

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

April 27, 2026 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Personnel Committee members: Stacy Johnson Myers (Chair), Alison Page, & Alan Tuchtenhagen

A quorum of the Board may be present for information-gathering purposes only.

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. **Review and Signing of Official Oaths of Office** **3**

**Description:** Wisconsin Statute Sections 19.01 and 120.06(4&10) provide for school board members to file an official oath of office on, or prior to, the fourth Monday in April.  
No action. Oaths of office were signed by newly elected board members prior to the reorganizational meeting.
  6. **SCHOOL BOARD REORGANIZATIONAL ACTIVITIES**
    - A. **Election of Officers** **7**

**Description:** Wisconsin Statute Section 120.05(c) mandates that the school board shall annually elect a school district president, vice-president, clerk, and treasurer from among its members.  
**Recommended Action:** Elect Officers - nominations will be taken by Superintendent Bell for:  
1) President, 2) Vice-President, 3) Clerk, and 4) Treasurer. Officers will sign an oath of office. Meeting gavel is turned over to newly elected president.
    - B. **Determine School Board Meeting Dates, Times, and Locations for the 2026-27 School Year** **10**

**Description:** Suggested dates are shown circled in red on the enclosed calendar. (The 2027 Reorganization meeting will be on 4-26-27). We will also review the remaining 2026-27 meeting dates, as well as the annual School Board Planning Calendar.  
**Recommended Action:** Determine School Board meeting schedules, times, and places.
    - C. **Determine School Board Committee Assignments and Structure** **14**

**Description:** Annually, the School Board will review and determine School Board committee assignments, including meeting schedules, meeting places, dates, times, and manner of conducting the School Board's business.  
**Recommended Action:** Determine School Board Committee assignments, including meeting schedules, meeting places, dates, times, and manner of conducting the School Board's business.
    - D. **Determine the District's Delegates, Liaisons, and Representatives** **17**

**Description:** Annually, the School Board will review and determine representatives on district committees.  
**Recommended Action:** Determine the District's Delegates, Liaisons, and Representatives.
    - E. **Designate Bank Depositories** **19**

**Description:** Wisconsin Statute Section 120.12(7) mandates the School Board designate one or more public depositories in which the money belonging to the school district shall be deposited and specify whether the monies be maintained in time deposits, demand deposits or savings deposits.  
**Recommended Action:** Designate bank depositories.
    - F. **Acknowledge School Board Policy/Procedure - Conflict of Interest** **21**

**Description:** Following a recommendation from the auditor in October of 1994, the School Board approved a conflict of interest procedure which calls for each School Board member to annually sign a statement indicating awareness of the content of the Code of Ethics for Local Government Officials.

**Recommended Action:** Sign statements of acknowledgment (*to be handed out at the meeting*).

**G. Set date for the 2026 Annual Meeting/Budget Hearing**

**Description:** Wisconsin Statute Section 120.08(1) mandates that a common school district shall hold an annual meeting. It is recommended that the 2026 Annual Meeting/Budget Hearing be set for Monday, September 28, 2026, at 6:00 p.m., before the Regular Monthly School Board meeting.

**Recommended Action:** Discussion and decision about setting the date and location for the 2026 Annual Meeting/Budget Hearing.

**7. ADJOURN**

CHAPTER 19

GENERAL DUTIES OF PUBLIC OFFICIALS

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	OFFICIAL OATHS AND BONDS		
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19.02	Actions by individuals.	19.49	Administration; enforcement.
19.03	Security for costs; notice of action.	19.50	Unauthorized release of records or information.
19.04	Other actions on same bond.	19.55	Public inspection of records.
19.05	Execution; lien of judgment.	19.552	Action to compel compliance.
19.06	Sureties, how relieved.	19.554	Petition for enforcement.
19.07	Bonds of public officers and employees.	19.56	Honorariums, fees and expenses.
19.10	Oaths.	19.57	Conferences, visits and economic development activities.
19.11	Official bonds.	19.575	Tourism activities.
19.12	Bond premiums payable from public funds.	19.579	Civil penalties.
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19.345	Time computation.	19.77	Summary of case law and attorney general opinions.
19.35	Access to records; fees.	19.80	Penalties.
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19.43	Financial disclosure.	19.87	Legislative meetings.
19.44	Form of statement.	19.88	Ballots, votes and records.
19.45	Standards of conduct; state public officials.	19.89	Exclusion of members.
19.451	Discounts at certain stadiums.	19.90	Use of equipment in open session.
19.46	Conflict of interest prohibited; exception.	19.96	Penalty.
		19.97	Enforcement.
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SUBCHAPTER I  
OFFICIAL OATHS AND BONDS

**19.01 Oaths and bonds. (1) FORM OF OATH.** Every official oath required by [article IV, section 28](#), of the constitution or by any statute shall be in writing, subscribed and sworn to and except as provided otherwise by [s. 757.02](#) and [SCR 40.15](#), shall be in substantially the following form:

STATE OF WISCONSIN,  
County of ....

I, the undersigned, who have been elected (or appointed) to the office of ....., but have not yet entered upon the duties thereof, swear (or affirm) that I will support the constitution of the United States and the constitution of the state of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability. So help me God.

.... ..  
Subscribed and sworn to before me this .... day of ....., .... (year)  
....(Signature).....

**(1m) FORM OF ORAL OATH.** If it is desired to administer the official oath orally in addition to the written oath prescribed above, it shall be in substantially the following form:

I, ....., swear (or affirm) that I will support the constitution of the United States and the constitution of the state of Wisconsin, and will faithfully and impartially discharge the duties of the office of .... to the best of my ability. So help me God.

**(2) FORM OF BOND.** (a) Every official bond required of any public officer shall be in substantially the following form:

We, the undersigned, jointly and severally, undertake and agree that ....., who has been elected (or appointed) to the office of ....., will faithfully discharge the duties of the office according to law, and will pay to the parties entitled to receive the same, such damages, not exceeding in the aggregate .... dollars, as may be suffered by them in consequence of the failure of .... to discharge the duties of the office.

Dated ....., .... (year)  
.....(Principal).....  
.....(Surety).....

(b) Any further or additional official bond lawfully required of any public officer shall be in the same form and it shall not affect or impair any official bond previously given by the officer for the same or any other official term. Where such bond is in excess of the sum of \$25,000, the officer may give 2 or more bonds.

**(2m) EFFECT OF GIVING BOND.** Any bond purportedly given as an official bond by a public officer, of whom an official bond

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is required, shall be deemed to be an official bond and shall be deemed as to both principal and surety to contain all the conditions and provisions required in sub. (2), regardless of its form or wording, and any provisions restricting liability to less than that provided in sub. (2) shall be void.

(3) **OFFICIAL DUTIES DEFINED.** The official duties referred to in subs. (1) and (2) include performance to the best of his or her ability by the officer taking the oath or giving the bond of every official act required, and the nonperformance of every act forbidden, by law to be performed by the officer; also, similar performance and nonperformance of every act required of or forbidden to the officer in any other office which he or she may lawfully hold or exercise by virtue of incumbency of the office named in the official oath or bond. The duties mentioned in any such oath or bond include the faithful performance by all persons appointed or employed by the officer either in his or her principal or subsidiary office, of their respective duties and trusts therein.

(4) **WHERE FILED.** (a) Official oaths and bonds of the following public officials shall be filed in the office of the secretary of state:

1. All members and officers of the legislature.
2. The governor.
3. The lieutenant governor.
4. The state superintendent.
5. The justices, reporter and clerk of the supreme court.
6. The judges of the court of appeals.
7. The judges and reporters of the circuit courts.
8. All notaries public.
9. Every officer, except the secretary of state, state treasurer, district attorney and attorney general, whose compensation is paid in whole or in part out of the state treasury, including every member or appointee of a board or commission whose compensation is so paid.
10. Every deputy or assistant of an officer who files with the secretary of state.

