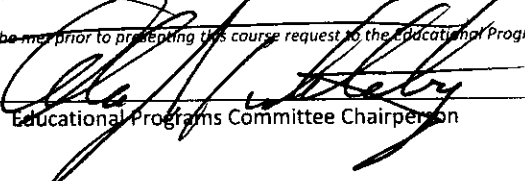
Approved As Is Deny Modify _____

Revised June 6, 2024

**RIVER FALLS SCHOOL DISTRICT
NEW OR REVISED COURSE PROPOSAL**

Educators wishing to develop new courses, or create significant changes to an existing course, should complete the following document. Initial approval must come from the department chair, the principal and the Director of Academic Services. When these layers of approval are met, the educator making the course proposal will present their course to the Educational Program Committee. Approval by the Educational Program Committee is required prior to a new or revised course being advertised in the course catalog.

Contact	School/Department <u>Health/PE</u> Date: <u>9/28/25</u> Contact Person : <u>Colleen Sowa</u> Phone/Email: <u>colleen.sowa@rfsd.k12.wi.us</u>
Course Information	Select all that apply: <input type="checkbox"/> Proposed New Course <input type="checkbox"/> Revision to Existing Course <input type="checkbox"/> Title Change Full/Proposed Course Title: <u>Living Your Best Life: Readings and Reflections on improving your Health & Happiness</u> Previous Title (if changed) _____ Course Length <u>1</u> Term _____ Credits <u>5</u> _____ Required _____ Elective <u>X</u> _____ Prerequisites <u>Must have taken/passed the required Health Class first</u> _____ Level/Type: <input type="checkbox"/> Middle School <input type="checkbox"/> High School (10-12)
Course Description	This course invites students to explore the many dimensions of wellness and how they shape a meaningful and fulfilling life. Through engaging readings, guided reflections, and thoughtful discussions, students will reflect on the ways wellness influences daily experiences, relationships, and long-term happiness. By the end of the course, students will have gained personal insights and practical strategies for creating balance, building resilience, and living with greater purpose and joy.
Justification	Please check the box next to each statement that pertains to the need for the proposed new course or course revision: <input type="checkbox"/> Need for this course is based on gaps in the curriculum and/or current course offerings. <input type="checkbox"/> Need for this course has been identified by building leadership in alignment with school initiatives. . <input type="checkbox"/> Other: _____ encourages continued learning and growing in health and wellness during high school and into the future _____ In the space provided below, add a short narrative justifying the checked statements above. Illustrate how the new course or course revision will integrate with and complement current programing within your school. Offering this course to high school students during the critical period of adolescence supports ongoing growth and the development of lifelong habits, giving them the knowledge and skills to manage wellness, navigate stress, make informed decisions, strengthen relationships, and build resilience—benefits that will enhance their health, happiness, and success far beyond high school.

Alignment	<p>Explain how this course meets certain criteria of Goal 4.1 of the SDRF Strategic Plan: Embed into curriculum and instruction: critical thinking, problem solving, perseverance, adaptability, social-emotional awareness, financial literacy, & desire for lifelong learning.</p> <p>Through guided reflections, discussions, and wellness-focused activities, students learn to navigate challenges, manage stress, and make thoughtful decisions, fostering resilience and adaptability. The course also promotes a desire for lifelong learning by encouraging ongoing personal growth and self-awareness, equipping students with practical strategies to maintain their well-being and build meaningful, balanced lives.</p>												
Approval to List and Develop	<p>Signatures below signify approval to list the course as an option in a future course catalog, and develop/revise the above named course should there be enough student interest to run the course.</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/></p> </td> <td style="vertical-align: top;"> <p> _____ Department/Content Area Leader (if school sponsored)</p> </td> <td style="vertical-align: top;"> <p><u>10/9/25</u> _____ Date</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p><input checked="" type="checkbox"/></p> </td> <td style="vertical-align: top;"> <p> _____ Principal (if school sponsored)</p> </td> <td style="vertical-align: top;"> <p><u>10/9/25</u> _____ Date</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p><input checked="" type="checkbox"/></p> </td> <td style="vertical-align: top;"> <p> _____ Director of Academic Services (if denied, attach justification))</p> </td> <td style="vertical-align: top;"> <p><u>10/9/25</u> _____ Date</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p><input type="checkbox"/></p> </td> <td style="vertical-align: top;"> <p> _____ Educational Programs Committee Chairperson</p> </td> <td style="vertical-align: top;"> <p><u>10/10/2025</u> _____ Date</p> </td> </tr> </table> <p><i>Note: Above approvals must be met prior to presenting this course request to the Educational Program Committee for final approval.</i></p>	<p>Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/></p>	<p> _____ Department/Content Area Leader (if school sponsored)</p>	<p><u>10/9/25</u> _____ Date</p>	<p><input checked="" type="checkbox"/></p>	<p> _____ Principal (if school sponsored)</p>	<p><u>10/9/25</u> _____ Date</p>	<p><input checked="" type="checkbox"/></p>	<p> _____ Director of Academic Services (if denied, attach justification))</p>	<p><u>10/9/25</u> _____ Date</p>	<p><input type="checkbox"/></p>	<p> _____ Educational Programs Committee Chairperson</p>	<p><u>10/10/2025</u> _____ Date</p>
<p>Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/></p>	<p> _____ Department/Content Area Leader (if school sponsored)</p>	<p><u>10/9/25</u> _____ Date</p>											
<p><input checked="" type="checkbox"/></p>	<p> _____ Principal (if school sponsored)</p>	<p><u>10/9/25</u> _____ Date</p>											
<p><input checked="" type="checkbox"/></p>	<p> _____ Director of Academic Services (if denied, attach justification))</p>	<p><u>10/9/25</u> _____ Date</p>											
<p><input type="checkbox"/></p>	<p> _____ Educational Programs Committee Chairperson</p>	<p><u>10/10/2025</u> _____ Date</p>											
Course Approval	<p>A course scope and sequence, course curriculum map, and unit maps must be submitted and approved by the Director of Academic Services prior to the beginning of the course. Use the following district documents to complete this work:</p> <p><u>SDRF CURRICULUM MAP TEMPLATE</u></p> <p><u>SDRF UNIT PLAN TEMPLATE</u></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><input type="checkbox"/></p> </td> <td style="vertical-align: top;"> <p><input type="checkbox"/></p> </td> <td style="vertical-align: top;"> <p>_____</p> <p>Director of Academic Services</p> </td> <td style="vertical-align: top;"> <p>_____</p> <p>Date</p> </td> </tr> </table>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>_____</p> <p>Director of Academic Services</p>	<p>_____</p> <p>Date</p>								
<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>_____</p> <p>Director of Academic Services</p>	<p>_____</p> <p>Date</p>										

