School District of River Falls

Personnel Committee meeting

June 8, 2026 - at 8:00 PM or immediately following the 7:00 PM Finance & Facilities meeting
District Office
852 E Division Street
River Falls, Wisconsin 54022
Personnel Committee members: Stacy Johnson Myers (Chair) and Lindsey Curtis
A quorum of the School 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 - 8:00 PM (or immediately after Finance & Facilities Committee)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**

4. **CERTIFIED STAFFING UPDATE** **2**
Description: Administration will provide a 2026-27 staffing update.
Recommended Action: None, informational only.

5. **2026-27 EMPLOYEE HANDBOOK UPDATES** **3**
Description: The administrative team reviewed the employee handbook and is proposing the attached revisions. There may still be a few additional revisions prior to the start of the next school year.
Recommended Action: Approve the 2026-27 Employee Handbook revisions as presented.

6. **ADVANCED LEARNING GRANT AWARDS** **24**
Description: Advanced Learning Grants offer an incentive for employees to pursue lifelong learning goals. The program recognizes the personal investment in learning and provides an opportunity for employees to be reimbursed for a portion of the costs associated with this investment.
Recommended Action: None, informational only.

7. **ADMINISTRATIVE AND SUPPORT STAFF SUPERVISOR SALARIES**
Description: Administration is requesting approval of administrative and support staff supervisor salaries for 2026-27. The proposed increase is 2.77% for administrators and 3.09% for supervisors.
Recommended Action: Approve the 2026-27 administrative and support staff supervisor salaries as presented.

8. **PROPOSED/SUGGESTED ITEMS FOR THE NEXT REGULAR AND FUTURE PERSONNEL MEETING AGENDA(S)**
Description: As always, committee members will be given the opportunity to suggest items for future committee and/or School Board meeting agendas.
Recommended Action: As needed.

9. **SCHEDULE NEXT PERSONNEL COMMITTEE MEETING**
Description: Upcoming committee meeting dates, times, and locations will be reviewed.
Recommended Action: Set the meeting schedule as follows:
Personnel Committee meeting, Monday, July 13, 2026, 8:00 p.m. *(or immediately following Finance & Facilities)*
The meeting will be held in the District Office Conference Room, 852 E. Division Street.

10. **ADJOURN**

2026-27 CERTIFIED STAFF HIRES: 6-3-26								
	LOCATION	POSITION	DATE POSTED	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE
1	HS	Asistant Principal	1/13/26	30	2/24/26 and 3/3/26	Lisa Goihl	Retirement	Zac Campbell
2	RFPME	Counselor (.8)	2/24/26	3	4/3	Karen Swanson	Retirement	Katie Fredrickson
3	RB/RFPME	SPED (.5 CC)/SPED (.5 CC)	2/24/26	5	4/28	New	New	Meghan Landsberger
4	DISTRICT	Sp/L	2/24/26	4	3/26/26 and 3/30/26	New	New	Emily Kennebeck
5	DISTRICT	Physical Therapist (.4)	2/24/26	3	3/30/26	New	New	Colleen Graham
6	MMS	CC Special Education (ID)	2/26/26	3	4/10/26	Kari Nutting	Resignation	Hallie Neuhaus
7	RFPME	CH Teacher	2/26/26	5	4/1/26	Stephanie Thompson	Resignation	Nick Mickelson
8	RFPME	CC Special Education	2/26/26	6	3/31/26	Betsy Manning	Resignation	Dawn Hauschild
9	WS	3rd Grade Teacher	2/27/26	37	4/2/26	Lori Rosenow	Retirement	Lexie Schulte
10	GW	Instructional Coach	3/2/26	13	4/6/26	Tanya Larsen	Retirement	Kayla Dimler
11	WS	5th Grade Teacher	3/12/26	25	4/14/26	Candice DeBriyn	Resignation	Jordan Gotelaere
12	HS	. 5 Spanish Teacher	3/13/26	2	06/09/26	Sara Winklehake	Resignation	
13	HS	Student Support Coordinator	3/13/26	17	4/16/2026	Zac Campbell	New SST Coordinator	Colleen Sowa
14	MMS	Spanish Teacher	3/30/36 (I)	2	4/7/26	Bob White	Retirement	Rachel Young-Subera
15	HS	CC Special Education	3/2/26	5	5/8/26	Gail Washburn	Resignation	Devon Duling
16	GW	ID Special Education Teacher	4/23/26	2	5/21/26	Asia Weyenberg	Resignation	Grace Groh
17	RB	2nd Grade Bubble	5/4/26	27	5/22/26	Caitlyn Severson	Resignation	Riley Polling
18	HS	Physical Education/Health	5/4/26	16	6/10/26	Colleen Sowa	New SSC	
19	RB	SPED (CC EBD Emphasis)	4/29/26	2	5/15/26	Becca Reiche	Resignation	Libby Goodell
20	HS	Business Education	5/4/26	7	6/10/26	Charles Conley	Resignation	Kris Thompson
21	MMS	SPED (CC)	5/4/26	3	5/27/26	Josie Vessey	Resignation	Jill Guckenberger
22	MMS	Instructional Coach	5/18/26	10	6/22/26	Cat Swanson	Resignation	
24	GW	SPED (CC)	5/28/26	1		Jill Guckenberger	Transfer Hire	
25	RCA	Counselor				Geri Muller	Resignation	

Employee Handbook Revisions (2026)

Pg. 4: I.3.57 Title IX ~~Coordinators~~ Compliance Officers

Pg. 27: Benefits during Family Medical Leave (FML) to Include Child Rearing:

a. Family Medical Leave (FML) is unpaid.
b. The employee ~~may substitute~~ must use accrued paid sick leave prior to using unpaid time off. The employee may also substitute ~~or~~ vacation or personal days for any leave allowed under the Wisconsin and Federal FMLA.