(b) Official oaths and bonds of the following public officials shall be filed in the office of the governor:

1. The secretary of state.
2. The state treasurer.
3. The attorney general.

(bn) Official oaths and bonds of all district attorneys shall be filed with the secretary of administration.

(c) Official oaths and bonds of the following public officials shall be filed in the office of the clerk of the circuit court for any county in which the official serves:

1. All circuit and supplemental court commissioners.
4. All judges, other than municipal judges, and all judicial officers, other than judicial officers under subd. 1., elected or appointed for that county, or whose jurisdiction is limited to that county.

(d) Official oaths and bonds of all elected or appointed county officers, other than those enumerated in par. (c), and of all officers whose compensation is paid out of the county treasury shall be filed in the office of the county clerk of any county in which the officer serves.

(dm) Official oaths and bonds of members of the governing board, and the superintendent and other officers of any joint county school, county hospital, county sanatorium, county asylum or other joint county institution shall be filed in the office of the county clerk of the county in which the buildings of the institution that the official serves are located.

(e) Official oaths and bonds of all elected or appointed town officers shall be filed in the office of the town clerk for the town

in which the officer serves, except that oaths and bonds of town clerks shall be filed in the office of the town treasurer.

(f) Official oaths and bonds of all elected or appointed city officers shall be filed in the office of the city clerk for the city in which the officer serves, except that oaths and bonds of city clerks shall be filed in the office of the city treasurer.

(g) Official oaths and bonds of all elected or appointed village officers shall be filed in the office of the village clerk for the village in which the officer serves, except that oaths and bonds of village clerks shall be filed in the office of the village treasurer.

(h) The official oath and bond of any officer of a school district or of an incorporated school board shall be filed with the clerk of the school district or the clerk of the incorporated school board for or on which the official serves.

(j) Official oaths and bonds of the members of a technical college district shall be filed with the secretary for the technical college district for which the member serves.

(4m) **APPROVAL AND NOTICE.** Bonds specified in sub. (4) (c), (d) and (dm) and bonds of any county employee required by statute or county ordinance to be bonded shall be approved by the district attorney as to amount, form and execution before the bonds are accepted for filing. The clerk of the circuit court and the county clerk respectively shall notify in writing the county board or chairperson within 5 days after the entry upon the term of office of a judicial or county officer specified in sub. (4) (c), (d) and (dm) or after a county employee required to be bonded has begun employment. The notice shall state whether or not the required bond has been furnished and shall be published with the proceedings of the county board.

(5) **TIME OF FILING.** Every public officer required to file an official oath or an official bond shall file the same before entering upon the duties of the office; and when both are required, both shall be filed at the same time.

(6) **CONTINUANCE OF OBLIGATION.** Every such bond continues in force and is applicable to official conduct during the incumbency of the officer filing the same and until the officer's successor is duly qualified and installed.

(7) **INTERPRETATION.** This section shall not be construed as requiring any particular officer to furnish or file either an official oath or an official bond. It is applicable to such officers only as are elsewhere in these statutes or by the constitution or by special, private or local law required to furnish such an oath or bond. Provided, however, that whether otherwise required by law or not, an oath of office shall be filed by every member of any board or commission appointed by the governor, and by every administrative officer so appointed, also by every secretary and other chief executive officer appointed by such board or commission.

(8) **PREMIUM ON BOND ALLOWED AS EXPENSE.** The state and any county, town, village, city or school district may pay the cost of any official bond furnished by an officer or employee thereof pursuant to law or any rules or regulations requiring the same if said officer or employee shall furnish a bond with a licensed surety company as surety, said cost not to exceed the current rate of premium per year. The cost of any such bond to the state shall be charged to the proper expense appropriation.

**History:** 1971 c. 154; 1977 c. 29 s. 1649; 1977 c. 187 ss. 26, 135; 1977 c. 305 s. 64; 1977 c. 449; Sup. Ct. Order, eff. 1-1-80; 1979 c. 110 s. 60 (13); 1983 a. 6, 192; 1983 a. 538 s. 271; 1989 a. 31; 1991 a. 39, 316; 1993 a. 399; 1997 a. 250; 1999 a. 32, 83; 2001 a. 61; 2007 a. 96; 2013 a. 107.

**19.015 Actions by the state, municipality or district.** Whenever the state or any county, town, city, village, school district or technical college district is entitled to recover any damages, money, penalty or forfeiture on any official bond, the attorney general, county chairperson, town chairperson, mayor, village president, school board president or technical college district

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shall become next in order of election if additional positions on the school board are to be filled.

(c) The tenure of school board members whose terms have not expired shall not be affected.

(d) If a school board in its order changing a school district type under s. 117.27 designates a school board of 5, 7 or 9 members, it shall prepare a plan for allocating terms in accordance with this subsection.

(e) Whenever a school district with more than 3 school board members votes to reduce the number of school board members, one less school board member shall be elected annually thereafter until the school board is reduced to the approved number of members, but not less than one member shall be elected each year.

**(4) ELECTION TO NUMBERED SEATS.** If, at least 30 days prior to the day of the annual meeting, in a common or union high school district, or at least 70 days prior to the day of the election of school board members in a unified school district, a petition conforming to the requirements of s. 8.40 which sets forth a plan for the assignment of a number to each seat on the school board is filed with the school district clerk, the school district clerk shall incorporate notice of receipt of such petition in the notice of the annual meeting or election required under s. 120.06 (8) (c). The petition shall be signed by not less than 100 electors residing in the school district, except that in school districts which contain, in whole or in part, a city of the 2nd or 3rd class in which one or more electors of the school district reside, the petition shall be signed by not less than 500 electors residing in the school district. If a majority vote of the annual meeting or election approves the plan set forth in the petition, the plan shall remain in operation until revised by the same procedure.

**History:** 1975 c. 138, 199; 1983 a. 27; 1987 a. 391; 1989 a. 114, 192; 2001 a. 54; 2011 a. 75.

**120.05 School board officials.** **(1)** (a) The members of a school board shall be the officers of a school district.

(b) In the case of a 3-member school board, the school district president, treasurer and clerk shall constitute the school board. At the first election of a 3-member school board, the clerk shall be elected for a one-year term, the treasurer for a 2-year term and the president for a 3-year term.

(c) In the case of a school board with more than 3 members, the school board shall annually elect a school district president, vice president, treasurer and clerk from among its members at a school board meeting held on or within 30 days after the 4th Monday in April.

(d) A school district officer shall be a resident of the school district in which the officer serves. A school district officer who represents an apportioned area pursuant to a plan adopted under s. 120.02 (2) shall be a resident of the apportioned area for which he or she is elected or appointed at the time the officer takes the oath of office. If a school district officer who represents an apportioned area ceases to be a resident of that area after beginning his or her term but continues to be a resident of the school district, the officer may continue to serve for the balance of the term for which he or she was elected or appointed.

**(2)** If the territory of a common school district and a union high school district is identical, the school board of the common school district shall constitute the school board of the union high school district.

**(3)** If the school district president, vice president, treasurer or clerk of any school board is unable to discharge the duties of the office due to disability or absence, the school board may appoint a person to discharge the duties of such person until the disability or absence no longer exists. In the case of a 3-member school board the appointee shall be an elector of the school district. In

the case of a larger school board the appointee for the president shall be the vice president and the appointee for the other officers shall be another school board member. The school board shall determine the compensation of such appointees. A person acting as school district clerk or school district treasurer shall have the powers of a deputy and shall take and file an official bond covering the person's acts unless the bond of such officer includes a bond for the officer's deputy. This subsection does not apply to vacancies caused by absence from the school district for a period exceeding 60 days covered by s. 17.03 (4m).

**History:** 1975 c. 138 s. 13; 1975 c. 199; Stats. 1975 s. 120.05; 1979 c. 173; 1985 a. 218, 304; 2017 a. 365.

The offices of president of a common school district board and chairperson of a town board within the district and the offices of school board member and town clerk are probably compatible. 74 Atty. Gen. 50.