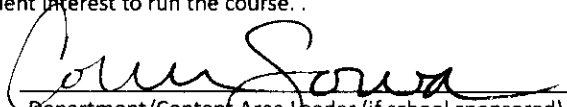
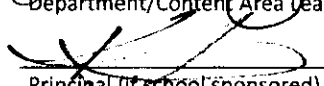
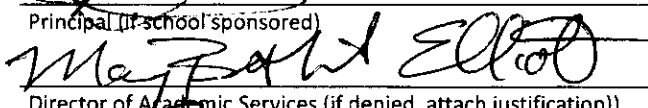
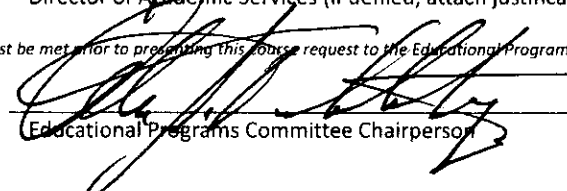
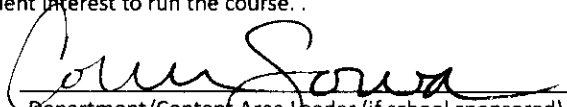
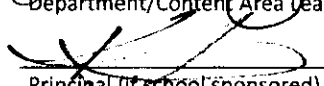
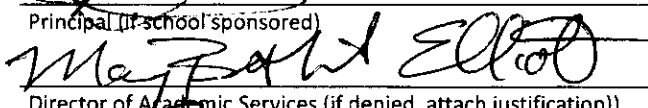
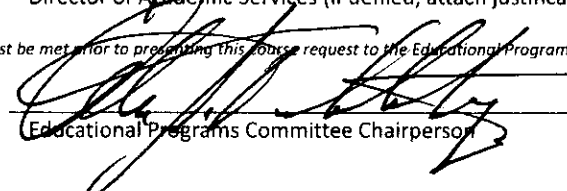
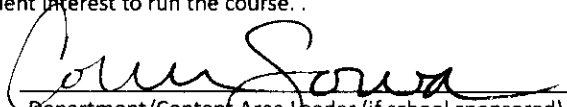
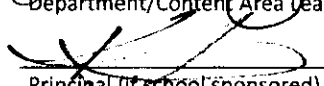
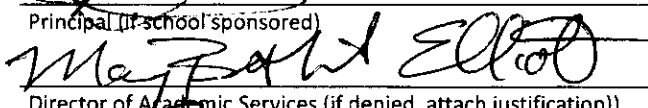
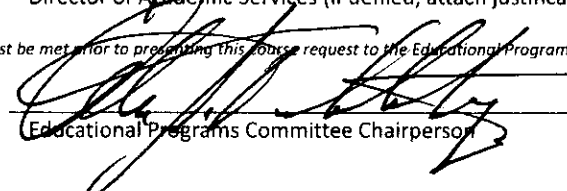
Approved As Is Deny Modify _____

Revised June 6, 2024

**RIVER FALLS SCHOOL DISTRICT
NEW OR REVISED COURSE PROPOSAL**

Educators wishing to develop new courses, or create significant changes to an existing course, should complete the following document. Initial approval must come from the department chair, the principal and the Director of Academic Services. When these layers of approval are met, the educator making the course proposal will present their course to the Educational Program Committee. Approval by the Educational Program Committee is required prior to a new or revised course being advertised in the course catalog.

