



VILLAGE OF RICHFIELD
Consolidation Process Guideline
 between
Friess Lake School and
Richfield Joint School District No. 1

Proposed Consolidation Timeline

Summer 2016	Coordinate and commence Enrollment and Fiscal Studies/Financial Forecast Model. <i>There are two major factors in consolidation: Programs and opportunities for students, and financial outcome.</i>	John/Tara
Summer 2016	Contact with the Public Policy Forum and DPI. <i>Assistance with the consolidation process and enrollment study.</i>	Tara
Summer 2016	Preliminary consolidation discussion with Village.	Tara
September 2016	<u>Send Joint Letter</u>	John/Tara
Fall 2016	Create common 2017/18 calendar. <i>This will bring cohesion to the two districts and allow for joint professional development so that staff can begin to work together and form collegial relationships. This will also allow for coordinating curricula</i>	John/Tara
Late Fall 2016	SAC meetings. <i>Monthly leadership meetings will add consolidation as a focus area. Provide information/updates, garner input and insights about consolidation, team approach to share information with staff.</i>	Admin/SAC
December 2016	Study Results returned to district.	Baird
December 2016/ January 2017	District Administrators/Business Managers/Accountants meet to review study results.	John/Tara/Hope/ Denise
December 2016/ January 2017	Joint Board Retreat to review study results, get to know each other's districts.	FL/RJ1 Boards, Admin
January 2017/February 2017	Results of study findings will impact next steps. Communicate findings and next steps to community. If next steps include continuing to move forward with consolidation, continue as recommended below:	John/Tara/Boards
Early Spring 2017	Begin SWOT conversation/analysis. <i>Include discussion of sites and sale.</i>	FL/RJ1 Boards, Admin
Spring 2017	Begin attending events for each district. (i.e. open houses,	Boards/Admin



VILLAGE OF RICHFIELD Consolidation Process Guideline

between

Friess Lake School and Richfield Joint School District No. 1

	concerts, board meetings, back to school events)	
Spring 2017	Host joint professional development for staff. <i>This will reassure staff: we are not reducing, we are looking to maintain class sizes. This will also help to foster a collaborative work environment.</i>	John/Tara
Spring 2017	Meet with key communicators in Village/community. (i.e. RAPT/Friess Lake PTO, former board members, Lions Club, Village trustees, athletics, firemen's association). <i>Provide tours of facilities, help to place the consolidation discussion in context, create understanding.</i>	John/Tara
Spring 2007	Begin literature in mail boxes. <i>Newsletters will reach district families; brochures in mailboxes to inform all residents.</i>	John/Tara/Jim/Board/Office
Spring 2017	Host Joint Open Houses. <i>World Cafe Style. Discuss consolidation in terms of better educational opportunities, increased collective wisdom, consolidated resources, and strengthened teacher leaders. Focus to remain on kids. Points to consider: facility, after school opportunities, offerings.</i>	John/Tara/Board s/Admin
Late Spring 2017	Discuss the possibility of the Village passing a supporting resolution for consolidation.	Jim Healy John/Tara
June/July 2017	Pass resolution for consolidation.	John/Tara/respective Boards
July 2017	Host Joint Board Retreat. <i>SWOT analysis included on agenda. Include discussion of sites and sale.</i>	FL/RJ1 Boards, Admin
August 2017	Hold joint back to school professional development/in-service training for all staff.	District Staffs.
November 2017	Referendum Held. <i>If directed, or petitioned.</i> REFERENDUM Results - Wis. Stats. 117.08(4) <ul style="list-style-type: none"> • For a consolidation to occur the referendum must pass in each affected school district. • The results of the referendum vote are binding. • If the consolidation is approved, the school 	John/Tara/Board Clerks/Village



VILLAGE OF RICHFIELD Consolidation Process Guideline

between

Friess Lake School and Richfield Joint School District No. 1

	<p>districts are consolidated the first or second following July 1, depending on which timeline was used.</p> <ul style="list-style-type: none"> • At the time of canvassing the returns the school boards of the affected school districts shall make and file an order of school district reorganization under s.117.17 (2). 	
<p>Fall 2017</p>	<p>If a referendum is required and consolidation is approved by all affected districts the joint interim school board begins its duties on the 31st day following the date the order of reorganization is filed.</p> <p>If no referendum is required, the interim board begins its duties:</p> <ul style="list-style-type: none"> • on the 2nd Tuesday of September following a resolution to consolidate adopted in July; • on the 2nd Tuesday of February following a resolution to consolidate adopted in December; • on the 2nd Tuesday of July following a resolution to consolidate adopted in May. 	

Consolidation Resources:

[Public School District Reorganization-School District Consolidation](#)

[Consolidation Incentives and Issues](#)

[Reorganization Templates](#)

[School District Reorganization - History and Orders](#)

[2008-09 School District Consolidation Feasibility Study Grants](#)

[Janice Zmrazek \(608\) 266-2803](#)