**120.06 Election of school board members.** In a common or union high school district:

**(1)** The school board shall be elected at the spring election.

**(2)** (a) Except as provided under par. (b), school board members shall be electors of the school district and shall be elected at large by a plurality vote of the electors of the school district.

(b) School board members elected to a school board in an election under s. 117.22 (2) (bm) shall reside in the territory of the school district created by the reorganization.

**(3)** The regular terms of school board members shall be 3 years, except as otherwise provided under s. 17.26.

**(4)** School board members elected for regular or unexpired terms shall take office, provided they have taken and filed the official oath, on the 4th Monday in April.

**(6)** (a) In a school district which does not contain territory lying within a 2nd class city, the school board may, or in a common or union high school district the school board or annual meeting may, by resolution adopted not later than the last Tuesday in November preceding an election for members of the school board, require that nomination papers be filed by all candidates seeking election to the school board. If the school board or annual meeting has previously required the filing of nomination papers in such a school district, the body imposing the requirement may, by similar resolution adopted not later than the last Tuesday in November preceding an election for members of the school board, rescind the requirement.

(b) 1. No later than the 4th Tuesday in November prior to the spring election, the school district clerk shall publish a type A notice of the school district election under s. 10.01 (2) (a).

2. Except as authorized in this paragraph, no later than 5 p.m. on the first Tuesday in January prior to the spring election, or on the next day if Tuesday is a holiday, any qualified elector of the school district may file a sworn declaration of candidacy with the school district clerk in the form provided in s. 8.21 at the place specified in the notice. If the school district contains territory lying within a 2nd class city, or if the school board or annual meeting requires nomination papers under par. (a), any qualified elector of the school district who desires to be a candidate shall in addition file nomination papers in the form prescribed under s. 8.10 (2) and (3) with the school district clerk at the place specified in the notice.

3. If an incumbent fails to file a declaration of candidacy, and nomination papers, where required, within the time prescribed by this paragraph, all candidates for the office held by the incumbent, other than the incumbent, may file a declaration of candidacy and nomination papers, where required, no later than 72 hours after the latest time prescribed in this paragraph. No extension of the time for filing a declaration of candidacy or nomination papers applies if the incumbent files written notification with the school district clerk, no later than 5 p.m. on the 2nd Fri-

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day preceding the latest time prescribed in this paragraph for filing declarations of candidacy, that the incumbent is not a candidate for reelection to his or her office, and the incumbent does not file a declaration of candidacy for that office within the time prescribed in this paragraph.

3m. If, under subd. 3., an incumbent files written notification that the incumbent is not a candidate for reelection to his or her office or fails to file a declaration of candidacy within the time prescribed by this paragraph, the school district clerk shall promptly provide public notice of that fact on the school district's Internet site or, if the school district does not maintain an Internet site, by posting notices in at least 3 different locations within the school district.

4. In the case of a 3-member school board, the qualified elector shall state in his or her declaration of candidacy and on the face of his or her nomination papers, if any, the office for which the elector is a candidate. In the case of an apportioned or numbered school board, the qualified elector shall state in his or her declaration of candidacy and on the face of his or her nomination papers, if any, the apportioned area or numbered seat for which the elector is a candidate.

5. If a candidate has not filed a registration statement under s. 11.0202 (1) (a) by the time he or she files a declaration of candidacy, the candidate shall file the statement with the declaration. A candidate shall file an amended declaration under oath with the school district clerk in the event of a change in any information provided in the declaration as provided in s. 8.21.

(7) (a) No later than 5 p.m. on the 2nd Tuesday in January, the school district clerk shall verify the declarations of candidacy and certify the names of candidates who have filed valid nomination papers, where required, and who qualify for office. In making verifications or certifications, the school district clerk shall designate the form of each candidate's name to appear on the ballot in the manner prescribed in s. 7.08 (2) (a). Once filed, a declaration of candidacy or nomination papers may not be withdrawn.

(b) The school board shall require a primary election if there are more than 2 candidates for any seat on a 3-member board or more than twice as many candidates as there are members to be elected to an unnumbered school board of more than 3 members. In school districts in which a plan of apportionment of school board members under s. 120.02 (2), an apportionment plan that apportions the territory of the school district into election districts under s. 120.42 (1m), or a plan for election of school board members to numbered seats has been adopted, the school board shall require a primary election for particular apportioned areas for which there are more than twice as many candidates as there are members to be elected and for any numbered seat for which there are more than 2 candidates. When there is a primary election it shall be held in conjunction with the spring primary.

(8) The school district clerk shall do all of the following:

(a) Notify the municipal clerk of each municipality lying wholly or partially within the school district of the primary election if one is to be held and of the spring election and furnish those municipal clerks with a copy of the notice of the school board election.

(b) Determine for the primary, if any, and again for the spring election the order in which the names of candidates shall appear on the ballot by supervising the drawing of lots not later than the 2nd Tuesday in January, or the next day if the first Tuesday is a holiday, and the 2nd day following the completion of the canvass of the primary election, if any.

(c) Cause to be given a class 1 notice, in accordance with ch. 985, on the Monday before the primary election, if one is to be held, and on the Monday before the spring election. If publication is made in a newspaper which does not publish on Monday,

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publication shall be made on the closest preceding day on which the newspaper publishes. If the school district clerk determines that due to the method of delivering newspapers in the school district more effective notice will be provided by publication at an earlier date, the school district clerk may publish the notice not earlier than 3 days before the primary or election. The notice shall contain the following information:

1. The date of the election.
2. The names of all candidates in the order in which they are listed on the ballot.
3. The location and open hours of polling places and a designation of which persons should vote at each polling place.
4. A facsimile ballot and the relevant portions of the voting instructions under s. 10.02 (3).

(d) Where paper ballots are utilized at a spring primary or election, provide the municipal clerk an adequate supply of ballots for the primary or election at least 22 days before the primary or election.

(e) Receive all ballots after they have been counted, reported and secured.

(f) After the spring primary, if any, after the spring election, and after any special primary, election or referendum, assure that the returns are canvassed as provided in sub. (14) and s. 7.53 (3).

(g) Retain and supervise the destruction of election materials from the primary, if any, and the spring election pursuant to s. 7.23 insofar as applicable.

(h) Whenever a recount of a primary or other election is required, assure that the recount is conducted by the municipal and school district boards of canvassers pursuant to s. 9.01.

(9) (a) The primary and spring elections for school board members shall be conducted by the election officials for state and municipal elections. In a school board election or referendum held in conjunction with a state, county, municipal, or judicial election, the polling places for the state, county, municipal, or judicial election shall be the polling places for the school board election or referendum, and the municipal election hours shall apply. If no state, county, municipal, or judicial election is held on the day of the school board election or referendum, the school board may select the polling places to be used. The election costs shall be charged as provided in ss. 5.68 and 7.03.

(b) The school board may not select a polling place to be closed under par. (a) if:

1. Ten percent or more of the electors voting in the last school board election voted at the polling place; or
2. The polling place is located in a municipality which is located entirely within the school district.

(c) The school board shall post a notice on the door of any polling place not selected indicating all polling places selected and open for voting.

(10) Within 8 days after the election or appointment of any person to the school board, the school district clerk shall notify the person of his or her election or appointment. Notice of election shall be provided in the manner prescribed in s. 7.53 (3) (a). On or prior to the day provided for taking office, a school board member shall take and file the official oath.

(11) The absentee ballot provisions of ss. 6.84 to 6.89 apply to elections under this section. Voting machines or an electronic voting system shall be used in any city, village or town lying wholly or partially within a school district conducting an election under this section if the machines or system are required under s. 5.40.

(12) An election in accordance with s. 17.26 to fill an unexpired term on a school board shall be held in the same manner as a regular school board election is held. In the case of a school

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shall become next in order of election if additional positions on the school board are to be filled.