NEW Pg. 31 **I.2.9 Sexual Misconduct**

Wisconsin Act 57 requires a school board, governing body of a private school, and operator of a charter school (collectively, "school") that receives a credible report of certain conduct by a school staff member to notify the parents or guardians of each pupil alleged to be a victim, target, or recipient of the alleged sexual misconduct by the end of the day on which the report is received. Specifically, a school must notify the parent or guardian of each pupil alleged to be a victim, target, or recipient of any of the following alleged conduct if the person who receives the report determines that there is reasonable cause to suspect that the alleged conduct occurred:

1. Sexual misconduct by a school staff member.
2. That an individual who has been convicted of a serious child sex offense has engaged in an occupation or participated in a volunteer position that requires the individual to work or interact primarily and directly with children in a manner that constitutes a crime.
3. That a sex offender has intentionally captured a representation of a minor pupil without the written consent of the pupil's parent or guardian.

The school must provide the notice in person or by phone, including voicemail. If the report is received on a school day before the end of regularly scheduled instruction, the school must notify the pupil's parent or guardian by 5 p.m. on that day . If the report is received any other time, the school must notify the pupil's parent or guardian by noon on the next calendar day.

Pg. 38 **I.3.17 Email**

All staff members are expected to check and respond to emails on a regular basis each day. There are many important emails that come to staff from various places that require prompt responses. All staff members are also expected to check their school email over the summer months. District and building level communication will be distributed via email.

School email is subject to open records requests. Staff should maintain a professional tone, use appropriate language and avoid writing anything that would shed a negative light on you or the district if it were to become publicly available.

Pg. 50: **I.3.53 Advanced Learning Grants**

The purpose of Advanced Learning Grants is to create a sustainable and equitable program to financially support the professional growth of employees. The Director of Human Resources and Leadership Development will share grant rules, submission requirements, and deadlines with all employees via email and on the District Website no later than September 30.

- The maximum grant awards to an individual employee will be no greater than $1,000.
- Employees pursuing high need licenses (CTE, Special Education, Alternative Education) and those pursuing Montessori education, will be eligible for an annual award of up to $1500.
- The total of all grant awards will not exceed $15,000.
- If grant requests exceed $15,000, award amounts will be prorated.
- Grants will only be awarded for study that is germane to the teaching profession.

NEW I.3.54 Dual Academic Credit Tuition Stipend

Teachers pursuing a masters degree which qualifies them for teaching dual academic credit courses will receive a tuition stipend up to $500 per term, with a maximum lifetime benefit of $2500. DACP Tuition Stipend Request Form

Pg. 51: **I.3.57 Title IX ~~Coordinators~~ Compliance Officers**

Any questions regarding Title IX compliance may be directed to the District's Title IX ~~Coordinators~~ Compliance Officers

Title IX ~~Coordinator~~ Compliance Officer-Student (i.e. when the complainant is a student)
Mark Inouye, Director of Student Services
852 E. Division Street
River Falls, WI 54022
715-425-1800
mark.inouye@rfsd.k12.wi.us

-AlternateTitle IX ~~Coordinator~~ Compliance Officer-Student (i.e. when the complainant is a student)
Lynette Coy, Director of Finance and Facilities
852 E. Division Street
River Falls, WI 54022
715-425-1800
lynette.coy@rfsd.k12.wi.us

Title IX ~~Coordinator~~ Compliance Officer-Staff (i.e. when the complainant is an employee)
Nate Schurman, Director of Human Resources
852 E. Division Street
River Falls, WI 54022
715-425-1800
nate.schurman@rfsd.k12.wi.us

AlternateTitle IX ~~Coordinator~~ Compliance Officer-Staff (i.e. when the complainant is an employee)
Lynette Coy, Director of Finance and Facilities
852 E. Division Street
River Falls, WI 54022
715-425-1800
lynette.coy@rfsd.k12.wi.us

Page 57: **I.9.2 Benefits While on Workers' Compensation**

If any employee is injured while performing duties for the District, the District will continue to provide workers' compensation insurance and the employee will be compensated in the following manner:

1. Day of the injury: If the employee needs to leave work, due to an injury that occurred at work, the employee should enter time off as "other paid.
2. Day 2 and 3: If an employee is out for two days after an injury, sick/personal time can be used. The employee can also use unpaid time.
3. Workers' Compensation is payable after a 3 day waiting period, on the 4th day after a work injury. Workers compensation reimburses for 2/3 of missed work time. The remaining 1/3 can be taken as sick time, personal time, or unpaid time.
4. If an employee must miss work for more than 7 days, retroactive payment for the first 3 days is provided.
5. If unpaid time off is used, the amount of lost WRS contributions will be recouped on the next payroll.

See the Department of Workforce Development Workers' Comp Page for more information.

NEW I.9.4 Workers' Compensation: Return to Work Procedure

After seeking medical treatment for an injury, an employee will have their doctor/provider complete a return to work form that should be turned into the HR Department as soon as possible after the injury. The Director of Human Resources and building principal will:

1. Welcome the employee back with no restrictions
2. Welcome the employee back with restrictions.
3. Disallow a return to work until a safe work environment can be established.

See School District of River Falls Return to Work Program

Page 62: 2. Sick Leave Use

a. Sick leave will be paid for any absence from work due to the:
   i. Personal illness including mental health, injury, or serious health condition of the employee;
   ii. Illness or injury of an employee's child;
   iii. Serious health condition of an employee's immediate family (spouse, child, sibling, domestic partner, parent or other relative ~~with whom the employee may be living~~);

P. 63 4. Sick Leave Accumulation: Sick leave will accumulate for full-time and part-time employees to a maximum of 144 days (prorated based on FTE). After the maximum accumulation of days, employees will be paid $150 for each day (i.e. 8 hours) of accumulated, unused sick leave in excess of 144 days. Payments will occur on the August 20th payroll. (Sick leave pay out does not apply to administrators). New retirees will paid in the same manner on the June 20th payroll

Pg. 87 and 104 and 122

Retainment Stipend

Upon completion of ~~his/her~~ a 10th year of consecutive service (full or part time), an active employee will be eligible for an annual $500 retainment stipend on the 10/20 payroll. Active employees with 20 years of continuous district experience (full or part time), will qualify for an annual $1000 retainment stipend The receipt of the above additional ~~one-time~~ annual salary stipend may be deleted without adhering to the non-renewal provisions set forth in section 118.22, Wis. Stats. Such modification, amendment or deletion will not affect the other terms and conditions of the teacher's individual contract. (Retention stipend does not apply to administrators, seasonal, and non-permanent staff (ie. subs, STEP workers, coaches, advisors, grounds, snow removal).)

