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**POLICY COMMITTEE MEETING MINUTES**  
**January 26, 2022 – 5:30 p.m.**  
**Waupaca High School Community Room and [Live Stream](#)**

**Welcome and Call to Order:**

The meeting was called to order by Committee Chairperson Patrick Phair at 5:29 p.m.

**Roll Call:**

All members of the Committee were present – Chairperson Patrick Phair and Steve Klismet in the WHS Community Room and Mark Polebitski via phone. Additionally, Board members Stephen Johnson, Dale Feldt, and Steve Hackett were present in the WHS Community Room.

**Also Present:**

Present in the WHS Community Room: Ron Saari, Sandy Lucas, Carl Hayek, and Trevor Leopold.

**Approval of Agenda:**

A motion was made by Patrick Phair and seconded by Mark Polebitski to approve the agenda as presented. The motion carried unanimously on a voice vote.

**Review of Board Meeting Norms:**

The Board reviewed their collective commitments.

**New NEOLA Policy 9700.01 Advertising and Commercial Activities:**

This policy is particularly relevant to a proposed upgrade to the outdated WHS weight room. Director of Co-Curricular Activities and Athletics Trevor Leopold advised that the Waupaca Foundry is willing to fund this project (which would involve replacing all of the equipment in the weight room except for a few kettle bells which are newer), provided we call it “The Foundry Fitness Center” and their logo be on the floor. He also advised that ThedaCare may contribute via a submitted grant cardio equipment (such as treadmills and ellipticals) for the weight room as well. Mr. Leopold provided draft specifications and plans of the weight room for all to review. He added this will benefit all sports teams as well as physical education classes, in addition to making it more equitable for both boys and girls. An AED will also be installed in the weight room.

The Committee was in agreement with this proposed project provided that the logo is subtle and appropriate, similar to what has been done at Comet Field.

Mr. Leopold advised that someone is going to come in to do an appraisal and will pay the District for the old equipment and will remove it as well.

Mr. Saari added that costs to the District would be for painting and to possibly remove a wall.

Mr. Leopold advised that if the Committee recommends this for approval by the full Board, he will have the exact plans and specifications, the expected costs, a proposed contract, and the proposed logo ready for review and approval by the full Board.

A motion was made by Mark Polebitski and seconded by Steve Klismet to move NEOLA Policy 9700.01 Advertising and Commercial Activities as presented to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

**New NEOLA Policy 1210 Board-District Administrator Relationship:**

A motion was made by Mark Polebitski and seconded by Steve Klismet to move NEOLA Policy 1210 Board-District Administrator Relationship as presented to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

**Board Policies for Review (Sections 0000 and 1000) - Waupaca / NEOLA Hybrid Policies:**

NEOLA Policy 0131.1 Bylaws and Policies (W151):

Committee Chairperson Patrick Phair pointed out that per this policy there is to be two readings of a new or revised policy before it goes to the full Board for approval. Mr. Saari advised that we currently have a policy with similar language and that the Policy Committee previously decided to waive this requirement during the entire NEOLA policy review process, but that it will be reinstated when this process is completed.

A motion was made by Mark Polebitski and seconded by Steve Klismet to move NEOLA Policy 0131.1 Bylaws and Policies (W151) as presented to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

NEOLA Policy 0141.1 Student Representation at Board Meetings (W160.1):

The Committee requested that a copy of this policy be given to the student representatives.

A motion was made by Mark Polebitski and seconded by Steve Klismet to move NEOLA Policy 0141.1 Student Representation at Board Meetings (W160.1) as presented to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

NEOLA Policy 0143 Authority of Individual Board Members (W161):

The Committee discussed whether a specific timeframe or perhaps just the phrase “in a timely manner” should be added to the second sentence of the second paragraph.

A motion was made by Mark Polebitski and seconded by Steve Klismet to move NEOLA Policy 0143 Authority of Individual Board Members (W161) as presented to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

NEOLA Policy 0175.1 School Board Conferences, Conventions, and Workshops (W163):

Committee Chairman Phair advised that he reviewed Board Governance Policy I.J. particularly as it relates to school visits. He also advised that he and Board member Betty Manion will want to share with the full Board information from the WASB State Education Convention held last week. Board President Stephen Johnson advised that he will schedule a special Board meeting for this purpose.

A motion was made by Mark Polebitski and seconded by Steve Klismet to move NEOLA Policy 0175.1 School Board Conferences, Conventions, and Workshops (W163) as presented to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

NEOLA Policy 0167.6 Use of Electronic Mail (E-Mail) & Public Records (W166):

The Committee discussed at length the third paragraph from the bottom on page 2 of this policy relating to the use of personal email accounts when conducting or discussing District business. The Board members were reminded that this is the purpose the District has assigned each of them a District email account which should be used for all school business. Committee member Mark Polebitski asked if this included any kind of communication such as Twitter, Instagram, Facebook, etc., and if so why aren't they mentioned in this policy and only email is singled out. Board President Stephen Johnson advised that he believes the statutes just haven't caught up to the different platforms of social media.