(c) The tenure of school board members whose terms have not expired shall not be affected.

(d) If a school board in its order changing a school district type under s. 117.27 designates a school board of 5, 7 or 9 members, it shall prepare a plan for allocating terms in accordance with this subsection.

(e) Whenever a school district with more than 3 school board members votes to reduce the number of school board members, one less school board member shall be elected annually thereafter until the school board is reduced to the approved number of members, but not less than one member shall be elected each year.

**(4) ELECTION TO NUMBERED SEATS.** If, at least 30 days prior to the day of the annual meeting, in a common or union high school district, or at least 70 days prior to the day of the election of school board members in a unified school district, a petition conforming to the requirements of s. 8.40 which sets forth a plan for the assignment of a number to each seat on the school board is filed with the school district clerk, the school district clerk shall incorporate notice of receipt of such petition in the notice of the annual meeting or election required under s. 120.06 (8) (c). The petition shall be signed by not less than 100 electors residing in the school district, except that in school districts which contain, in whole or in part, a city of the 2nd or 3rd class in which one or more electors of the school district reside, the petition shall be signed by not less than 500 electors residing in the school district. If a majority vote of the annual meeting or election approves the plan set forth in the petition, the plan shall remain in operation until revised by the same procedure.

**History:** 1975 c. 138, 199; 1983 a. 27; 1987 a. 391; 1989 a. 114, 192; 2001 a. 54; 2011 a. 75.

**120.05 School board officials.** **(1)** (a) The members of a school board shall be the officers of a school district.

(b) In the case of a 3-member school board, the school district president, treasurer and clerk shall constitute the school board. At the first election of a 3-member school board, the clerk shall be elected for a one-year term, the treasurer for a 2-year term and the president for a 3-year term.

(c) In the case of a school board with more than 3 members, the school board shall annually elect a school district president, vice president, treasurer and clerk from among its members at a school board meeting held on or within 30 days after the 4th Monday in April.

(d) A school district officer shall be a resident of the school district in which the officer serves. A school district officer who represents an apportioned area pursuant to a plan adopted under s. 120.02 (2) shall be a resident of the apportioned area for which he or she is elected or appointed at the time the officer takes the oath of office. If a school district officer who represents an apportioned area ceases to be a resident of that area after beginning his or her term but continues to be a resident of the school district, the officer may continue to serve for the balance of the term for which he or she was elected or appointed.

**(2)** If the territory of a common school district and a union high school district is identical, the school board of the common school district shall constitute the school board of the union high school district.

**(3)** If the school district president, vice president, treasurer or clerk of any school board is unable to discharge the duties of the office due to disability or absence, the school board may appoint a person to discharge the duties of such person until the disability or absence no longer exists. In the case of a 3-member school board the appointee shall be an elector of the school district. In

the case of a larger school board the appointee for the president shall be the vice president and the appointee for the other officers shall be another school board member. The school board shall determine the compensation of such appointees. A person acting as school district clerk or school district treasurer shall have the powers of a deputy and shall take and file an official bond covering the person's acts unless the bond of such officer includes a bond for the officer's deputy. This subsection does not apply to vacancies caused by absence from the school district for a period exceeding 60 days covered by s. 17.03 (4m).

**History:** 1975 c. 138 s. 13; 1975 c. 199; Stats. 1975 s. 120.05; 1979 c. 173; 1985 a. 218, 304; 2017 a. 365.

The offices of president of a common school district board and chairperson of a town board within the district and the offices of school board member and town clerk are probably compatible. 74 Atty. Gen. 50.

**120.06 Election of school board members.** In a common or union high school district:

**(1)** The school board shall be elected at the spring election.

**(2)** (a) Except as provided under par. (b), school board members shall be electors of the school district and shall be elected at large by a plurality vote of the electors of the school district.

(b) School board members elected to a school board in an election under s. 117.22 (2) (bm) shall reside in the territory of the school district created by the reorganization.

**(3)** The regular terms of school board members shall be 3 years, except as otherwise provided under s. 17.26.

**(4)** School board members elected for regular or unexpired terms shall take office, provided they have taken and filed the official oath, on the 4th Monday in April.

**(6)** (a) In a school district which does not contain territory lying within a 2nd class city, the school board may, or in a common or union high school district the school board or annual meeting may, by resolution adopted not later than the last Tuesday in November preceding an election for members of the school board, require that nomination papers be filed by all candidates seeking election to the school board. If the school board or annual meeting has previously required the filing of nomination papers in such a school district, the body imposing the requirement may, by similar resolution adopted not later than the last Tuesday in November preceding an election for members of the school board, rescind the requirement.

(b) 1. No later than the 4th Tuesday in November prior to the spring election, the school district clerk shall publish a type A notice of the school district election under s. 10.01 (2) (a).

2. Except as authorized in this paragraph, no later than 5 p.m. on the first Tuesday in January prior to the spring election, or on the next day if Tuesday is a holiday, any qualified elector of the school district may file a sworn declaration of candidacy with the school district clerk in the form provided in s. 8.21 at the place specified in the notice. If the school district contains territory lying within a 2nd class city, or if the school board or annual meeting requires nomination papers under par. (a), any qualified elector of the school district who desires to be a candidate shall in addition file nomination papers in the form prescribed under s. 8.10 (2) and (3) with the school district clerk at the place specified in the notice.

3. If an incumbent fails to file a declaration of candidacy, and nomination papers, where required, within the time prescribed by this paragraph, all candidates for the office held by the incumbent, other than the incumbent, may file a declaration of candidacy and nomination papers, where required, no later than 72 hours after the latest time prescribed in this paragraph. No extension of the time for filing a declaration of candidacy or nomination papers applies if the incumbent files written notification with the school district clerk, no later than 5 p.m. on the 2nd Fri-



## **POLICY 141 SCHOOL BOARD OFFICERS**

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

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

### Duties of President

The president:

1. Presides at all meetings of the School Board.
2. Works with the superintendent 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.

### Duties of Vice President

The vice president:

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

### Duties of Clerk

The clerk:

1. 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 to be 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.

#### Duties of 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.

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

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

DATE OF ADOPTION: March 19, 1973

REVISED: October 21, 1974, September 16, 1991, April 19, 2004, October 19, 2009, September 19, 2011, August 16, 2016, September 30, 2024



## **POLICY 171 REGULAR SCHOOL BOARD 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. In alignment to Policy 172, additional special School Board meetings may be held as needed to conduct the District's business.

All meetings of the School Board will be open to the public, except those that by law may be closed. Notice of School Board meetings will be given to the public in accordance with state law and School Board policy.

LEGAL REFERENCE: Chapter 19, Subch. V, Wisconsin Statutes Sections 120.11(4)

CROSS REFERENCE: 171.1 Public Notification of School Board Meetings, 171.2 Agenda Preparation and Dissemination, 172 Special School Board Meetings, 173 Closed Sessions, 181 Rules of Order, 182 Quorum, 183 Voting, 184 School Board Minutes, 187 Public Participation at School Board Meetings

DATE OF ADOPTION: March 19, 1973

REVISED: August 26, 1974, September 16, 1991, August 16, 2004, August 15, 2011, August 16, 2016, November 18, 2024

School District of River Falls  
**2026-27 SCHOOL CALENDAR**

**August 2026**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

17-18 – New Teacher Orientation  
 20 – Teacher Curriculum Academy  
 24-27 – Teacher In-service

**September 2026** 21

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

1 – First Student Day  
 7 – No School (Labor Day)

**October 2026** 21

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

5- No School (Teacher In-service)  
 (HS Virtual Day)

**November 2026** 17

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

2 – No School (Teacher In-service)  
 25-27 – No School (Thanksgiving Break)

**December 2026** 16

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

23-31 – No School (Winter Break)

**January 2027** 19

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15Q
18	19	20	21	22
25	26	27	28	29

