



# RIVER VALLEY SCHOOL DISTRICT

*Home of the Blackhawks*



BRIAN KREY  
Business Manager

---

660 West Daley Street      ≈      Spring Green, Wisconsin 53588      ≈      Phone: 608-588-2551

---

TO:            River Valley Budget/ERC Committee

FROM:        Brian Krey, Business Manager

DATE:        June 9, 2022

SUBJECT:     June 13 2022 BUDGET/ERC COMMITTEE AGENDA ITEMS

### **3. 2022-2023 Budget Updates**

No updates at this time.

### **4. Facilities Study**

At the May 16, 2022 Buildings & Grounds meeting, the committee made a motion to approve the facilities study, Request For Proposal (RFP) draft and recommend to the Budget/ERC committee for budget approval. This RFP is on the portal for review. Administration is recommending approval of the RFP, with funding coming from Fund 49.

### **5. Transportation Services Contract**

The transportation services contract with Lamers expires at the end of the 2022-2023 school year. Lamers has been the transportation services vendor since the 2008-2009 school year. The original contract was for five (5) years. There have been two (2), five (5) year extensions since that time. The first extension began in the 2013-2014 school year, while the second extension began in the 2017-2018 school year. Administration is looking forward to a discussion on a possible extension with Lamers, or if the District would like to send out a Request for Proposal.

### **6. Facilities Services Contract**

The facilities services contract with Dashir expires at the end of the 2022-2023 school year. Dashir has been the facilities services vendor since May 1, 2015. The original contract was a three (3) year contract. The first, three (3) year contract extension was signed in for 2018, while the second, three (3) year extension was signed in 2020.

Administration is looking forward to a discussion on a possible extension with Dashir, or if the District would like to send out a Request for Proposal.

### **7. Review of 2021-2022 Before and After School Program**

Last month at the regular board meeting an overview and parent survey of the before and after school program was provided by Ms. Jennifer Moore-Kerr, the coordinator of this program. A financial overview of this program has been uploaded to the meeting website/portal.





After meeting with Mrs. Peterson and Ms. Moore-Kerr, we have decided to restructure how the District collects fees and parent signup. In 2021-2022, parents signed up and paid for children on a weekly basis. For the 2022-2023 school year we will require that parents sign up and pay for children on a monthly basis. In addition, the rates have a modest increase for the upcoming school year. A comparison of rates from the 2021-2022 school year to the upcoming 2022-2023 school year are below. Please note that families on free or reduced price meals pay half of the amounts listed below.

**2021-2022 Prices**

Before School Program:	\$3/daily
After School Program:	\$6/daily
Sibling #1 Rate:	\$5/daily
Sibling #2 Rate:	\$4/daily

**2022-2023 Prices**

Before School Program	
Monthly, full time (5 days per week)	\$65
Monthly, 4 days per week	\$56
Monthly, 3 days per week	\$45
Monthly, 2 days per week	\$32
After School Program	
Monthly, full time (5 days per week)	\$140
2 <sup>nd</sup> Sibling	\$120
3 <sup>rd</sup> Sibling	\$100
Monthly, 4 days per week	\$116
2 <sup>nd</sup> Sibling	\$96
3 <sup>rd</sup> Sibling	\$80
Monthly, 3 days per week	\$90
2 <sup>nd</sup> Sibling	\$72
3 <sup>rd</sup> Sibling	\$60
Monthly, 2 days per week	\$64
2 <sup>nd</sup> Sibling	\$48
3 <sup>rd</sup> Sibling	\$40
Drop-In Daily Rate	\$9

**8. 2022-2023 Employee Handbook**

The current handbook is online here:

<https://www.rvschools.org/district/20212022allstaffemployeehandbook.cfm>

**Administrative Recommendation Change #1:**

Remove “Unpaid Leave of Absence” (page 17-18) and “Sabbatical” (page 18) sections from handbook and replace with one section titled “Extended/Unpaid Leave of Absence”.



The proposed new language is:

Any staff member may request a voluntary leave of absence from employment to the District Administrator. If there is a recommendation for approval by the District Administrator, the request shall be presented to the Board. All requests for unpaid leaves will provide the reason for the leave and the expected duration of the leave.

If the leave is approved, by the District Administrator and the Board, the Board action will also provide the conditions applicable for the staff member to return to work. This policy does not serve as a guarantee of any job protection for leave beyond otherwise legally-protected leave. Unless otherwise noted, leaves extending through the end of the school year require written notice by the staff member of his/her intent to return or resign for the subsequent school year. Said written notice must be provided to the District Administrator no later than March 1 of the current school year. Written notice regarding intent to return or resign effective second semester is required by November 1 for leaves ending at the end of first semester.

Any staff member granted a leave of absence by the Board shall be considered to have stopped performance of all work with the District until the completion of the leave. Exceptions may be made by the District Administrator in cases where the best interest of the District might be served.

During the term of the leave, an employee may retain all or part of his or her benefits subject to the eligibility rules and regulations of the carrier by remitting to the District 100% of the cost.

Administrative Recommendation Change #2:

Remove "Job Posting" language (page 35-36) section from handbook and replace with:

Whenever a position becomes vacant, as determined by the District, or a new position is created, notice of such available position will be posted and communicated via email to all District staff. Internal staff interested in the vacancy will have five (5) days from the date of the posted vacancy to send a letter of interest or email to his/her current Building Administrator, Prospective Building Administrator, Business Manager, and District Administrator. However, on or after July 1, the District may shorten the posting timeline at its discretion due to the proximity to the start of the school year.

The vacancy also may be posted externally concurrently. The District retains the right to temporarily fill vacant positions at its discretion. The notice shall include the date of posting, qualifications required for the position, and the anticipated start date.

A qualified internal candidate who applies for a vacant position, prior to the end of the posting period for internal applicants, will be granted an interview for the position. The District Administrator and/or his/her designee(s) retain the right to select the most qualified internal or external applicant for any position.

**9. Strategic Plan and Correlation to Committee's Work**

**10. Set Next Meeting Date**

- Monday, August 8, 2022 at 5:00 pm in the Middle School Library

**11. Set Next Meeting Agenda Items**