Contact	School/Department <u>Health/PE</u> Date: <u>9/28/25</u> Contact Person : <u>Ryan Bishop</u> Phone/Email: <u>Ryan.bishop@rfsd.k12.wi.us</u>
Course Information	Select all that apply: <input checked="" type="checkbox"/> Proposed New Course <input type="checkbox"/> Revision to Existing Course <input type="checkbox"/> Title Change Full/Proposed Course Title: <u>Walking for Wellness</u> Previous Title (if changed) _____ Course Length <u>1</u> Term _____ Credits <u>5</u> Required _____ Elective <u>X</u> Prerequisites <u>Intro to PE</u> This class can count towards the 1 credit PE requirements ____ Level/Type: <input type="checkbox"/> Middle School <input checked="" type="checkbox"/> High School (10-12)
Course Description	<p>This course introduces students to the physical and mental benefits of walking as a lifelong form of exercise. Students will learn how regular walking supports cardiovascular health, builds endurance, and strengthens overall wellness. Along the way, they will explore how walking can reduce stress, boost energy, and improve focus in daily life. By the end of the course, students will recognize walking as a simple yet powerful way to stay active and healthy. (other low impact movement might be used based on weather- XC skiing, snow shoeing, etc.)</p>
Justification	<p>Please check the box next to each statement that pertains to the need for the proposed new course or course revision:</p> <p><input checked="" type="checkbox"/> Need for this course is based on gaps in the curriculum and/or current course offerings. <input type="checkbox"/> Need for this course has been identified by building leadership in alignment with school initiatives. . <input type="checkbox"/> Other: _____</p> <p>In the space provided below, add a short narrative justifying the checked statements above. Illustrate how the new course or course revision will integrate with and complement current programing within your school.</p> <p>In today's fast-paced, technology-driven society, many students and adults spend extended hours sitting, leading to decreased physical activity and rising health concerns. Walking offers an accessible, low-impact form of exercise that promotes long-term health by improving cardiovascular fitness, reducing stress, and supporting mental well-being. Unlike many sports or fitness trends, walking requires no special equipment and can be practiced throughout life, making it a sustainable and inclusive activity for all. Teaching students the value of walking helps them build lifelong habits that support both physical health and emotional balance in an increasingly sedentary world.</p>

Alignment	<p>Explain how this course meets certain criteria of Goal 4.1 of the SDRF Strategic Plan: Embed into curriculum and instruction: critical thinking, problem solving, perseverance, adaptability, social-emotional awareness, financial literacy, & desire for lifelong learning.</p> <p>This course aligns with Goal 4.1 of the SDRF Strategic Plan by embedding essential life skills into curriculum and instruction through the simple yet powerful practice of walking. As students reflect on the benefits of walking for both body and mind, they develop critical thinking by analyzing how daily choices impact long-term wellness. The course fosters perseverance and adaptability as students set personal goals, track progress, and adjust routines to overcome challenges. In addition, walking promotes social-emotional awareness by encouraging mindfulness, stress reduction, and positive self-care strategies. By experiencing walking as a lifelong, accessible form of fitness, students build a desire for lifelong learning as they recognize the value of sustaining healthy habits well beyond their school years.</p>																																
Approval to List and Develop	<p>Signatures below signify approval to list the course as an option in a future course catalog, and develop/revise the above named course should there be enough student interest to run the course. .</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Approved</td> <td style="width: 10%; text-align: center;">Denied</td> <td style="width: 60%; border-bottom: 1px solid black; text-align: center;"></td> <td style="width: 20%; text-align: center; border-bottom: 1px solid black;">10/9/25</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Department/Content Area Leader (if school sponsored)</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="border-bottom: 1px solid black; text-align: center;"></td> <td style="text-align: center; border-bottom: 1px solid black;">10/9/25</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Principal (if school sponsored)</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="border-bottom: 1px solid black; text-align: center;"></td> <td style="text-align: center; border-bottom: 1px solid black;">10/9/25</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Director of Academic Services (if denied, attach justification))</td> <td style="text-align: center;">Date</td> </tr> </table> <p><i>Note: Above approvals must be met prior to presenting this course request to the Educational Program Committee for final approval.</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 60%; border-bottom: 1px solid black; text-align: center;"></td> <td style="width: 20%; text-align: center; border-bottom: 1px solid black;">10/13/25</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Educational Programs Committee Chairperson</td> <td style="text-align: center;">Date</td> </tr> </table>	Approved	Denied		10/9/25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Department/Content Area Leader (if school sponsored)	Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>		10/9/25			Principal (if school sponsored)	Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>		10/9/25			Director of Academic Services (if denied, attach justification))	Date	<input type="checkbox"/>	<input type="checkbox"/>		10/13/25			Educational Programs Committee Chairperson	Date
Approved	Denied		10/9/25																														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Department/Content Area Leader (if school sponsored)	Date																														
<input checked="" type="checkbox"/>	<input type="checkbox"/>		10/9/25																														
		Principal (if school sponsored)	Date																														
<input checked="" type="checkbox"/>	<input type="checkbox"/>		10/9/25																														
		Director of Academic Services (if denied, attach justification))	Date																														
<input type="checkbox"/>	<input type="checkbox"/>		10/13/25																														
		Educational Programs Committee Chairperson	Date																														
Course Approval	<p>A course scope and sequence, course curriculum map, and unit maps must be submitted and approved by the Director of Academic Services prior to the beginning of the course. Use the following district documents to complete this work:</p> <p><u>SDRF CURRICULUM MAP TEMPLATE</u></p> <p><u>SDRF UNIT PLAN TEMPLATE</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 20%; border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Director of Academic Services</td> <td style="text-align: center;">Date</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>					Director of Academic Services	Date																								
<input type="checkbox"/>	<input type="checkbox"/>																																
		Director of Academic Services	Date																														