1 – No School (Vacation)  
 18 – No School (Teacher In-service)

**February 2027** 19

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

15 – No School (Teacher In-service)  
 (HS Virtual Day)

**March 2027** 18

M	T	W	TH	F
1	2	3	4	5T
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

15-19 – No School (Spring Break)

**April 2027** 21

M	T	W	TH	F
				1Q
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2 – No School (Teacher In-service)

**May 2027** 19

M	T	W	TH	F
3	4	5	6	7*
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

7 – No School (Vacation)  
 31 – No School (Memorial Day)

**June 2027** 4

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

4 – Last Day of School  
 7-8 – Teacher In-service

**Quarters (Secondary):**

- 1: 9/1/26-10/30/26 (42 days)
- 2: 11/3/26-1/15/27 (43 days)
- 3: 1/19/27-4/1/27 (47 days)
- 4: 4/5/27-6/4/27 (43 days)

**Trimesters (Elementary):**

- 1: 9/1/26-11/20/26 (56 days)
- 2: 11/23/26-3/5/27 (62 days)
- 3: 3/8/27-6/4/27 (57 days)

First Student Day: September 1, 2026  
 No School Days:   
 Graduation Day: June 6, 2027  
 Last Student Day: June 4, 2027  
 Possible Make-Up Days: \*

- Ad-Hoc Policy Committee
- Ed Pro/FF/Pers. Committee Meeting
- School Board Meeting
- Annual Meeting/Budget Hearing
- Joint School Board/RF Common Council Meeting
- School Board Reorganizational Meeting

## Board Annual Planning Calendar

<b>Monthly</b>	Approve the previous month's Board meeting minutes, bills, and employment
<b>January</b>	Approve Educational Options Annual Notice - <i>Ed Program</i> Approve Open Enrollment recommendations (Policy 423) - <i>Ed Program</i> Acknowledge Board Election actions Board Self-Evaluation begins (Policy 153) Approve continuing letters to Administrators - <i>Personnel (2-year contracts)</i> Preliminary non-renewal notice of Administrators - <i>Personnel (2-year contracts)</i>
<b>February</b>	Approve or deny resolution for any Attach/Detach property Petitions Approve the RF4C Provider Contract - <i>Ed Program</i> Approve new summer school proposals, if any - <i>Ed Program</i> Preliminary budget discussions (Budget Forecasting) - <i>F&amp;F</i> Final non-renewal notice of Administrators - <i>Personnel</i>
<b>March</b>	CESA 11 Shared Service Contract - <i>Ed Program</i> Preliminary non-renewal notice of Teachers - <i>Personnel</i> School Calendar - <i>Personnel</i>
<b>April</b>	School Board Election Report Reorganizational Meeting following Spring Elections (Policy 174) <ul style="list-style-type: none"><li>- Sign Oaths of Office (Newly Elected Board Members)</li><li>- Election of Officers (Sign Officer Oaths)</li><li>- Determine Board Meeting dates/times/locations for the upcoming year</li><li>- Determine Board Committee Assignments &amp; Structure</li><li>- Determine District's Delegates, Liaisons, and Representatives</li><li>- Designate Bank Depositories</li><li>- Acknowledge Conflict of Interest Policy</li><li>- Set Annual Meeting Date</li></ul> Letters of Intent to Teachers - <i>Personnel</i> Private hearing requests - <i>Personnel</i> Final non-renewal notice of Teachers - <i>Personnel</i> Staffing needs for the following year - <i>Personnel</i> Teacher & Bus Driver Negotiations - <i>Personnel</i>
<b>May</b>	Begin Superintendent Evaluation process (Policy 225) Approve upcoming School Year Meal Rates - <i>F&amp;F</i> Support Staff Continuing Letter - <i>Personnel</i>
<b>June</b>	Board adopts budget - <i>F&amp;F</i> <ul style="list-style-type: none"><li>- Final close-out approval of current year</li><li>- Tentative budget for the new fiscal year</li></ul> Approve fund balance allocation - <i>F&amp;F</i> Annual Police Liaison Report Complete Superintendent Evaluation Employee Handbook update/revisions - <i>Personnel</i>

- July**           Teacher Contracts - *Personnel*  
 Approve Academic Standards Public Notice for the coming year (Act 55) - *Ed Pro*  
 Student Handbook update/revisions - *Ed Program*
- August**       Employee Handbook update/revisions - *Personnel*
- September**   Bus purchase approval - *F&F*  
 Annual Meeting - Budget Hearing  
 Seclusion and Restraint - *Ed Pro*
- October**       Approve levy - *F&F*  
 Adopt original Budget - *F&F*
- November**     Review School Safety Plan & Safety Drills
- December**     Discuss Board Self-Evaluation Process  
 Provide direction to the delegate for the State Education Convention (*If resolutions received, otherwise done in January*)

**Undetermined**

- Policy and Rule 152, Goal Setting and Performance Report, mid-year review  
 Joint Meeting with City  
 Policy Review  
 Job Description Review  
 Review Results of DPI School District Report Card  
 Approve Bus Bid Process (Prior to September Bus Purchase)  
 Approve Summer Capital Improvement Projects  
 Audit Review  
 Renew the Board's Legal & Liability Insurance Policy  
 YRBS Reporting



## **POLICY 185 SCHOOL BOARD 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.

LEGAL REFERENCE: Wisconsin Statutes Sections 19.84, 120.15

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

DATE OF ADOPTION: September 16, 1991

REVISED: November 15, 2004, September 19, 2011, June 15, 2015, August 16, 2016, January 20, 2025

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

**Board Committee Assignments  
River Falls School Board 2025-26**

**Educational Program Committee:**

Alan Tuchtenhagen (*Chair*)  
Lindsey Curtis  
Monica LaVold

**Finance & Facilities Committee:**

Mike Miller (*Chair*)  
Bo Hirstein  
Alison Page

**Personnel Committee:**

Stacy Johnson Myers (*Chair*)  
Alison Page  
Alan Tuchtenhagen

**Unless otherwise noted, monthly School Board/Committee meetings are scheduled at 6:00 pm in the District Office.**

First Monday *as needed*: Educational Program Committee

Second Monday *as needed*: Finance & Facilities and Personnel Committees

Third Monday of each month: Regular School Board Meeting

Fourth Monday *as needed*: Other

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

**School Board Committee Assignments  
River Falls School Board 2026-27**

1. Educational Program Committee: \_\_\_\_\_ Chair,  
\_\_\_\_\_, \_\_\_\_\_
2. Finance & Facilities Committee: \_\_\_\_\_ Chair,  
\_\_\_\_\_, \_\_\_\_\_
3. Personnel Committee\*: \_\_\_\_\_ Chair,  
\_\_\_\_\_, \_\_\_\_\_
5. Ad-Hoc Policy Committee: \_\_\_\_\_ Chair,  
\_\_\_\_\_, \_\_\_\_\_
4. Other (if needed): \_\_\_\_\_ Chair,  
\_\_\_\_\_, \_\_\_\_\_

\*The Personnel Committee is appointed to represent the School Board in staff negotiations per School Board Policy 532.1  
*Personnel Negotiations*

**Unless otherwise noted, monthly School Board/Committee meetings are scheduled at 6:00 pm in the District Office.**

First Monday *as needed*: Ad-Hoc Policy Committee, Educational Program Committee

Second Monday *as needed*: Finance & Facilities Committee, Personnel Committee

Third Monday of each month: Regular School Board Meeting

Fourth Monday *as needed*: Other

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

**District Committee Delegates, Liaisons, and Representatives**  
**River Falls School Board 2025-26**

Wisconsin Association of School Boards (WASB) Delegate: (*Jan 21-23, 2026*).....Monica LaVold  
WASB Delegate Alternate:.....Lindsey Curtis  
WASB Public Policy Correspondent:.....Alison Page

