



Respectful, Responsible, Safe & Prepared

PERSONNEL COMMITTEE MEETING MINUTES
October 7, 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 Betty Manion at 11:02 a.m.

Roll Call:

Members of the Committee virtually present via Google Meet: Chairperson Betty Manion, Patrick Phair, and Steve Hackett. Additionally, Board members Dale Feldt, Sandra Robinson, and Mark Polebitski were virtually present via Google Meet; Stephen Johnson was physically present in the WHS Distance Learning Lab.

Also Present:

Present in the WHS Distance Learning Lab: Ron Saari, Sandy Lucas, Mark Flaten, Steve Thomaschefsky, and Matt Vassar. Virtually present via Google Meet: Carl Hayek, Michael Werbowsky, Carrie Naparalla, and Dar Pflugardt.

Approval of Agenda:

A motion was made by Patrick Phair and seconded by Steve Hackett 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.

Increase in Pay for Karen Stinemates, Student Services Secretary:

Mr. Saari provided Mrs. Stinemates' employment history and background for the justification and approval by the Administration of Mrs. Stinemates' pay increase on July 1, 2020. He apologized that this matter wasn't brought before the Personnel Committee prior to it going into effect.

A motion was made by Patrick Phair and seconded by Steve Hackett to make a recommendation to the full Board at the next regular Board meeting to accept the increase in Karen Stinemates' hourly wage as of July 1, 2020. The motion carried unanimously on a voice vote.

Increase in Work Days for Cindy Ikert, WHS and WMS Athletic/Activities Secretary; and Jacci Barnhart, WHS Student Services Secretary:

Mr. Saari reminded the Committee that these requests for an increase in hours/days of work had come before the Administration and the Committee previously but were put on hold. However, the Administration now feels it is appropriate at this time to bring them forward.

Mr. Saari advised how the job functions, roles, and responsibilities have changed for both the Athletic/Activities Secretary and WHS Student Services Secretary. The job functions of the Athletic/Activities Secretary position have changed from the previous position to include many

additional responsibilities. He outlined some of the additional duties the Athletic/Activities Secretary would perform if additional summer hours were provided. Mr. Saari also outlined the highly complex and critical role the WHS Student Services Secretary position plays in providing a safe and compassionate environment for our students. Increasing the number of days for the WHS Student Services Secretary would provide additional support in the summer. Both of the individuals currently in these positions are willing to accept the additional duties and work the additional days.

A motion was made by Steve Hackett and seconded by Patrick Phair to combine both of these actions into one motion, and make a recommendation to the full Board at the next regular Board meeting to restructure the WHS and WMS Athletic/Activities Secretary position and increase the current work days from 209 to 240 days, and to restructure the WHS Student Services Secretary position and increase the current work days from 225 to 240 days, as presented. The motion carried unanimously on a voice vote.

CPI Wage Increase for All Employee Groups; Plus 50¢ Hourly Increase for Essential Workers/ Food Service / Custodians / Maintenance:

Mr. Hayek advised that, in the past, the District has tried to settle wages before summer, but was not able to do so this year due to uncertainties with regard to the budget. However, he has now completed the 2020-2021 overall District budget and it is balanced, inclusive of the proposed 1.81% Consumer Price Index (CPI) increase into all staff pay schedules and for every employee group. Further, this balanced budget also includes an additional \$0.50 hourly increase into the pay schedules for District Custodians, Food Service staff, and District Maintenance staff. In addition, staff will move forward for years of service on the salary matrix. The back pay will be included in the November 25th payroll.

Mr. Hayek noted that all co-curricular salaries, coaching, extra duty pay, etc., will remain the same as in 2019-2020.

A motion was made by Patrick Phair and seconded by Steve Hackett to make a recommendation to the full Board at the next regular Board meeting to approve a 1.81% CPI salary increase into all staff pay schedules and for all employee groups for fiscal year 2020-2021, as presented. The motion carried unanimously on a voice vote.

A motion was made by Patrick Phair and seconded by Steve Hackett to make a recommendation to the full Board at the next regular Board meeting to approve, in addition to the 1.81% CPI salary increase, all District Custodial staff, Food Service staff, and District Maintenance staff salary schedules be increased an additional \$0.50 per hour for fiscal year 2020-2021, as presented. The motion carried unanimously on a voice vote.

School and Staff Updates:

Mr. Saari advised that both ThedaCare and the Waupaca County Health Official have stated that the District is doing a good job with following the protocols in place which he believes has allowed our schools to stay open. All school districts in Waupaca County are either in an A/B schedule or all virtual at this time. The positive accolades the School District of Waupaca has received are because we have three nurses so we are able to keep up with contact tracing; we started in an A/B schedule for 7th-12th grades which gives us the advantage of reducing the number of contacts; we have seating charts in classrooms and lunchrooms which aids in contact tracing purposes; and we are doing “sibling exclusion.” A series of strategies combined have allowed the School District of Waupaca to stay open for in-person learning, and there is no reason at this point to not remain as is – instead of going all virtual. Mr. Saari meets with the County Health Official three times per week and continuously reviews the County’s dashboard,

the nurses' spreadsheet, the staff COVID-19 report, as well as a new dashboard tracking when staff is out and why and from which building.

Mr. Saari explained the process and protocols followed when someone tests positive or is a close contact of someone who tests positive. Administration constantly monitors this and there is a COVID-19 dashboard that has been added onto the District's website regarding the number of positive cases.

Co-curricular activities are seriously following protocols and it is working well.

Mr. Vassar advised that all of the material needed for the installation of the ionization system are received and August Winters is installing it today at the High School. They will be working on installing it daily until complete.

Board member Patrick Phair will be creating a letter on behalf of the Board thanking the entire District staff for all of the long hours and hard work they have put in. Mr. Saari added that it is important to stay positive.

Staff Shortages:

The District is short on substitutes, partly because a lot of people who have substituted in the past are retired and have chosen not to do so this year. But we have been able to obtain coverage needed, sometimes by repurposing of staff. We have been told that many feel that the School District of Waupaca is one of the safest to work in.

Adjournment:

A motion was made by Patrick Phair and seconded by Steve Hackett to adjourn the meeting at 11:57 a.m. The motion carried unanimously on a voice vote.