Approved As Is Deny Modify _____

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

Monday, October 13, 2025 - at 7:00 PM or immediately following the 6:00 PM Educational Program meeting
District Office
852 E Division Street
River Falls, Wisconsin 54022

The School Board's Personnel Committee meeting was held on Monday, October 13, 2025, at the District Office, 852 E Division Street, River Falls, Wisconsin 54022. Chair Johnson Myers called the meeting to order at 7:45 p.m. It was ascertained that notice of the meeting had been properly posted in the appointed locations and sent to the *Star-Observer*, *Pierce County Journal*, WEVR Radio Station, and the *Eau Claire Leader-Telegram*.

PRESENT

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

1. **CALL TO ORDER - 7:00 PM (or immediately after Educational Program Committee)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS - None**

4. **CLASS SIZE ANALYSIS**

Preliminary class sizes were analyzed and compared to class size guidelines.

Action: None, informational only.

5. **ANALYSIS OF CERTIFIED/SUPPORT STAFF EMPLOYEE RETAINMENT**

Retention rates of different employee groups were shared and analyzed.

Action: None, informational only.

6. **HIRING PRACTICES**

Administration and the school board discussed hiring practices used to verify credentials and backgrounds of new hires.

Action: None, informational only.

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

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

Action: As needed.

8. **SCHEDULE NEXT PERSONNEL COMMITTEE MEETING**

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

Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, November 10, 2025, 8:00 p.m. *(or immediately following Finance & Facilities)*
The meeting will be held at the District Office, 852 E. Division Street.

9. **ADJOURN** at 8:40 p.m.