**Building Representatives:**

River Falls High School.....Bo Hirstein  
DeWayne R. Meyer Middle School.....Mike Miller  
Renaissance Academy.....Monica LaVold  
Greenwood Elementary.....Lindsey Curtis  
Montessori Public Elementary.....Alan Tuchtenhagen  
Rocky Branch Elementary.....Stacy Johnson Myers  
Westside Elementary.....Alison Page  
Maintenance/Bus Garage.....Mike Miller  
District Office.....Alan Tuchtenhagen

CESA #11 Annual Convention Delegate: (*June 2, 2025*).....Stacy Johnson Myers  
Character Education Liaison: .....Alison Page  
Community Education Advisory Liaison:.....Lindsey Curtis  
Construction Oversight Representative:.....Mike Miller  
Insurance Study Committee Representative:.....Alison Page  
Kids Club Advisory Council Representative: .....Monica LaVold  
RF4C Liaison:.....Stacy Johnson Myers  
River Falls TIF/TID Joint Review Committee Representative: .....Mike Miller  
School Forest Committee Representative:.....Alison Page  
Wildcat Pride Representative: .....Bo Hirstein

Distribute Diplomas at Graduation.....Lindsey Curtis  
Stacy Johnson Myers  
Monica LaVold  
Alan Tuchtenhagen

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

**District Committee Delegates, Liaisons, and Representatives**  
**River Falls School Board 2026-27**

- 1. Wisconsin Association of School Boards Delegate  
State Education Convention (*January 20-22, 2027, Milwaukee*): \_\_\_\_\_
- 2. WASB Delegate Alternate: \_\_\_\_\_
- 3. WASB Public Policy Correspondent: \_\_\_\_\_
- 4. Building Representatives:
  - a. River Falls High School: \_\_\_\_\_
  - b. DeWayne R. Meyer Middle School: \_\_\_\_\_
  - c. Renaissance Charter Academy: \_\_\_\_\_
  - d. Greenwood Elementary School: \_\_\_\_\_
  - e. Montessori Public Elementary School: \_\_\_\_\_
  - f. Rocky Branch Elementary School: \_\_\_\_\_
  - g. Westside Elementary School: \_\_\_\_\_
  - h. River Fall 4 Children Liaison: \_\_\_\_\_
  - i. Maintenance: \_\_\_\_\_
  - j. Transportation Center: \_\_\_\_\_
  - k. District Office: \_\_\_\_\_
- 5. CESA #11 Annual Convention Delegate (*Monday, June 1, 2026 at 7 pm*): \_\_\_\_\_
- 6. Community Education Advisory Liaison: \_\_\_\_\_
- 7. Insurance Study Committee Representative: \_\_\_\_\_
- 8. Kids Club Advisory Council Representative: \_\_\_\_\_
- 9. River Falls TIF/TID Joint Review Committee Representative: \_\_\_\_\_
- 10. Wildcat Pride Representative: \_\_\_\_\_
- 11. Wildcat Pride Representative Alternate: \_\_\_\_\_
- 12. Distribute Diplomas at the Graduation (*Sunday, May 31, 2026 at 1 pm*): \_\_\_\_\_

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DATE: April 27, 2026

TO: David Bell  
Superintendent of Schools

FROM: Lynette Coy  
Director of Finance and Facilities

RE: Recommendation of Financial Institutions for  
Checking Depository / Investment Accounts  
First National Bank of River Falls  
Royal Credit Union  
WISC - Wisconsin Investment Series Cooperative  
MidAmerica Administrative & Retirement Solutions

**7 Updated 23-24 Wis. Stats.**

limit under subch. VII of ch. 121, the school board shall lower the tax to bring it into compliance with that limit.

**(4) TAX FOR DEBT RETIREMENT.** On or before November 1, determine the amount necessary to meet any irrevocable tax obligations or other financial commitments of the school district not otherwise provided for. The school district clerk shall certify the amount apportioned to each appropriate municipal clerk who shall include the amount certified and enter it on the tax rolls as other school district taxes are assessed and entered.

**(4m) CALCULATION OF TOTAL BASE WAGES INCREASE FOR COLLECTIVE BARGAINING.** If collectively bargaining with employees of the school district, determine the maximum total base wages expenditure that is subject to collective bargaining under s. 111.70 (4) (mb) 2., calculating the consumer price index change using the method the department of revenue uses under s. 73.03 (68).

**(5) REPAIR OF SCHOOL BUILDINGS.** Keep the school buildings and grounds in good repair, suitably equipped and in safe and sanitary condition at all times. The school board shall establish an annual building maintenance schedule.

**(6) INSURANCE ON SCHOOL PROPERTY.** Keep the school buildings, equipment and other property amply insured. If there are no funds in the school district treasury sufficient to pay the premium, the school board may execute a note for that purpose.

**(7) DEPOSITORY.** Designate one or more public depositories in which the money belonging to the school district shall be deposited and specify whether the moneys shall be maintained in time deposits subject to the limitations of s. 66.0603 (1m), demand deposits or savings deposits. When the money is so deposited in the name of the school district, the school district treasurer and bondsmen are not liable for any loss as defined in s. 34.01 (2). The interest on such deposits shall be paid into the school district treasury.

**(9) DISCUSSION OF PUBLIC QUESTIONS.** Upon the written application of one-half of the electors of the school district, allow the use of the school buildings or grounds for the free discussion of public questions so far as such use does not interfere, in the opinion of the school board, with the prime purpose of the school buildings or grounds.

**(11) INDIGENT CHILDREN.** Provide books and school supplies for indigent children residing in the school district.

**(12) SANITARY FACILITIES.** Provide and maintain enough suitable and separate toilets and other sanitary facilities for both sexes at each school.

**(13) DECLARATION OF EDUCATIONAL STANDARDS.** (a) Annually, prior to the beginning of the school term, notify the parents and guardians of pupils enrolled in the school district of the pupil academic standards, adopted under s. 118.30 (1g) (a) 1., that will be in effect for the school year. The school board may provide the notice required under this paragraph electronically, including by posting the notice or a link to the pupil academic standards on the school district's Internet site.

(b) Annually, include as an item on the agenda of the first school board meeting of the school year a notice that clearly identifies the pupil academic standards adopted by the school board under s. 118.30 (1g) (a) 1. that will be in effect for the school year.

**(14) COURSE OF STUDY.** Determine the school course of study.

**(15) SCHOOL HOURS.** Establish rules scheduling the hours of a normal school day. The school board may differentiate between the various elementary and high school grades in scheduling the school day.

**(16) IMMUNIZATION OF CHILDREN.** (a) In cooperation with local health departments, as defined in s. 250.01 (4), develop and

**SCHOOL DISTRICT GOVERNMENT****120.12**

implement a plan to encourage compliance with par. (b) and s. 252.04 (2) and submit the plan to the department of health services by September 1, 1991, and annually thereafter.

(b) Require each student to present evidence of completed basic and recall (booster) series immunizations unless the student, if an adult, or the parent, guardian or legal custodian of a minor student submits a written waiver to the school board under s. 252.04 (3).

**(17) UNIVERSITY OF WISCONSIN SYSTEM TUITION.** Pay the tuition of any pupil enrolled in the school district and attending an institution within the University of Wisconsin System if the pupil is not participating in the program under s. 118.55, the course the pupil is attending at the university is not offered in the school district and the pupil will receive high school credit for the course.

**(18) CONTINUITY OF EDUCATIONAL PROGRAMMING.** Coordinate and provide for continuity of educational programming for pupils receiving educational services as the result of a court order under s. 48.345 (12) or 938.34 (7d), including but not limited to providing a report to the court assigned to exercise jurisdiction under chs. 48 and 938 and the agency which is required to submit an educational plan for a child under s. 48.33 or 938.33 (1) (e). The report shall describe the child's educational status and make recommendations regarding educational programming for the child. The report shall be in writing, except that if the educational plan under s. 938.33 (1) (e) is presented orally at the dispositional hearing the report may be presented orally to the court assigned to exercise jurisdiction under chs. 48 and 938 and the agency at the dispositional hearing. If written, the report shall be provided to the court assigned to exercise jurisdiction under chs. 48 and 938 and the agency at least 3 days before the date of the child's dispositional hearing.