The Committee asked that this paragraph be deleted from the policy. Board President Johnson advised that he didn't believe the Board could do that pursuant to the rules, regulations, and state statutes regarding open meeting laws. He added that you don't necessarily have to have the District retain the communication from your personal email account, but that the Board member has to and can be their own custodian of the email.

The Committee tabled this policy requesting that legal counsel review and advise as to whether the third paragraph from the bottom on page 2 of this policy can be deleted; and if not, should other forms of communication besides email be included.

NEOLA Policy 0164.1 Regular Meetings (W170):

The Committee was reminded that Board members can attend Board meetings virtually or by phone as long as they can clearly hear and understand what is being said and voted on. The Committee agreed that Board members should attend meetings in person unless there are extenuating circumstances.

A motion was made by Mark Polebitski and seconded by Steve Klismet to move NEOLA Policy 0164.1 Regular Meetings (W170) as presented to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

NEOLA Policy 0166 Agenda (W171.2):

A motion was made by Mark Polebitski and seconded by Steve Klismet to move NEOLA Policy 0166 Agenda (W171.2) as presented to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

NEOLA Policy 0161 Parliamentary Authority (W181):

A motion was made by Mark Polebitski and seconded by Steve Klismet to move NEOLA Policy 0161 Parliamentary Authority (W181) as presented to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

**Board Policies for Review (Sections 3000 and 4000) - Waupaca Policies (with little to no changes):**

Section VII.A. Items 1-5:

NEOLA Policies 3340/4340 Grievance Procedure (W527/W527-R1)

NEOLA Policies 3431.01/4431.01 Uniformed Service Leave and Other Rights of Service Members (W532.42/W532.42-R1)

NEOLA Policy 3242 Professional Development Opportunities for Licensed Staff (W537)

NEOLA Policy 3243 Staff Attendance at Workshops and Conferences (W537.2)

NEOLA Policy 3120.09 Staff Attendance at Extra-Curricular Meetings, Workshops and Tournaments (W537.3)

A motion was made by Mark Polebitski and seconded by Steve Klismet to move the NEOLA policies listed in Section VII.A. Items 1-5 of the Agenda, as presented, to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

Because Committee member Mark Polebitski was not feeling well, he left the meeting at 6:24 p.m. Committee Chairperson Phair stated that if he has any questions or wants to discuss any of the following policies at the regular Board meeting on February 8<sup>th</sup>, he can do so.

**Board Policies for Review (Sections 3000 and 4000) – New NEOLA Policies Similar to NEOLA Policies Previously Approved:**

Section VII.B. Items 1-9:

NEOLA Policies 3122/4122 Nondiscrimination and Equal Employment Opportunity (W511)  
(Similar to NEOLA Policy 1422 approved 3/16/21)

NEOLA Policies 3160/4160 Standard New-Employee and Interval-Based Health Examinations  
(W523.1) (Similar to NEOLA Policy 1460 approved 3/16/21)

NEOLA Policies 3160.01/4160.01 Waupaca School District Pre-Employment Drug Testing  
(W523.2) (Similar to NEOLA Policy 1460.01 approved 4/13/21)

NEOLA Policies 3122.02/4122.02 Nondiscrimination Based on Genetic Information of the  
Employee (Similar to NEOLA Policy 1422.02 approved 3/16/21)

NEOLA Policies 3123/4123 Section 504/ADA Prohibition Against Disability Discrimination in  
Employment (Similar to NEOLA Policy 1623 approved 4/13/21)

NEOLA Policies 3362/4362 Employee Anti-Harassment (Similar to NEOLA Policy 1662  
approved 4/13/21)

NEOLA Policies 3419/4419 Group Health Plans (Similar to NEOLA Policy 1619 approved 4/13/21)

NEOLA Policies 3419.02/4419.02 Privacy Protections of Fully Insured Group Health Plans  
(Similar to NEOLA Policy 1619.02 approved 4/13/21)

NEOLA Policies 3419.03/4419.03 Patient Protection and Affordable Care Act (Similar to  
NEOLA Policy 1619.03 approved 4/13/21)

A motion was made by Steve Klismet and seconded by Patrick Phair to move the NEOLA policies listed in Section VII.B. Items 1-9 of the Agenda, as presented, to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

**Board Policies for Review (Sections 3000 and 4000) - New NEOLA Policies:**

Section VII.C. Items 1-10:

NEOLA Policies 3139/4139 Staff Discipline (W522)

NEOLA Policies 3122.01/4122.01 Drug-Free Workplace (W522.1/W522.1 R1/ W522.1-R2)

There was some discussion regarding the paragraph pertaining to CBD oil. Because there are so many different kinds of products that contain CBD, it is best if none of it is brought to school.