Stacy Johnson Myers, Personnel Committee Chair

SCHOOL DISTRICT OF RIVER FALLS

BUDGET ADOPTION 2025 - 2026

Proposed 10.27.25

GENERAL FUND (FUND 10)	Audited 2023 - 2024	Unaudited 2024 - 2025	Budget 2025 - 2026
Beginning Fund Balance (Account 930 000)	14,242,445.16	14,573,748.53	14,719,728.32
Ending Fund Balance, Nonspendable (Acct. 935 000)	0.00	0.00	0.00
Ending Fund Balance, Restricted (Acct. 936 000)	46,109.19	58,004.82	0.00
Ending Fund Balance, Committed (Acct. 937 000)	0.00	0.00	0.00
Ending Fund Balance, Assigned (Acct. 938 000)	470,487.77	0.00	0.00
Ending Fund Balance, Unassigned (Acct. 939 000)	14,057,151.57	14,661,723.50	14,719,728.32
TOTAL ENDING FUND BALANCE (ACCT. 930 000)	14,573,748.53	14,719,728.32	14,719,728.32
REVENUES & OTHER FINANCING SOURCES			
100 Transfers-in	0.00	0.00	0.00
Local Sources			
210 Taxes	15,686,106.00	17,644,156.52	19,969,587.00
240 Payments for Services	13,233.68	14,763.03	18,000.00
260 Non-Capital Sales	2,164.21	976.65	1,000.00
270 School Activity Income	56,473.75	58,599.00	45,000.00
280 Interest on Investments	551,389.29	461,684.82	150,000.00
290 Other Revenue, Local Sources	286,289.23	315,829.58	282,000.00
Subtotal Local Sources	16,595,656.16	18,496,009.60	20,465,587.00
Other School Districts Within Wisconsin			
310 Transit of Aids	0.00	0.00	0.00
340 Payments for Services	1,645,459.20	1,844,385.60	2,187,665.00
380 Medical Service Reimbursements	0.00	0.00	0.00
390 Other Inter-district, Within Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts within Wisconsin	1,645,459.20	1,844,385.60	2,187,665.00
Other School Districts Outside Wisconsin			
440 Payments for Services	0.00	0.00	0.00
490 Other Inter-district, Outside Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts Outside Wisconsin	0.00	0.00	0.00
Intermediate Sources			
510 Transit of Aids	738.00	4,673.70	3,500.00
530 Payments for Services from CCDEB	0.00	0.00	0.00
540 Payments for Services from CESA	0.00	0.00	0.00
580 Medical Services Reimbursement	0.00	0.00	0.00
590 Other Intermediate Sources	0.00	0.00	0.00
Subtotal Intermediate Sources	738.00	4,673.70	3,500.00
State Sources			
610 State Aid -- Categorical	364,017.13	406,791.25	367,659.00
620 State Aid -- General	21,606,334.00	21,889,139.00	21,790,947.00
630 DPI Special Project Grants	200,103.46	185,127.34	69,334.00
640 Payments for Services	0.00	0.00	0.00
650 Achievement Gap Reduction Program (AGR Grant)	0.00	0.00	0.00
660 Other State Revenue Through Local Units	40,016.10	45,701.16	41,000.00
690 Other Revenue	2,895,404.82	2,910,102.92	2,896,923.00
Subtotal State Sources	25,105,875.51	25,436,861.67	25,165,863.00
Federal Sources			
710 Federal Aid - Categorical	24,211.35	19,229.00	23,924.00
720 Impact Aid	0.00	0.00	0.00
730 DPI Special Project Grants	209,673.43	72,579.55	82,118.00
750 IASA Grants	242,921.72	237,758.59	245,146.00
760 JTPA	0.00	0.00	0.00
770 Other Federal Revenue Through Local Units	0.00	0.00	0.00
780 Other Federal Revenue Through State	148,020.42	154,744.25	125,000.00
790 Other Federal Revenue - Direct	0.00	0.00	0.00
Subtotal Federal Sources	624,826.92	484,311.39	476,188.00
Other Financing Sources			
850 Reorganization Settlement	0.00	0.00	0.00
860 Compensation, Fixed Assets	3,013.60	5,654.76	5,000.00
870 Long-Term Obligations	443,197.39	148,669.00	0.00
Subtotal Other Financing Sources	446,210.99	154,323.76	5,000.00
Other Revenues			
960 Adjustments	21,272.37	16,533.64	0.00
970 Refund of Disbursement	133,118.07	111,770.30	130,000.00
980 Medical Service Reimbursement	0.00	0.00	0.00

990 Miscellaneous	78,874.79	21,086.69	5,000.00
Subtotal Other Revenues	233,265.23	149,390.63	135,000.00
TOTAL REVENUES & OTHER FINANCING SOURCES	44,652,032.01	46,569,956.35	48,438,803.00
EXPENDITURES & OTHER FINANCING USES			
Instruction			
110 000 Undifferentiated Curriculum	7,427,650.49	8,097,731.02	8,499,530.00
120 000 Regular Curriculum	11,248,678.60	10,913,692.33	12,030,662.00
130 000 Vocational Curriculum	924,393.77	1,140,604.59	1,100,912.00
140 000 Physical Curriculum	948,143.69	983,040.07	1,046,350.00
160 000 Co-Curricular Activities	814,905.68	781,515.48	873,284.00
170 000 Other Special Needs	298,516.37	369,322.98	389,654.00
Subtotal Instruction	21,662,288.60	22,285,906.47	23,940,392.00
Support Sources			
210 000 Pupil Services	1,413,618.21	1,545,420.47	1,586,296.00
220 000 Instructional Staff Services	1,291,391.27	1,480,493.61	1,304,669.00
230 000 General Administration	1,165,686.19	1,131,226.56	1,134,264.00
240 000 School Building Administration	2,831,259.21	3,032,512.29	3,210,280.00
250 000 Business Administration	7,533,700.58	7,828,632.96	8,849,561.00
260 000 Central Services	71,704.49	90,067.75	86,500.00
270 000 Insurance & Judgments	340,490.75	410,381.92	421,774.00
280 000 Debt Services	386,820.05	369,236.98	355,252.00
290 000 Other Support Services	468,168.34	527,948.83	426,000.00
Subtotal Support Sources	15,502,839.09	16,415,921.37	17,374,596.00
Non-Program Transactions			
410 000 Inter-fund Transfers	5,264,124.46	5,682,054.86	4,864,052.00
430 000 Instructional Service Payments	1,879,223.28	2,026,112.11	2,246,763.00
490 000 Other Non-Program Transactions	12,253.21	13,981.75	13,000.00
Subtotal Non-Program Transactions	7,155,600.95	7,722,148.72	7,123,815.00
TOTAL EXPENDITURES & OTHER FINANCING USES	44,320,728.64	46,423,976.56	48,438,803.00