Pg. 122

Retainment Stipend	$500 upon completion of an employee's continuous 10th year (full or part-time). An active employee will be eligible for a one time $500 retainment stipend. Employees with 20 years of continuous district experience (full or part time), will qualify for a one-time $1000 retainment stipend The stipend will be paid annually on the 10/20 payroll. (Retention stipend does not apply to administrators, seasonal, and non-permanent staff (ie. subs, STEP workers, coaches, advisors, grounds, snow removal).

P. 86

Board Certifications Supplemental Pay

National Board Certification demonstrates the rigorous pursuit of excellence in instruction and practice. The following Board Certifications are eligible for permanent supplemental pay. The teacher will be expected to hold the certification and be using the certification for a specific purpose that expands student opportunities.

- National Board Certification in Teaching $1500
- Speech-Language Pathology, Occupational Therapy, Physical Therapy $500

*Teachers with National Board certifications must provide notice of recertification to the Director of Human Resources by the date of their renewal in order to receive their stipend

Pg. 88 Under Dental Insurance

A. Commencement and Termination of Benefits: Coverage will commence on the employee's first day of employment and continue for a full 12-month period. The insurance benefits described in this Handbook and on the individual contract terminate according to the following schedule:

   a. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
   b. If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of ~~August 31st~~ June 30th.

Pg. 96 **III.2.8 Timesheets**

Employees who are required to use timesheets must fill one out for each week of work (Sun-Sat) and submit at the end of each week. Failure to submit timesheets may result in payment being

delayed to the following pay period. Timesheets must be approved by the appropriate supervisor before payment is made.

Employees will clock in only when fully prepared to begin work. Employees are responsible for their own time cards and will not clock in or out for any other employee. Employees caught clocking in or out for another employee, or for time not worked, will be subject to discipline up to and including discharge. If the employee leaves the premises for any personal reason, the employee must clock out and clock in upon return.

Rounding rule: True time rounds to the nearest quarter hour.

P. 97 **III.2.10 Shift Pay Differential**

A. Second Shift: Employees who work and are assigned to a regular second shift shall receive 20 cents per hour added to their regular rate of pay. Second shift is defined as a shift that starts between (1:00 – 2:30 p.m.) and ends between (~~10:00~~ 9:30 – ~~11:30~~ 11:00 p.m.).

III.2.11 Attendance at Meetings and Workshops

Employees required to attend meetings called or scheduled by the Employer will be paid for all hours spent in attendance at such meetings. Failure to attend mandatory meetings may result in disciplinary action.

Hourly staff who attend out of District workshops/training will be paid for their time at the training, as well as travel to and from the training/workshop. Lunch will be unpaid.

Pg 101 **III.6.3 Scheduling of Vacation**

Vacation time may be taken in full blocks, or in shorter blocks not less than one hour as arranged with the immediate supervisor. Requests for vacation time can only be made in the current calendar year and will normally be made and approved at least five working days prior to taking such leave. ~~however,~~ Vacation time requested with less than five working days' notice may be approved by the ~~District Administrator~~ Superintendent ~~and/~~or ~~his/her~~ designee. No employee may be denied the ability to take all of ~~his or her~~ their accrued vacation during a 12-month period, but the ~~District Administrator~~ Superintendent ~~and/~~or ~~his/her~~ designee will have the right to schedule vacations on a first-come, first-served basis, as necessary to accomplish work objectives. All vacations will be taken during the school vacation months except by special arrangement with the immediate supervisor or ~~his/her~~ designee.

P. 105 **III.8.5 Uniforms, Protective Clothing and Tools**

A. Uniforms

a. Uniform Issuance - all custodial staff, maintenance staff, mechanics, the transportation supervisor, and the buildings and grounds supervisor will be issued ten (10) complete sets of district-approved uniforms upon initial hire. Complete uniform sets include 10 pairs of pants and/or shorts and 10 collared shirts. Uniform items that become worn, damaged, or otherwise unserviceable through normal work duties shall be replaced on a one-for-one basis. Employees are required to submit the unserviceable garment to their immediate supervisor for inspection and

verification prior to a replacement being issued. Supervisors will have full authority to determine whether an item qualifies for replacement.

b. Care and Maintenance - employees will be required to clean and maintain their work shirts and work pants/shorts.
c. Uniform Supplier and Ordering - the District will retain sole discretion to determine the supplier, brand, and style of all uniform articles. All uniform orders, including replacement items, will be placed through the district-designated supplier.
d. Uniform Specifications - the style, color, and type of fabric of said uniforms will be determined by the District.
e. Footwear Requirements - during tasks where chemical spills or burns (e.g., pool chemical handling), risk of laceration (e.g., use of powered tools or machinery such as weed whips or chainsaws), or risk of crush injury (e.g., moving heavy loads) are likely, appropriate protective footwear will be utilized. The Director of Buildings and Grounds may provide additional direction based on work activities.
f. District Ownership of Uniform Items - all uniforms and related apparel issued by the District remain the property of the District at all times. Employees are responsible for the proper care and safeguarding of District-issued uniforms and must return all uniform items upon separation from employment or upon request by the District.
g. Appearance and Condition Standards - employees are expected to present a neat, clean, and professional appearance at all times while on duty. Uniforms must be maintained in good condition and will not be excessively worn, stained, torn, or otherwise unprofessional in appearance. Supervisors may direct an employee to replace uniform items that do not meet District appearance standards.
h. Unauthorized Alterations or Modifications - employees will not alter, modify, remove, or add patches, pins, decals, insignia, or other embellishments to District-issued uniforms unless expressly authorized by the Director of Buildings and Grounds or designee. Unauthorized alterations may result in the employee being required to replace the item at their own expense.
i. Unauthorized Substitutions - only District-issued or District-approved uniform items may be worn while on duty. Employees are prohibited from purchasing or wearing nonstandard or substitute apparel in place of District-issued uniform items.
j. Noncompliance - failure to comply with uniform requirements, appearance standards, or replacement procedures may result in corrective or disciplinary action in accordance with District policies and the employee code of conduct.

