



*Respectful, Responsible, Safe & Prepared*

**POLICY COMMITTEE MEETING MINUTES**  
**October 22, 2020 – 11:00 a.m.**  
**Virtually in the Waupaca High School LMC Distance Learning Lab**  
**Via Google Meet, [Live Stream](#), and By Phone**

**Welcome and Call to Order:**

The meeting was called to order by Committee Chairperson Patrick Phair at 11:00 a.m.

**Roll Call:**

All members of the Committee were virtually present via Google Meet (Chairperson Patrick Phair, Mark Polebitski, and Sandra Robinson). Additionally, Board members Betty Manion and Steve Hackett were virtually present via Google Meet; Board members Dale Feldt and Stephen Johnson (arriving at 12 noon) were physically present in the WHS LMC Distance Learning Lab.

**Also Present:**

Present in the WHS Distance Learning Lab: Ron Saari, Mark Flaten, Sandy Lucas, and Steve Thomaschefskey. Virtually present via Google Meet: Carl Hayek, Carrie Naparalla, and Carol Beyer-Makuski.

**Approval of Agenda:**

Committee Chairperson Patrick Phair asked that the agenda be amended to begin with Item #VIII first. A motion was made by Mark Polebitski and seconded by Sandra Robinson to approve the agenda as amended. The motion carried unanimously on a voice vote.

**Equity Policy and How It Pertains to Lunches During COVID:**

The Committee discussed the importance of having an equity statement or policy. Although the District considers equity when making decisions, a statement or policy should be created that matches our mission and vision statements, and is not specific to any particular area or issue, but is explicit in setting parameters so the Board can refer to the policy or statement when issues come up.

**Communication Policies as We Navigate through COVID:**

Because of COVID-19, the way we communicate has changed so the Committee wanted to review how the Board is communicating to be sure they are following protocols and not violating any open meeting law (such as a walking quorum). Discussion was had whether there should be something in writing in the way of a more explicit policy regarding the use of technology during Board meetings and, in particular, virtual closed sessions. It was suggested to amend current policy due to new technology now being used during Board meetings.

With regard to parameters as it relates to copying in other Board members on emails of questions to Administration, it is OK to do so, but Board members should not respond, as that would violate the open meeting law and becomes an illegal meeting.

### **The Consent Agenda and Rules for Setting It Up and Pulling Out Certain Items:**

The Committee expressed the Board's desire to have the ability to comment and/or question items on the consent agenda for clarification purposes. Mr. Saari stated that the meeting packet comes out no later than the Friday prior to the meeting, giving a four day period to review agenda items. The Board Norms were referenced and that one of them is "no surprises." It was also pointed out that the Board should ask questions relating to an item on the consent agenda (or any agenda item) first before pulling it off the consent agenda. Ideally they should contact him prior to the meeting so that Administration can investigate and gather the necessary information to be able to provide the answer ahead of the meeting or at the time of the meeting. Mr. Saari was asked to check with Robert's Rules of Order to determine the appropriate time to ask a question about the consent agenda.

Mr. Saari added that the goal will be to have the agenda posted with all of the documents linked to it by the end of the day on Friday before the regular Board meeting, but that nothing can be added after it is posted. And if data isn't received by Friday, that report could be emailed to the Board members when it is ready and be included in the next month's reports.

### **Financial Reporting on a Monthly Basis and as Part of the Monthly Board Agenda:**

The Committee advised that the Board would like to be able to ask Mr. Hayek questions regarding the financial documents on the consent agenda for clarification as well as the financial status of the budget. Mr. Hayek added that he would need a heads up regarding a particular financial item to allow him to investigate the question ahead of time. As was determined earlier, questions regarding items on the consent agenda are allowed but it is best to notify Administration ahead of the meeting.

Committee member Sandra Robinson requested that a monthly balance sheet (in addition to the other four financial reports) be included on the consent agenda. Ms. Beyer-Makuski will work with Mrs. Robinson and other Finance Committee members on developing that report.

### **Board Monitoring and Appearances at School Functions During COVID:**

Committee Chairperson Patrick Phair raised the question of whether the Board of Education is legally considered essential staff and, therefore, able to go into the school buildings during our current COVID environment. Mr. Saari stated he will check with the District's legal counsel. Mr. Saari added that because of COVID, the District wants to limit the number of contacts/people in the schools to protect staff and students. It is also not advisable for the Board to log onto Google Meet classes to observe because of privacy/confidentiality issues regarding the students. In addition, we have to be careful as to what events the Board can attend so as to not go against our COVID protocols.

Mr. Saari advised that Board "monitoring" is the monthly administrative reports provided to the Board and is according to our ends policies – and it is not Board members going into the buildings, which is public relations. It was suggested that a different Board Public Relations schedule be created that allowed for Board members to see specific teaching and learning activities. Principals could schedule Board members for classroom visits and share additional information about the teaching and learning activities to the Board members. All of this would include being mindful of keeping disruptions to a minimum. It was also suggested that all Board members should have some training on the policy governance model itself.

The Board wishes to visit the schools to observe and see what's happening but realizes this is more for public relations/goodwill. It was mentioned that we could explore setting up having various individuals from the different schools give an update of what is happening in their school at the monthly Board meetings.

**Adjournment:**

Committee Chairperson Patrick Phair decided that, due to the length of the meeting, the remainder of the items on the agenda will be discussed at another meeting to be scheduled for a later date. A motion was made by Mark Polebitski and seconded by Sandra Robinson to adjourn the meeting at 1:02 p.m. The motion carried unanimously on a voice vote.