SPECIAL PROJECT FUNDS (FUNDS 21, 23, 29)	Audited 2023 - 2024	Unaudited 2024 - 2025	Budget 2025 - 2026
900 000 Beginning Fund Balance	379,740.58	456,491.78	524,449.03
900 000 Ending Fund Balance	456,491.78	524,449.03	531,949.03
REVENUES & OTHER FINANCING SOURCES	752,348.39	663,599.90	655,000.00
100 000 Instruction	650,080.84	593,442.65	625,000.00
200 000 Support Services	18,816.35	0.00	20,000.00
400 000 Non-Program Transactions	6,700.00	2,200.00	2,500.00
TOTAL EXPENDITURES & OTHER FINANCING USES	675,597.19	595,642.65	647,500.00

SPECIAL EDUCATION FUND (FUND 27)	Audited 2023 - 2024	Unaudited 2024 - 2025	Budget 2025 - 2026
900 000 Beginning Fund Balance	0.00	0.00	0.00
900 000 Ending Fund Balance	0.00	0.00	0.00
REVENUES & OTHER FINANCING SOURCES			
100 Transfers-in	4,214,124.46	4,832,054.86	4,864,052.00
Local Sources			
240 Payments for Services	0.00	0.00	0.00
260 Non-Capital Sales	0.00	0.00	0.00
270 School Activity Income	0.00	0.00	0.00
290 Other Revenue, Local Sources	0.00	0.00	0.00
Subtotal Local Sources	0.00	0.00	0.00
Other School Districts Within Wisconsin			
310 Transit of Aids	0.00	0.00	0.00
340 Payments for Services	74,134.86	36,733.71	75,654.00
380 Medical Service Reimbursements	0.00	0.00	0.00
390 Other Inter-district, Within Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts within Wisconsin	74,134.86	36,733.71	75,654.00
Other School Districts Outside Wisconsin			
440 Payments for Services	6,409.61	6,953.90	0.00
490 Other Inter-district, Outside Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts Outside Wisconsin	6,409.61	6,953.90	0.00
Intermediate Sources			
510 Transit of Aids	0.00	0.00	150
530 Payments for Services from CCDEB	0.00	0.00	0.00

540 Payments for Services from CESA	0.00	0.00	0.00
580 Medical Services Reimbursement	0.00	0.00	0.00
590 Other Intermediate Sources	0.00	0.00	0.00
Subtotal Intermediate Sources	0.00	0.00	0.00
State Sources			
610 State Aid -- Categorical	1,685,277.00	1,868,312.00	2,660,000.00
620 State Aid -- General	0.00	0.00	0.00
630 DPI Special Project Grants	0.00	0.00	0.00
640 Payments for Services	0.00	0.00	0.00
650 Achievement Gap Reduction (AGR grant)	0.00	0.00	0.00
690 Other Revenue	15,277.08	28,868.88	45,364.00
Subtotal State Sources	1,700,554.08	1,897,180.88	2,705,364.00
Federal Sources			
710 Federal Aid - Categorical	0.00	0.00	0.00
730 DPI Special Project Grants	879,408.47	766,080.15	853,021.00
750 IASA Grants	0.00	0.00	0.00
760 JTPA	0.00	0.00	0.00
770 Other Federal Revenue Through Local Units	0.00	0.00	0.00
780 Other Federal Revenue Through State	110,044.77	109,297.56	100,000.00
790 Other Federal Revenue - Direct	0.00	0.00	0.00
Subtotal Federal Sources	989,453.24	875,377.71	953,021.00
Other Financing Sources			
860 Compensation, Fixed Assets	0.00	0.00	0.00
870 Long-Term Obligations	0.00	0.00	0.00
Subtotal Other Financing Sources	0.00	0.00	0.00
Other Revenues			
960 Adjustments	0.00	0.00	0.00
970 Refund of Disbursement	0.00	0.00	0.00
990 Miscellaneous	150.00	100.00	0.00
Subtotal Other Revenues	150.00	100.00	0.00
TOTAL REVENUES & OTHER FINANCING SOURCES	6,984,826.25	7,648,401.06	8,598,091.00
EXPENDITURES & OTHER FINANCING USES			
Instruction			
110 000 Undifferentiated Curriculum	0.00	0.00	0.00
120 000 Regular Curriculum	0.00	0.00	0.00
130 000 Vocational Curriculum	0.00	0.00	0.00
140 000 Physical Curriculum	0.00	0.00	0.00
150 000 Special Education Curriculum	5,470,207.81	6,130,297.68	6,820,282.00
160 000 Co-Curricular Activities	0.00	0.00	0.00
170 000 Other Special Needs	0.00	0.00	0.00
Subtotal Instruction	5,470,207.81	6,130,297.68	6,820,282.00
Support Sources			
210 000 Pupil Services	924,440.10	1,019,935.59	1,185,689.00
220 000 Instructional Staff Services	304,400.36	327,188.59	352,347.00
230 000 General Administration	0.00	0.00	0.00
240 000 School Building Administration	0.00	0.00	0.00
250 000 Business Administration	227,514.14	136,410.19	233,273.00
260 000 Central Services	0.00	0.00	0.00
270 000 Insurance & Judgments	0.00	0.00	0.00
280 000 Debt Services	0.00	0.00	0.00
290 000 Other Support Services	0.00	0.00	0.00
Subtotal Support Sources	1,456,354.60	1,483,534.37	1,771,309.00
Non-Program Transactions			
410 000 Inter-fund Transfers	0.00	0.00	0.00
430 000 Instructional Service Payments	51,903.59	34,569.01	0.00
490 000 Other Non-Program Transactions	6,360.25	0.00	6,500.00
Subtotal Non-Program Transactions	58,263.84	34,569.01	6,500.00
TOTAL EXPENDITURES & OTHER FINANCING USES	6,984,826.25	7,648,401.06	8,598,091.00
DEBT SERVICE FUND (FUNDS 38, 39)	Audited	Unaudited	Budget
	2023 - 2024	2024 - 2025	2025 - 2026
900 000 Beginning Fund Balance	1,239,205.04	3,086,149.52	1,831,687.07
900 000 ENDING FUND BALANCES	3,086,149.52	1,831,687.07	1,792,437.07
TOTAL REVENUES & OTHER FINANCING SOURCES	7,455,547.48	8,394,730.05	7,107,655.00
281 000 Long-Term Capital Debt	5,608,603.00	9,649,192.50	7,146,905.00
282 000 Refinancing	0.00	0.00	0.00