Pg 109

C. Health Savings Account (HSA): As part of your health insurance benefit, the District will contribute an annual amount to your H.S.A. The specific District contribution amount varies depending on the plan you select (Family or Single), and the deductible you select (Base vs. Alternative) ~~and your full time equivalency (FTE)~~. The District makes HSA contributions in July and October. Specific information about HSA amounts and distribution schedules will be shared with employees during the open enrollment period (May 1-15), during new employee orientation meetings, and on the Employee Benefits Webpage.

Pg. 114

IV.1 EXPERIENCE/LONGEVITY – RIVER FALLS EXPERIENCE ONLY

A. After 5 years in the activity – 10% of the contracted compensation will be added.

B. After 10 years in the activity – 15% of the contracted compensation will be added.

C. After 15 years in the activity – 20% of the contracted compensation will be added.

~~Only supervising in the District counts toward experience factor. Supervising within one activity transfers to another position within the same activity~~.

Only District coaching/advising counts towards the experience factor. Experience does not transfer between activities/sports.

Advisors and Coaches work on one year contracts and may be removed from their capacity as a coach/advisor at the discretion of the Director of Human Resources. Any coach or advisor who is not offered similar duties in any subsequent year may not pursue a grievance through the School Board-established grievance procedure. Appointment as a coach/advisor is not subject to Wis. Stat. §§ 118.22 or 118.24.

Pg. 116

A. High School Activities

~~a. Accompanist (solo and ensemble) $21 per event~~

Pg. 118-119

A.1 ~~2025-26~~ 2026-27 TEACHER SALARY LADDER

	Bachelor's	Master's
V*	$79,835	$87,447
H3	$79,182	$83,183
H2	$77,851	$81,762
H1	$76,695	$80,687
G3	$74,999	$78,933
G2	$73,738	$77,831
G1	$73,124	$76,881
F3	$71,553	$75,767
F2	$70,121	$73,708
F1	$69,020	$72,543
E3	$67,511	$71,575
E2	$65,874	$69,798
E1	$64,484	$68,003
D3	$63,023	$66,915

D2	$61,628	$65,108
D1	$60,980	$63,674
C3	$59,667	$62,498
C2	$58,069	$61,174
C1	$56,454	$59,515
B3	$54,633	$57,569
B2	$53,487	$56,514
B1	$52,580	$55,637
A3	$51,708	$55,040
A2	$51,053	$54,528
A1	$50,582	$53,773
BASE	$49,500	$52,685

* Teachers at V ladder or above earn 2.785% increase in 2026-27

Pg. 120

Teacher Mentor	$500 per year, plus additional $500 per mentee up to $1500 total (2 mentees)

Pg. 120-121

A.2.1 Hourly Staff Scale

Position	Base	Top
Accounting, Accountant	$35.02	$38.19
Accounting, Payroll and Benefits	$28.19	$30.59
Accounting, Accounts Payable	$27.15	$29.98
Administrative Assistant	$32.15	$35.01
Building & Grounds, Custodian	$21.55	$25.35
Building & Grounds, District Courier	$23.50	$27.30
Building & Grounds, District Building/Grounds Lead	$25.25	$29.30
Building & Grounds, Lead Custodian	$23.62	$27.69
Building & Grounds, Maintenance Tech I	$24.31	$27.97
Building & Grounds, Maintenance Tech II	$30.67	$33.12

Building & Grounds, Seas, Grnds Worker/Trainer	$21.44	
Building & Grounds, Seasonal, Grounds Worker	$20.39	
Building & Grounds, Seasonal, Snow Removal	$20.39	
Kids Club, Accounts Receivable	$24.25	$26.76
Kids Club, Assistant Care Giver	$15.05	
Kids Club, Lead Care Giver	$17.09	$20.31
Kids Club, Site Manager	$18.64	
Kids Club, High School Helper	$14.13	
Paraprofessional, General Education	$19.54	$24.07
Para, Bilingual/Health/Special Ed/At-Risk	$20.56	$25.06
Program Assistant to Director	$25.84	$28.93
Secretary & Volunteer Coordinator, District	$21.78	$25.51
Technology, Computer Workstation Technician	$30.62	$34.60
Technology, Software & Staff Dev. Facilitator	$30.62	$34.60
Transportation, Bus Driver, Route	$26.28	$31.30
Transportation, Bus Driver, Trip	$21.02	
Transportation, Bus Driver Trainer	$33.94	
Transportation, Suburban Driver	$23.80	
Transportation, Mechanic	$32.11	$35.65
Transportation, Seasonal, Bus Detailer	$19.48	

OTHER:

Auditorium Supervisor Stipend	$2,771.07/year
Auditorium Supervisor, MMS	$29.67
Food Service	$20.73
Lifeguard, Swimming	$19.54
Local Education Guide (LEG)	$100/course, $1,500 max per semester

Medical/Emerg. Response Team Training Stipend	$100 stipend, MERT training outside normal working hours
Paraprofessional Mentor	$250/mentee
Retainment Stipend	$500 - Upon completion of an employee's 10th year (full or part-time), an active employee will be eligible for a $500 retainment stipend. The stipend will be paid on the 10/20/26 payroll. $1000 - Upon completion of 20th full year (full or part-time), an active employee will be eligible for a $1000 retainment stipend. The stipend will be paid on the 10/20/26 payroll.
School Board Meeting Administrative Assistant	$100/meeting
Summer Band Clinician ($25.00 per parade)	$16.22*
Summer Speed/Strength (Gen Ed Para Step 1)	$19.54*
Translator/Interpreter	$26.52
Tutor, Homebound (non-teacher)	$19.34
Tutor Supervisor, Middle School	$17.61