**(19) INITIATIVE TO PROVIDE COORDINATED SERVICES.** If the county board of supervisors establishes an initiative to provide coordinated services under s. 59.53 (7), participate in the initiative and may enter into written interagency agreements or contracts under the initiative.

**(20) PROHIBITION OF TOBACCO.** Prohibit the use of all tobacco products on premises owned or rented by, or under the control of, a school board, except that the school board may allow the use of tobacco products on premises owned by the school district and rented to another person for noneducational purposes.

**(21) CONSIDERATION OF EFFECTS ON HISTORIC PROPERTIES.** (a) In the earliest stage of planning any action related to the following, determine if its proposed action will affect any historic property that is a listed property, as defined under s. 44.31 (4), or that is on the list of locally designated historic places under s. 44.45:

1. Long-range planning for facilities development.
2. Razing any historic property that it owns.

(b) Notify the state historic preservation officer of any proposed action that the school board determines under par. (a) would affect any historic property.

**(22) ADVANCED PLACEMENT EXAMINATIONS.** Using federal, state, local, or private funds, pay the costs of advanced placement examinations taken by pupils enrolled in the school district who satisfy the income eligibility criteria for free or reduced-price lunches in the federal school lunch program under 42 USC 1758 (b) (1).

**(23) PUPIL PARTICIPATION IN SCHOOL ACTIVITIES.** Adopt a policy on access to extracurricular and recreational school programs and activities that encourages full participation by all elementary grade pupils in these programs and activities. This subsection does not apply to the school board of a union high school district.

# SCHOOL DISTRICT OF RIVER FALLS

River Falls, Wisconsin 54022

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## BOARD MEMBER ETHICS

As representatives of all citizens of the School District of River Falls, Board of Education members are responsible for serving the best interests of the community and its students and utilizing all available resources toward that end. Board members are required to uphold the laws and Constitutions of the United States and State of Wisconsin. The board will:

- A. In executing their duties as school board members and in working with Board colleagues the Board will:
  - a. Act only when in official Board session, except when serving as an officer or otherwise specifically directed by the Board. Respond to questions and concerns but not attempt to solve as individuals. Officers may take actions as necessary to fulfill their required duties;
  - b. Attend all Board meetings and be prepared at those meetings to act on issues before the Board. They should be prepared to contribute to the discussion, while keeping an open mind during the deliberations; respect the right of others to have and express opinions; treat school personnel and the citizenry fairly and ethically; make decisions at Board meetings after all the facts have been presented; and, try to assure democratic processes for all groups;
  - c. Avoid all conflicts of interest -- both financial and nonfinancial; no Board member may have a substantial interest in any contract, purchase of materials or any other transaction involving District funds except as provided by law; Board members shall comply with the code of ethics for governmental officials, specifically, a Board member shall not:
    - Use his/her position for financial gain or to obtain anything of substantial value for the private benefit of his/her self, his/her immediate family or any organization to which he/she belongs.
    - Solicit or accept from any person, directly or indirectly, anything of value if it could be reasonably expected to influence his/her official actions or independent judgment or it could be considered a reward for any action or inaction.
    - Take any action that substantially affects a matter in which the Board member, a member of his/her immediate family, or an organization with which he/she is associated has a substantial financial interest.
    - Use his/her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the Board member, members of his/her immediate family, or an organization with which the Board member is associated.
  - d. Remember that they are serving as local legislators under the direction of state and federal laws. They should communicate with state and federal legislators concerning the problems and needs associated with providing a quality education;

- e. Maintain confidentiality of privileged communication;
  - f. Be responsive to the public by maintaining open communication lines with citizens in the District, and by keeping them informed about the educational needs of the District, the actions of the Board and the accomplishments of the District's educational program;
  - g. Listen to and respect one another's expertise and passion; recognizing it is acceptable to disagree without being disrespectful;
  - h. Trust our board peers and support them at and outside of Board meetings;
  - i. Encourage open, honest, and sufficient discussion and questioning;
  - j. Support decisions made by the board's majority;
  - k. Continue to learn and grow professionally as Board members; and
  - l. Refrain from making disparaging remarks, in or out of school Board meetings, about other Board members.
- B. In working with the superintendent and district administrators, the Board will
- a. Respect and honor the line between school Board authority and administrative responsibility, working with administrative employees, not over or around them;
  - b. Set and communicate school district expectations for district leadership;
  - c. Hold administrators accountable for implementation of school Board policy and programs;
  - d. Encourage and expect open, honest, and respectful communications at all times;
  - e. Encourage and expect administrators to learn and grow professionally; and
  - f. Consider the superintendent as an active but non-voting member of the Board.
- C. In working with and representing the community, the Board will:
- a. Focus on what is in the best interest of all students;
  - b. Listen to and respect opinions of community members;
  - c. Involve stakeholders as often as possible;
  - d. Help the community understand the school board role;

- e. Act as good stewards of public funds; and
- f. Advocate for the School District of River Falls.

School Board members will conduct their business in a manner that is consistent with the mission, objectives, and beliefs of the School District of River Falls.

LEGAL REF.:           Sections       19.41     Wisconsin Statutes  
  19.42(7)(u)  
  19.59  
  118.12  
  946.10  
  946.12  
  946.13

CROSS REF.:           141, Board Officers  
  153, Evaluation of Board Operations  
  161, Board Member Authority

APPROVED:            September 16, 1991

REVISED:             April 24, 1995  
  August 16, 2004  
  May 17, 2010  
  September 19, 2011

REVIEWED:           August 16, 2016

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

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**BOARD MEMBER CONFLICTS OF INTEREST PROCEDURE**

Annually, Board members will be furnished with a copy of the Code of Ethics for Local Government Officials. Each Board member will sign a statement indicating he/she is aware of the contents of the code.

APPROVED: April 24, 1995

REVISED: June 28, 2004

DELETED AS POLICY: February 18, 2008



**ANNUAL BOARD STATEMENT**

I have been furnished with a copy of the Code of Ethics for Local Government Officials.

I am aware of the contents of the code.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member's Signature

of government of which it is a part, or by the unit of government by which the legal custodian under s. 19.33 is employed and may not become a personal liability of any public official.

(b) In any action filed under sub. (1) relating to access to a record or part of a record under s. 19.35 (1) (am), if the court finds that the authority acted in a willful or intentional manner, the court shall award the individual actual damages sustained by the individual as a consequence of the failure.

(3) **PUNITIVE DAMAGES.** If a court finds that an authority or legal custodian under s. 19.33 has arbitrarily and capriciously denied or delayed response to a request or charged excessive fees, the court may award punitive damages to the requester.

(4) **PENALTY.** Any authority which or legal custodian under s. 19.33 who arbitrarily and capriciously denies or delays response to a request or charges excessive fees may be required to forfeit not more than \$1,000. Forfeitures under this section shall be enforced by action on behalf of the state by the attorney general or by the district attorney of any county where a violation occurs. In actions brought by the attorney general, the court shall award any forfeiture recovered together with reasonable costs to the state; and in actions brought by the district attorney, the court shall award any forfeiture recovered together with reasonable costs to the county.

**History:** 1981 c. 335, 391; 1991 a. 269 s. 43d; 1995 a. 158; 1997 a. 94.

If an agency exercises due diligence but is unable to respond timely to a records request, the plaintiff must show that a mandamus action was necessary to secure the records release to qualify for an award of fees and costs under sub. (2). *Racine Education Ass'n v. Board of Education*, 145 Wis. 2d 518, 427 N.W.2d 414 (Ct. App. 1988). But see *Friends of Frame Park, U.A. v. City of Waukesha*, 2022 WI 57, 403 Wis. 2d 1, 976 N.W.2d 263, 19-0096.