283 000 Operational Debt	0.00	0.00	0.00
285 000 Post Employment Benefit Debt	0.00	0.00	0.00
289 000 Other Long-Term General Obligation Debt	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	5,608,603.00	9,649,192.50	7,146,905.00
842 000 INDEBTEDNESS, END OF YEAR	73,505,000.00	66,445,000.00	61,825,000.00

CAPITAL PROJECTS FUND (FUNDS 41, 46, 48, 49)	Audited 2023 - 2024	Unaudited 2024 - 2025	Budget 2025 - 2026
900 000 Beginning Fund Balance	667,262.97	28,863,594.45	18,905,747.54
900 000 Ending Fund Balance	28,863,594.45	18,905,747.54	1,305,747.54
TOTAL REVENUES & OTHER FINANCING SOURCES	29,111,606.67	1,936,230.80	200,000.00
100 000 Instructional Services	0.00	0.00	0.00
200 000 Support Services	915,275.19	11,894,077.71	17,800,000.00
300 000 Community Services	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	915,275.19	11,894,077.71	17,800,000.00

FOOD SERVICE FUND (FUND 50)	Audited 2023 - 2024	Unaudited 2024 - 2025	Budget 2025 - 2026
900 000 Beginning Fund Balance	689,730.52	400,206.68	349,681.44
900 000 ENDING FUND BALANCE	400,206.68	349,681.44	349,681.44
TOTAL REVENUES & OTHER FINANCING SOURCES	1,920,596.44	1,929,201.24	2,013,700.00
200 000 Support Services	2,210,120.28	1,979,726.48	2,013,700.00
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	2,210,120.28	1,979,726.48	2,013,700.00

COMMUNITY SERVICE FUND (FUND 80)	Audited 2023 - 2024	Unaudited 2024 - 2025	Budget 2025 - 2026
900 000 Beginning Fund Balance	200,130.37	177,711.47	127,775.43
900 000 ENDING FUND BALANCE	177,711.47	127,775.43	127,775.43
TOTAL REVENUES & OTHER FINANCING SOURCES	1,140,259.99	1,218,546.69	1,285,805.00
200 000 Support Services	57,724.55	64,182.31	62,700.00
300 000 Community Services	1,104,954.34	1,204,300.42	1,223,105.00
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	1,162,678.89	1,268,482.73	1,285,805.00