*Rate for Summer 2027

Pg. 122

Paraprofessional Mentor	~~$250~~$500/mentee
Bus Driver Mentor	$500/mentee

A.3 2026-27 EVENT WORKER PAY SCHEDULE

Position	Details	Wage
~~Advanced~~ High School Band Performance Accompanist	Solo and Ensemble	$40/event
High School Choir Performance Accompanist	Solo and Ensemble	$20/event
~~Base~~ Middle School Band/Choir Performance Accompanist	Solo and Ensemble	$20/event
Event Coordinator	Based on 4.5 hours worked	$20/hour
Announcer	Based on 2 hours worked	$18/hour
Ticket Seller	Based on 3 hours worked	$18/hour
All Scorer Roles	Based on 3.25 hours worked	$18/hour
All Supervisor Roles	Based on 3.25 hours worked	$18/hour

Chaperone	Based on 3.25 hours worked	$18/hour
Ticket Taker	Based on 3 hours worked	$15/hour
Concession Student Manager	Based on 3 hours worked	$15/hour

Add: Key policies to be aware of that will no longer be included in Vector training

Policy 363.2: Access to District Technology
Policy 411.2: Bullying
Policy 411: Equal Educational Opportunities
411-Rule: Student Discrimination Complaint Procedures
Policy 511: Equal Employment Opportunity
511-Rule: Employee Discrimination Complaint Procedure
Policy 411.1: Harassment
411.1-Rule:Complaint Procedure
Policy 411.11: Title IX Sexual Harassment Policy
411.11-Rule: Complaint Procedure

Elementary Employee Handbook Revisions (2026)

Pg. 125

Mailboxes

Boxes for teachers' mail, notices, daily bulletins, etc., are located in the workroom. Please check these boxes before students arrive and before leaving school each day. ~~Many of these communications require attention the same day!~~ The principal must approve communications directed to all teachers before being placed in staff mailboxes.

Due to Illness

If any staff members are unable to report to work because of illness or emergencies, call or log on to the ~~AESOP~~ Frontline system as soon as possible before 7:00 a.m. After 7:00, please contact your building secretary. ~~Call in the morning or the evening when you know that you will not be able to teach.~~

Field Trip Guidelines

(also see overall employee handbook)

The purpose of the following guidelines is to standardize field trip expectations for all grade levels. It is understood that some classes or grade levels may be required to cut back on some of the outings enjoyed in the past, while other classes or grade levels may be expected to explore learning opportunities outside the school walls.

- ~~Each class should go on no more than two field trips per year which are funded by proceeds or donations accepted from the students' families~~. ~~This count does not limit the number of field trips without cost (i.e., Kinnickinnic River Walk, community events, UWRF farm, Glen Park, local banks, etc.) or additional field trips directly tied to curriculum objectives.~~ As long as the total cost of all field trips does not exceed the per student allocation, there is no limit if the field trip is tied to curriculum objectives. Field trips not tied to curricular objectives, are limited to one per school year.
- Grade levels should limit field trips to one in a school week. No more than three grade levels should schedule a field trip on any day. It is the responsibility of the teacher scheduling the field trip to check the school activities calendar.
- You must be able to ensure that all students may be able to participate in a field trip experience. ~~without regard to their ability to pay~~. ~~Families should be made aware that student scholarships are available by including that information on the permission form.~~
- Field trips need to be coordinated at the grade level. This means that all teachers within a grade level ~~and across grade levels~~ must be aware of which class or group is going to a particular place or event.

Pg. 126

Field trips can be a very valuable teaching/learning method. Please see the principal before you plan a field trip. The procedure for field trips is as follows:

1

- Discuss it with the principal and receive approval for the trip.
- Submit a copy of the field trip request two weeks prior to the date of the trip.
- Students with attendance, academic or behavior concerns may not be included on field trips. Teachers are required to discuss this with the parent and principal in advance of the field trip.
- Parent information/permission slips must be used. Permission forms should also have attached the Chartwells/School Lunch Form option for students to order their "bag lunch" if it is needed. Chartwells will pack the lunch for the student if ordered ahead of time and it will then be deducted from the family's lunch account.
- An accurate list of participants and chaperones must be given to the attendance secretary ~~and bus driver~~ prior to the trip.
- Arranging buses or transportation is the responsibility of the teacher or advisor in conjunction with the School Budget Secretary.
- ~~No student shall be denied participation due to lack of funds.~~
- Do not discuss a field trip with a class before you have received approval for the trip.

Calendar of Events

A school calendar ~~in the office or~~ on a shared Google Calendar lists important school events. Staff should submit important events for the calendar as they arise. Groups from outside the building may use our facilities before or after school hours, if scheduled with the building secretary. Gym usage must be arranged through the Activities Department located at River Falls High School.

Teacher Classroom Checklist for Summer Departure

- Remove all tape from the floor, doors, walls, and also hallways outside the classroom.
- Remove all furniture/bookcases, books, etc. from window ledges.
- Remove all totes, books, and other items from ledges where univents are.
- Empty heavy bookcases if you want them removed from your classroom so the floors can be cleaned beneath them.
- Draw a map so the custodians will know how to put your room back together after cleaning.
- Wash desks and chairs the last week of school ~~(maybe students can help with this)~~.
- Inventory keys.
- Flexible in-service records.
- Evaluation materials signed and finalized.
- Cumulative files returned.

*Elementary buildings may have individual requirements for building checkout. The Building Principal will communicate this at least 1 week prior to the last contractual day of the school year for teachers.

Pg. 127

Media Center Use

Teachers should sign up in advance to use the media center. Please discuss the nature of assignments requiring media center usage so that the needs of the students may be anticipated.