Assuming sub. (1) (a) applies before mandamus is issued, the trial court retains discretion to refuse counsel's participation in an in camera inspection. *Milwaukee Journal v. Call*, 153 Wis. 2d 313, 450 N.W.2d 515 (Ct. App. 1989).

If the trial court has an incomplete knowledge of the contents of the public records sought, it must conduct an in camera inspection to determine what may be disclosed following a custodian's refusal. *State ex rel. Morke v. Donnelly*, 155 Wis. 2d 521, 455 N.W.2d 893 (1990).

A pro se litigant is not entitled to attorney fees. *State ex rel. Young v. Shaw*, 165 Wis. 2d 276, 477 N.W.2d 340 (Ct. App. 1991).

Actions brought under the open meetings and open records laws are exempt from the notice provisions of former s. 893.80 (1), 1993 stats. *State ex rel. Auchinleck v. Town of LaGrange*, 200 Wis. 2d 585, 547 N.W.2d 587 (1996), 94-2809.

An inmate's right to mandamus under this section is subject to s. 801.02 (7), which requires exhaustion of administrative remedies before an action may be commenced. *Moore v. Stahowiak*, 212 Wis. 2d 744, 569 N.W.2d 711 (Ct. App. 1997), 96-2547.

When requests are complex, municipalities should be afforded reasonable latitude in time for their responses. An authority should not be subjected to the burden and expense of a premature public records lawsuit while it is attempting in good faith to respond, or to determine how to respond, to a request. What constitutes a reasonable time for a response by an authority depends on the nature of the request, the staff and other resources available to the authority to process the request, the extent of the request, and other related considerations. *WIREdata, Inc. v. Village of Sussex*, 2008 WI 69, 310 Wis. 2d 397, 751 N.W.2d 736, 05-1473.

The legislature did not intend to allow a record requester to control or appeal a mandamus action brought by the attorney general under sub. (1) (b). Sub. (1) outlines two distinct courses of action when a records request is denied, dictates distinct courses of action, and prescribes different remedies for each course. Nothing suggests that a requester is hiring the attorney general as a sort of private counsel to proceed with the case or that the requester would be a named plaintiff in the case with the attorney general appearing as counsel of record when proceeding under sub. (1) (b). *State v. Zien*, 2008 WI App 153, 314 Wis. 2d 340, 761 N.W.2d 15, 07-1930.

This section unambiguously limits punitive damages claims under sub. (3) to mandamus actions. The mandamus court decides whether there is a violation and, if so, whether it caused actual damages. Then, the mandamus court may consider whether punitive damages should be awarded under sub. (3). *Capital Times Co. v. Doyle*, 2011 WI App 137, 337 Wis. 2d 544, 807 N.W.2d 666, 10-1687.

Under the broad terms of s. 51.30 (7), the confidentiality requirements created under s. 51.30 generally apply to "treatment records" in criminal not guilty by reason of insanity (NGI) cases. All conditional release plans in NGI cases are, by statutory definition, treatment records. They are created in the course of providing services to individuals for mental illness, and thus should be deemed confidential. An order of placement in an NGI case is not a "treatment record." *La Crosse Tribune v. Circuit Court*, 2012 WI App 42, 340 Wis. 2d 663, 814 N.W.2d 867, 10-3120.

The newspaper argued that s. 19.88 (3), of the open meetings law, which requires "the motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection," in turn, required the commission to record and disclose the information the newspaper requested under the open records law. The newspaper could not seek relief under the public records law for the commission's alleged violation of the open meetings law and could not recover reasonable attorney fees, damages, and other actual costs under sub. (2) for an alleged violation of the open meetings law. *Journal Times v. City of Racine Board of*

*Police & Fire Commissioners*, 2015 WI 56, 362 Wis. 2d 577, 866 N.W.2d 563, 13-1715.

A record custodian should not automatically be subject to potential liability under sub. (2) (a) for actively providing information, which it is not required to do in response to a public records request, to a requester when no record exists. While it might be a better course to inform a requester that no record exists, the language of the public records law does not specifically require such a response. *Journal Times v. City of Racine Board of Police & Fire Commissioners*, 2015 WI 56, 362 Wis. 2d 577, 866 N.W.2d 563, 13-1715.

A mandamus litigant has prevailed in substantial part, and thus is entitled to fees, when the requester obtains access to improperly withheld public records through a judicial order. That a requester may have succeeded in obtaining access to some but not all of the records is an issue subject to the court's discretion in considering the amount of reasonable fees to be awarded. Under this section, the analysis of the extent of access goes to the discretionary award of reasonable fees, not the threshold determination of eligibility. *Meinecke v. Thyges*, 2021 WI App 58, 399 Wis. 2d 1, 963 N.W.2d 816, 20-0338. See also *Friends of Frame Park, U.A. v. City of Waukesha*, 2022 WI 57, 403 Wis. 2d 1, 976 N.W.2d 263, 19-0096.

For purposes of the fee shifting provision under sub. (2) (a), to prevail in whole or in substantial part means the party must obtain a judicially sanctioned change in the parties' legal relationship. *Friends of Frame Park, U.A. v. City of Waukesha*, 2022 WI 57, 403 Wis. 2d 1, 976 N.W.2d 263, 19-0096. But see *Wisconsin State Journal v. Blazel*, 2023 WI App 18, 407 Wis. 2d 472, 991 N.W.2d 450, 21-1196.

*Friends of Frame Park*, 2022 WI 57, does not preclude applying the prevailing-party test in a case in which a governmental authority voluntarily releases the requested records after initially denying their release. A decision on the merits challenging the authority's initial outright denial of the records requests will have a practical effect on the requester's entitlement to attorney fees. More specifically, if a court were to rule in favor of the requesters, then the requesters would meet the prevailing-party test stated in *Friends of Frame Park*. *Wisconsin State Journal v. Blazel*, 2023 WI App 18, 407 Wis. 2d 472, 991 N.W.2d 450, 21-1196.

Actual damages are the liability of the agency. Punitive damages and forfeitures can be the liability of either the agency or the legal custodian, or both. Section 895.46 (1) (a) probably provides indemnification for punitive damages assessed against a custodian, but not for forfeitures. 72 Atty. Gen. 99.

Sovereign immunity is waived when a state removes a case to federal court. In that situation, there is no bar related to jurisdiction or sovereign immunity that prevents the federal court from compelling the state to produce records under the Wisconsin open records law. *Friends of Blue Mound State Park v. DNR*, 654 F. Supp. 3d 807 (2023).

**19.39 Interpretation by attorney general.** Any person may request advice from the attorney general as to the applicability of this subchapter under any circumstances. The attorney general may respond to such a request.

**History:** 1981 c. 335.

## SUBCHAPTER III

### CODE OF ETHICS FOR PUBLIC OFFICIALS AND EMPLOYEES

**19.41 Declaration of policy.** (1) It is declared that high moral and ethical standards among state public officials and state employees are essential to the conduct of free government; that the legislature believes that a code of ethics for the guidance of state public officials and state employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the people of this state in their state public officials and state employees.

(2) It is the intent of the legislature that in its operations the commission shall protect to the fullest extent possible the rights of individuals affected.

**History:** 1973 c. 90; Stats. 1973 s. 11.01; 1973 c. 334 s. 33; Stats. 1973 s. 19.41; 1977 c. 277; 2015 a. 118 s. 266 (10).

**19.42 Definitions.** In this subchapter:

(1) "Anything of value" means any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include compensation and expenses paid by the state, fees and expenses which are permitted and reported under s. 19.56, political contributions which are reported under ch. 11, or hospitality extended for a purpose unrelated to state business by a person other than an organization.

(2) "Associated," when used with reference to an organization, includes any organization in which an individual or a mem-