NEOLA Policy 4162 Controlled Substance and Alcohol Policy for Employees that Transport  
Students (W523.4)

NEOLA Policies 1630.01/3430.01/4430.01 Family & Medical Leave of Absence (“FMLA”)  
(W528/W528.1)

NEOLA Policy 3120 Employment of Professional Staff (W533)

NEOLA Policy 4120 Employment of Support Staff (W533)

NEOLA Policies 3121/4121 Criminal History Record Check (W533.1)

NEOLA Policy 3120.04 Employment of Substitutes (Professional Staff) (W534.1)

NEOLA Policy 4120.04 Employment of Substitutes (Support Staff) (W534.2)

NEOLA Policy 4162.01 Bus Driver Policies (W541.61/W541.61-R1/W541.62)

Even though the District contracts out its transportation services, this policy is needed to hold the bus company accountable. The Committee asked Director of Business Services Carl Hayek to send a copy of this policy to Go-Riteway.

A motion was made by Steve Klismet and seconded by Patrick Phair to move the NEOLA policies listed in Section VII.C. Items 1-10 of the Agenda, as presented, to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

Section VII.C. Items 11-20:

NEOLA Policies 3111/4111 Creating a Position

NEOLA Policies 3120.01/4120.01 Job Descriptions

NEOLA Policy 3120.06 Selecting Student Teachers/Administrative Interns

NEOLA Policy 3120.07 Employment of Casual Resource Personnel

NEOLA Policy 3120.08 Employment of Personnel for Co-Curricular/Extra-Curricular Activities

NEOLA Policies 3120.10/4120.10 Job Sharing

NEOLA Policy 3124 Employment Contract

NEOLA Policy 3125 Educator Licensing

NEOLA Policies 3130/4130 Assignment and Transfer

NEOLA Policies 3131/4131 Reduction in Staff

A motion was made by Steve Klismet and seconded by Patrick Phair to move the NEOLA policies listed in Section VII.C. Items 11-20 of the Agenda, as presented, to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

Section VII.C. Items 21-30:

NEOLA Policies 3132/4132 Vacancies

NEOLA Policy 3140 Non-Renewal, Resignation and Termination

NEOLA Policy 4140 Termination and Resignation

NEOLA Policies 1461/3161/4161 Unrequested Leaves of Absence/Fitness for Duty

NEOLA Policies 3170/4170 Substance Abuse

NEOLA Policies 3210/4210 Staff Ethics

NEOLA Policies 3211/4211 Whistleblower Protection

NEOLA Policies 3213/4213 Student Supervision and Welfare

NEOLA Policies 3214/4214 Staff Gifts

NEOLA Policies 3215/4215 Use of Tobacco and Nicotine by Professional Staff

A motion was made by Steve Klismet and seconded by Patrick Phair to move the NEOLA policies listed in Section VII.C. Items 21-30 of the Agenda, as presented, to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

Section VII.C. Items 31-46:

NEOLA Policies 3216/4216 Staff Dress and Grooming

NEOLA Policies 3230/4230 Conflict of Interest

Discussion was had regarding what might be considered a conflict of interest, particularly as it relates to the \$15,000 threshold. Board President Johnson advised that this is just a guideline, not necessarily what you are earning particularly, but if you would have either a real or perceived financial “interest in” something then a conflict of interest may exist.

NEOLA Policy 3231 Outside Activities of Professional Staff

NEOLA Policy 4231 Outside Activities of Support Staff

NEOLA Policies 3281/4281 Personal Property of Staff Members

NEOLA Policies 3310/4310 Employee Expression in Noninstructional Settings

NEOLA Policies 3362.01/4362.01 Threatening Behavior Toward Staff Members

The Committee requested that this policy be posted in each of the buildings and/or published so the students know we take this seriously and the teachers know we have this policy.

Perhaps Mr. Saari could put it in his weekly message.

NEOLA Policies 3410.01/4410.01 Compensation for Part-Time Staff

NEOLA Policies 3425/4425 Benefits

NEOLA Policies 3430/4430 Leaves of Absence

NEOLA Policies 3431/4431 Employee Leaves (W529)

NEOLA Policies 3440/4440 Job-Related Expenses

NEOLA Policies 3531/4531 Unauthorized Work Stoppage

NEOLA Policy 4124 Letter of Reasonable Assurance

NEOLA Policy 4220 Evaluation of Support Staff

NEOLA Policy 4430.05 Nursing Mothers

A motion was made by Patrick Phair and seconded by Steve Klismet to move the NEOLA policies listed in Section VII.C. Items 31-46 of the Agenda, as presented, to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

**Board Policies for Review (Sections 3000 and 4000) - Waupaca / NEOLA Hybrid Policies:**

Section VII.D. Items 1-2:

NEOLA Policy 8340 Providing a Reference (W526.1)

NEOLA Policy 3220 Staff Evaluation and Educator Effectiveness (W538)

A motion was made by Steve Klismet and seconded by Patrick Phair to move the NEOLA policies listed in Section VII.D. Items 1-2 of the Agenda, as presented, to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

**Adjournment:**

A motion was made by Patrick Phair and seconded by Steve Klismet to adjourn the meeting at 6:54 p.m. The motion carried unanimously on a voice vote.