Teachers are encouraged to reserve books in the media center for their class projects. The media center specialist is able to assist you in this matter, but you must plan ahead. Teachers may suggest books for purchase to strengthen the collection for a curricular area. ~~Current magazines and newspapers are not to be taken from the media center, but back issues may be checked out. The media center specialist must approve any exception to this rule.~~

Copier Usage

The copier is for making copies of letters, documents, special graphs, pictures, newspaper articles, and ~~very~~ current articles. Please use Google Drive whenever possible. Color copies should only be used when necessary. School copiers should be used for school business only. Employees are expected to only print materials for the current year and to retrieve materials in a timely manner.

Budgeting, Purchasing, and Requisitions

All purchases require a requisition form available in the office which must be approved by the principal. Phone orders must first be approved and given a purchase order number. Staff members will be responsible for any unapproved purchases. ~~Receipts for reimbursement should be submitted in a timely manner after purchase, per district policy within 30 days ; by November 1, February 1, and March 1 respectively.~~ Please note that all reimbursement requests must be submitted within 60 days of the incurred expense, or 10 days from the end of the fiscal year, whichever is sooner.

Pg. 128

Student Sales/Soliciting Policy/Fundraising

Students may sell items as a fundraising venture for clubs and organizations during non-instructional hours. Students will not be permitted to sell items for private gain on the school premises. Soliciting funds for organizations and clubs or event sponsorship will only be approved during non-instructional hours. All fundraising activities must be approved by the principal. See Board Policy 374, Student Fund-raising Activities

School Activity Accounts

The principal must approve all purchases and financial disbursements. Receipts must be submitted. Money submitted to the office for deposit should be counted. Do not keep money in your rooms. The advisor is responsible for funds lost or stolen.

Good business practices are expected of all advisors of extracurricular groups:

- Do not obligate yourself beyond your group's potential.
- When obtaining materials or equipment for your activity, use the process outlined by the ~~new~~ accounting and budgeting ~~system~~ procedure. Give your name and be clear about the exact name of the group or activity. Do not just say or write River Falls High School or River Falls Public Schools.
- Meet payments and obligations on time.
- If you have problems with a vendor, contact the budget paraprofessional for assistance in obtaining resolution.

Pg. 129

Attendance Policy/Procedure

Teachers are expected to take and maintain attendance. Attendance should be posted in Infinite Campus by 9:15. Attendance is computed via minutes in school. Tardies and absences are handled by the office staff. If you have questions, please ask the school secretary. Students must check out in the office when leaving early for attendance purposes. Let the office know if you receive any communication with parents regarding a student's absence. If habitual tardiness or absences occur, discuss this with the principal.

See Board Policy 431 Student Attendance and Board Procedure 431-AP Student Attendance Guidelines

Grading Procedures

- Teachers have the responsibility of keeping complete and accurate records of grades and student achievement.
- Keep students and parents informed of grade status; direct calls home or emails are best. It is also expected that you keep your grade book up to date, with updates at least weekly.
- Special Education students should receive a grade based on capability and achievement. Grading of Special Education students should be guided by the expectations and modifications as documented in the IEP determined by the IEP team.
- Teachers should use a standards based approach when grading. This approach includes but is not limited to providing opportunities for redo and retakes, not grading homework, accepting late work for full credit, grading behavior separately from academics, not giving zeros, etc.
- Teachers must be in regular communication with families whose children have areas of concern (as related to the report card, screening data or classroom performance). Teachers will allow adequate time for the family to assist in the improvement of the student's progress.

Pg. 130

Telephone Guidelines

- It is an expectation that your voicemail has a personal and professional message.
- It is an expectation that your voicemail is checked regularly throughout the day.
- ~~Long distance calls for personal reasons should not be made on school property.~~
- ~~Long distance calls for school purposes should be made conservatively.~~
- Encourage your students to make calls at the end of the school day or during free periods, unless it is an emergency.
- Closely monitor student use of the telephone. Allow students to use the classroom phone only if it is a legitimate necessity.
- Discourage students from answering the phone in your classroom. If you are temporarily out of your classroom, perhaps designating one student to answer calls may be appropriate.
- It is an expectation that all phone calls be answered in a professional manner. For example, "Mrs. Smith speaking."

Also see Voicemail and Telephone Contact.

5

Elementary Schools	Advisor Pay	New Advisor Pay
1. Greenwood		Pay
a. Safety Patrol	~~$1,216~~	$1,254
b. Student Council	~~$973~~	$1,003
c. Additional Activity at the		
Discretion of the Principal $1,500	~~$1,500~~	$1,500
2. Montessori		
a. Safety Patrol	~~$1,216~~	$1,254
b. Student Council	~~$973~~	$1,003
c. Additional Activity at the		
Discretion of the Principal $1,500	~~$1,500~~	$1,500
3. Rocky Branch		
a. Safety Patrol	~~$1,216~~	$1,254
b. Student Council	~~$973~~	$1,003
c. Additional Activity at the		
Discretion of the Principal $1,500	~~$1,500~~	$1,500
4. Westside		
a. Safety Patrol	~~$1,216~~	$1,254
b. Student Council	~~$973~~	$1,003
c. Additional Activity at the		
Discretion of the Principal $1,500	~~$1,500~~	$1,500