SCHOOL DISTRICT OF RIVER FALLS
2025 Certified District Levies & Valuations

by Municipalities

	<i>Municipality</i>	<i>Equalized Valuation* (TID OUT)</i>	<i>Percent of Tax Levy</i>	<i>2025-26 Levy</i>
Pierce Co	City of River Falls	1,169,333,600	29.60%	\$8,061,666
	Town of Clifton	309,798,996	7.84%	\$2,135,829
	Town of Martell	94,545,433	2.39%	\$651,819
	Town of River Falls	441,276,219	11.17%	\$3,042,264
St.Croix Co	City of River Falls	696,255,200	17.63%	\$4,800,150
	Town of Kinnickinnic	365,193,666	9.25%	\$2,517,733
	Town of Pleasant Valley	25,291,233	0.64%	\$174,364
	Town of Rush River	448,664	0.01%	\$3,093
	Town of Troy	847,856,171	21.46%	\$5,845,324
	TOTALS	3,949,999,182	100.00%	\$27,232,242
	General Fund Levy (Fund 10)			\$19,954,725
	General Fund Levy/Mill Rate (Fund 10)			5.052
	Debt Service Fund Levy (Fund 39)			\$7,055,655
	Debt Service Fund Levy/Mill Rate (Fund 39)			1.786
	Community Fund (Fund 80)			\$220,000
	Community Fund Levy/Mill Rate (Fund 80)			0.056
	Chargebacks Levy			\$1,862.00
	Chargebacks Mill Rate (Fund 10)			0.000
	Total School Levy			\$27,232,242
	Net Levy/Mill Rate			6.89

BOE 10.27.25



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 by contacting the district Activities Director at (715) 425-1830 ext. 1109.
- Requests should be made at least fourteen (14) 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 be required to submit payment and deposit to the Activities office prior to usage. Approval for use of district 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. Insurance may be in the form of a “blanket” policy or a certificate for one-time events. Proof of insurance 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 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 (only equipment that is specified and approved on the request can be used). 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.

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 they are certain that all members of 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 event coordinator at the expense of the facility user group(s). The 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) 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. Pre-approved 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 district will attempt to provide scheduled groups with at least five (5) 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 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. 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.

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 event coordinator (where applicable) so 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.

- 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 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 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 district personnel and programs are due to the Activities Director in February in order to plan ahead and determine available and suitable building locations.
- 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 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 district's taxpayers and to ensure the safety of users. The following rules are to be adhered to when using 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 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 weekdays 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 designee.

- The 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 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 designee, 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 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 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 cleanup 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 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 district property including buildings and grounds.
 - Possession or consumption of intoxicating beverages or illegal substances (drugs) in any form is prohibited on district property including facilities and grounds.
 - No weapons or look-alike weapons, as defined in Policy 832, shall be brought on 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 a 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 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 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 approved "Joint Use " or "Special Use" agreements exist between the 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 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 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 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, approved meetings and activities of student organizations, school staff, parent organizations, or other organizations whose sole purpose is to support the 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 chargeback 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 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 district. Fund-raising activities not specifically designed to benefit the 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.

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

Facility Use Fee Schedule

	Priority 1 & 2	Priority 3	Priority 4
Montessori Gymnasium	NC	\$35/hr	\$50/hr
Elementary Cafeteria	NC	\$30 hr	\$50/hr
Elementary Fields	NC	\$20/hr	\$30/hr
Elementary Gymnasium *	NC	\$24/hr	\$45/hr
Elementary Library	NC	\$22/hr	\$38/hr
HS Auditorium *	NC	\$120/hr	\$175/hr
HS Auxiliary Gymnasium *	NC	\$35/hr	\$60/hr
HS Commons	NC	\$35/hr	\$60/hr
HS Dance Studio	NC	\$25/hr	\$45/hr
HS Fields #1-6 Grass	NC	\$35/hr	\$60/hr
HS Fields A-E Baseball/Softball	NC	\$45 /hr	\$90/hr
HS Library Media Center	NC	\$20/hr	\$30/hr
HS Main Gymnasium *	NC	\$20/hr/court	\$30/hr/court
HS Multi-Purpose (Turf) Room*	NC	\$35/hr	\$60/hr
HS Tennis Courts *	NC	\$25/hr	\$35/hr
HS Wildcat Field & Track *	NC	\$75/hr	\$150/hr
HS Wrestling Room *	NC	\$35/hr	\$60/hr
MS Auditorium *	NC	\$65/hr	\$95/hr
MS Athletic Fields	NC	\$35/hr	\$60/hr
MS Cafeteria	NC	\$30/hr	\$50/hr
MS Gymnasium *	NC	\$35/hr	\$60/hr
MS Library Media Center	NC	\$20/hr	\$30/hr
MS Multipurpose Room (Lower Level)	NC	\$30/hr	\$50/hr
MS Tennis Courts *	NC	\$20/hr	\$25/hr
Regular Classrooms & Elementary Library Media Centers	NC	\$15/hr	\$25/hr

* Auditoriums, Tennis Courts, Gymnasiums, HS Fields, **HS Multipurpose (Turf) Room, HS Wrestling Room,** 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.

Facility rental rates may be reviewed annually.

Additional Fees for Facility and Grounds Usage:

- Rescheduling – A \$25 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 billed at current hourly rate, unless waived.
- 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.

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.

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, March 24, 2025, **October 27, 2025**



POLICY 870-RULE PUBLIC COMPLAINT PROCEDURES

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

INFORMAL COMPLAINT PROCESS

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

FORMAL COMPLAINT PROCESS

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

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

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

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

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

DATE OF ADOPTION: November 9, 2020

REVISED: October 27, 2025 (2nd Reading)