Middle School Athletics	25-26 Coach Salary	26-27 Coach Salary
Boys Basketball Basketball		
Head 8th Grade	~~$2,211~~	$2,279
Assistant 8th Grade	~~$1,769~~	$1,824
Head 7th Grade	~~$2,211~~	$2,279
Assistant 7th Grade	~~$1,769~~	$1,824
Girls Basketball Basketball		
Head 8th Grade	~~$2,211~~	$2,279
Assistant 8th Grade	~~$1,769~~	$1,824
Head 7th Grade	~~$2,211~~	$2,279
Assistant 7th Grade	~~$1,769~~	$1,824
Cross Country		
Head	~~$2,211~~	$2,279
Assistant	~~$1,769~~	$1,824
Football		
Head 8th Grade	~~$2,432~~	$2,507
Assistant 8th Grade	~~$2,189~~	$2,257
Assistant 8th Grade	~~$2,189~~	$2,257
Head 7th Grade	~~$2,432~~	$2,507
Assistant 7th Grade	~~$2,189~~	$2,257
Assistant 7th Grade	~~$2,189~~	$2,257
Track		
Head	~~$1,990~~	$2,052
Assistant	~~$1,548~~	$1,596
Assistant	~~$1,548~~	$1,596
Assistant	~~$1,548~~	$1,596
Assistant	~~$1,548~~	$1,596
Volleyball		
Head 8th Grade	~~$2,211~~	$2,279
Assistant 8th Grade	~~$1,769~~	$1,824
Head 7th Grade	~~$2,211~~	$2,279
Assistant 7th Grade	~~$1,769~~	$1,824
Wrestling		
Head	~~$2,432~~	$2,507
Assistant	~~$1,769~~	$1,824
Total Compendation	~~$53,854~~	$55,529.23

Middle School Activities	2025-26 Advisor Pay	2026-27 Advisor Pay
1. Art Club, Advisor	~~$730~~	$753
~~2. Drama, Head~~	~~$1,702~~	
~~3. Drama, Assistant~~	~~$1,216~~	
~~4. Drama, 2nd Play Head~~	~~$1,702~~	
~~2. Drama, 2nd Play Assistant~~	~~$1,216~~	
2. FFA	~~$1,251~~	$2,700
3. Forensics, Advisor	~~$730~~	$753
4. G.S.A. (Gender and Sexuality Alliance)	~~$486~~	$501
5. Girls Who Give Back, Advisor	~~$730~~	$753
6. Girls Who Give Back, Assistant	~~$486~~	$501
7. Math Counts Advisor	~~$730~~	$753
8. Music, Instrumental	~~$1,946~~	$2,367
9. Music, Instrumental	~~$1,946~~	$2,367
10. Music, Vocal	~~$2,918~~	$2,367
11. Music, Vocal Assistant	~~$1,946~~	$1,924
9. Musical, Director	~~$3,546~~	$3,656
10. Musical Assistant, Music	~~$1,459~~	$1,504
11. Musical Assistant, ~~Technology~~ Music 2	~~$1,459~~	$1,504
12. Student Council	~~$1,911~~	$1,971
13. Wildcat Crew, Advisor	~~$730~~	$753
14. Wildcat Crew, Assistant	~~$486~~	$501
15. Yearbook, Head	~~$3,405~~	$3,511
16. Yearbook, Assistant	~~$1,216~~	$1,254

High School Athletics						
Head Coach	**2025-26**	**2026-27**	Assistant	**2025-26**	**2026-27**	Minimum # of Assistants
Baseball	~~$4,805~~	$4,955		~~$8,555.00~~	$11,138	3
Basketball - Boys	~~$6,392~~	$6,591		~~$17,978.00~~	$18,537	5 (If 5 Teams)
Basketball - Girls	~~$6,392~~	$6,591		~~$17,978.00~~	$13,903	5 (If 5 Teams)
Cheer - Fall	~~$1,915~~	$1,974		~~$1,200.00~~	$1,237	1
Cheer - Winter	~~$2,446~~	$2,522		~~$1,400.00~~	$1,444	1
Cross Country	~~$4,214~~	$4,345		~~$5,256.00~~	$5,419	2
Dance	~~$2,446~~	$2,522		~~$1,000.00~~	$1,031	1
Football	~~$6,392~~	$6,591		~~$26,758.00~~	$27,590	7
Golf - Boys	~~$3,510~~	$3,619		~~$2,171.00~~	$2,239	1
Golf - Girls	~~$3,510~~	$3,619		~~$2,171.00~~	$2,239	1
Gymnastics	~~$4,908~~	$5,061		~~$6,299.00~~	$6,495	2
Hockey - Boys	~~$5,725~~	$5,903		~~$7,469.00~~	$7,701	2
Hockey - Girls	~~$5,725~~	$5,903		~~$7,469.00~~	$7,701	2
Soccer - Boys	~~$5,074~~	$5,232		~~$6,050.00~~	$6,238	2
Soccer - Girls	~~$5,074~~	$5,232		~~$6,050.00~~	$6,238	2
Softball	~~$4,805~~	$4,955		~~$8,555.00~~	$11,138	3
Swimming - Boys	~~$4,675~~	$4,820		~~$5,456.00~~	$5,626	2
Swimming - Girls	~~$4,675~~	$4,820		~~$5,456.00~~	$5,626	2
Tennis - Boys	~~$3,738~~	$3,855		~~$2,492.00~~	$2,570	1
Tennis - Girls	~~$3,738~~	$3,855		~~$2,492.00~~	$2,570	1
Track - Boys	~~$4,743~~	$4,890		~~$11,357.00~~	$11,710	4
Track - Girls	~~$4,743~~	$4,890				
Volleyball	~~$5,286~~	$5,450		~~$12,187.00~~	$12,566	5 (If 5 Teams)
Boys Wrestling	~~$5,780~~	$5,960			$8,091	2
Girls Wrestling	~~$5,780~~	$5,960		~~$7,847.00~~	$8,091	

High School Activities	2025-26 Advisor Pay	2026-27 Advisor Pay
Accompanist	~~$21~~	$22
Art Club	~~$1,459~~	$1,504
Band, Marching & Pep	~~$3,648~~	$3,761
Band, Marching & Pep	~~$3,648~~	$3,761
Band, Jazz	~~$2,432~~	$2,507
Band, Jazz	~~$2,432~~	$2,507
Band, Major Trip	~~$1,946~~	$2,006
Biology Club	~~$553~~	$570
Book Club	~~$521~~	$538
C.A.T.S. (Connecting All Together Socially)	~~$1,769~~	$1,824
C.A.T.S. Assistant	~~$553~~	$570
Chess Club	~~$521~~	$538
Creative Writing Club	~~$521~~	$538
FFA	~~$3,128~~	$3,500
FBLA	~~$2,529~~	$2,607
Foreign Exchange Student Advisor	~~$243~~	$251
Foreign Language Trip Advisor (min # students = 15) (1 per year max)	~~$1,702~~	$1,755
Forensics, Head Coach	~~$3,316~~	$3,419
Forensics, Assistant Coach	~~$1,769~~	$1,824
Forensics, Assistant Coach	~~$1,769~~	$1,824
Games Club	~~$521~~	$538
G.S.A. (Gender and Sexuality Alliance)	~~$521~~	$538
G.S.A. – Renaissance Academy	~~$521~~	$538
HOSA	~~$521~~	$538
Intramurals, Coordinator	~~$2,086~~	$2,150
Mock Trial Advisor	~~$1,769~~	$1,824
Mock Trial, Assistant	~~$774~~	$798
Music, Vocal	~~$3,162~~	$3,260
*Note: Includes Costume Carolers and Acapella		
Music, Vocal	~~$3,162~~	$3,260
*Note: Includes Costume Carolers and Acapella		
Musical Director	~~$3,758~~	$3,875
Musical, Assistants / 3	~~$4,378~~	$4,514
National Honor Society	~~$995~~	$1,026
One World Club	~~$521~~	$537
Pathfinders	~~$521~~	$537
Plays, #1 Director	~~$1,835~~	$1,892
Plays, #1 Assistant	~~$1,376~~	$1,419
Prom Advisor	~~$608~~	$627
Prom Advisor	~~$608~~	$627
Robotics Advisror	~~$1,877~~	$1,935
Science Trip Advisor (every other year)	~~$1,147~~	$1,183
Senior Leadership Advisor	~~$608~~	$627
Senior Leadership Advisor	~~$608~~	$627
SOS Advisor	~~$1,147~~	$1,183
Social Studies Trip Advisor (every other year)	~~$1,606~~	$1,656
SOS Assistant Advisor	~~$1,216~~	$1,254
SOS Assistant Advisor Assistant	~~$730~~	$753
Standout Club	~~$250~~	$537
Student Council, Advisor	~~$3,128~~	$3,226
Student Council, Asst. Advisor	~~$1,981~~	$2,043
Student Council - Renaissance Academy	~~$1,702~~	$1,755
Wileys Closet Advisor	~~$608~~	$627
Wildcat Current	~~$250~~	$537
Yearbook, Advisor	~~$4,864~~	$5,015
Yearbook, Assistant	~~$2,432~~	$2,507
Additional Activity, AD Discretion	~~$1,000~~	$1,000

SCHOOL DISTRICT OF
River Falls
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JUNE 2026

ADVANCED LEARNING GRANT

OVERVIEW

Advanced Learning Grants offer an incentive for employees to pursue lifelong learning goals. The program recognizes the personal investment in learning and provides an opportunity for employees to be reimbursed for a portion of the costs associated with this investment. The guidelines outlined below are designed to create a sustainable and equitable program to reimburse employees for professional growth expenses.

APPLICATION GUIDELINES

- Grants partially reimburse qualified applicants for some of the costs associated with professional growth during the school year (June 1-May 31).
- A fully completed application will include the following:
    - Advanced Learning Grant Cover Sheet
    - Transcript (official or unofficial)
    - If the professional growth is not being completed through a college/university, the applicant provide adequate documentation that proves:
        - The course/program was during the school year.
        - Proof that the course/program was successfully completed.
    - Billing Statement that verifies the cost of the course/program and proof of payment.
- Applicants already reimbursed through other district-supported grants are not eligible to apply for an Advanced Learning Grant.

2025-26 AWARDS (see Advanced Learning Grant Allocation - 2025-26)

Over the past seven years, the district has awarded **107** Advanced Learning Grants totaling $80,653 in tuition assistance to employees.

Form #	Name	Application submission Date	Allocation Amount	Prorated Allocation Amount	Eligible Expenses	Number of ALG Awards
1	Munoz, Cassie	7/18/25	$1,000.00	$759.20	$4,325.00	1
2	Gilles, Hillary	9/16/25	$1,000.00	$759.20	$1,275.00	1
3	Coughlin, Molly	12/12/25	$490.00	$372.01	$490.00	1
4	Stevens, Taylor	1/9/26	$1,000.00	$759.20	$5,900.00	1
5	Huppert, Amanda	1/15/26	$1,000.00	$759.20	$8,496.00	2
6	Webb, Julie	1/29/26	$1,000.00	$759.20	$1,500.00	1
7	Knutson, Jesse	2/3/26	$997.76	$757.50	$997.76	1
8	Stojan, Amanda	2/23/26	$1,500.00	$1,138.80	$1,500.00	1
9	Haskins, Max	3/13/26	$1,000	$759.20	$2,970.00	1
10	Gjerde, Rachel	3/24/26	$1,000.00	$759.20	$4,104.00	2
11	Plum, Sarah	4/6/26	$1,000.00	$759.20	$7,717.00	2
12	LaBadie, Emiliy	5/1/26	$1,000.00	$759.20	$3,400.00	1
13	Micke, Emily	5/6/26	$270.00	$204.98	$270.00	1
14	Cruciani, Emma	5/13/26	$1,000.00	$759.20	$1,185.00	3
15	Nelson, Kelly	5/21/26	$1,000.00	$759.20	$11,006.60	1
16	Ruhland, Ali	5/22/26	$1,000.00	$759.20	$3,950.00	1
17	Fuller, Alicia	5/29/26	$1,000.00	$759.20	$2,595.95	2
18	Graves, Derick	5/22/26	$1,500.00	$1,138.80	$7,300.00	1
19	Rasmussen, Anne	5/31/26	$1,000.00	$759.20	$2,425.00	1
20	Klein, Tracy	6/1/26	$1,000.00	$759.20	$3,397.00	1
	Total		$19,757.76	$15,000.09		
				75.92%		