



Respectful, Responsible, Safe & Prepared

PERSONNEL COMMITTEE MEETING MINUTES
November 4, 2024 – 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 Betty Manion at 5:30 p.m.

Roll Call:

Present in the WHS Community Room: All members of the Committee were present (Chairperson Betty Manion, Bob Adams, and Lori Verhalen). Additionally, Board members Ron Brooks, Dale Feldt, Steve Klismet, and Molly McDonald were present.

Also Present:

Present in the WHS Community Room: Craig Gerlach, Sandy Lucas, Mark Flaten, Austin Moore, and Dar Pflugardt.

Approval of Agenda:

A motion was made by Lori Verhalen and seconded by Bob Adams 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.

Hourly Pay Rate for Food Service Employees:

Director of Business Services Austin Moore advised that the Food Service Department has had difficulty recruiting and retaining staff which may be due, in part, to its pay structure. It currently has five classifications, many of which are part-time positions. Administration proposed a \$1.50 per hour wage increase for each of the classifications which would total approximately \$40,294. This would not directly impact Fund 10 as the wage increases would only be for Fund 50 employees, which has a budgeted surplus.

Food Service Supervisor Dar Pflugardt reiterated that it is difficult to retain staff and they are always short staffed at the beginning of the school year. She wants a stable workforce because with a lot of turnover, systems and policies get lost.

Interim District Administrator Craig Gerlach added that they will continue to look at these positions as well as other support staff positions. But he reminded the Committee to keep in mind that this is Fund 50, which has a strong balance, so these increases can be made.

Ms. Pflugardt advised that the staffing problems are for multiple positions. Currently, one position is open at the WLC and she is filling one position at the CEC with a substitute. She likes to keep one position open for substitutes to keep them active. She posts job openings on Indeed.com as well as on the District's website, and all postings go out District wide. Many of the applicants she receives from Indeed are not viable and would not be a good fit for the District.

She has not considered students in the culinary arts programs at the tech schools nor employees who work for some of the seasonal restaurants in the area. She does not work with Waupaca Works because the students are not eligible for most of the positions because they have to be 18 years old to use the equipment.

She acknowledged that part of the problem might be that the positions are not year-round, working 188 days per year, and most are part time. However, there are others who have children in school and the schedule works well. The comment that Ms. Pflugardt receives from outgoing employees and when talking to employment candidates is that they need to make more money, not that it is not year-round employment. She added that the employees are not eligible for unemployment compensation during the summer months.

Ms. Pflugardt advised that all of the employees are required to have the ServSafe Certification and are cross-trained. Although the employees are part time, they do accrue sick time, are eligible for paid holidays, and may qualify for WRS depending on how many hours they work.

Administration noted that the retention rate is 85%, with 13 out of 20 employees working between .5-.8 FTE. They will be looking at all of these positions in the spring to see if any can be combined.

It was pointed out that the District's goal is not to find the employees full-time work. When they are offered the position they are advised of the hours, pay, etc., and the increased wages are competitive for part-time work. Ms. Pflugardt advised that the School District of Manawa's starting hourly rate is \$15.25, but pointed out that every school district is different regarding their classifications.

Discussion then continued, with Board members Steve Klismet and Molly McDonald raising concerns regarding the proposed increase. They asked if the wages were competitive with other food service employees in the area and if the Administration had any comparable data. Mr. Moore advised that it can be challenging comparing the Food Service positions with others as many of those are full time, year-round, and/or work for a corporation which can offer unemployment compensation during the summer months.

The two Board members reiterated that they are very conscientious with the District's budget and asked Administration to gather better comparables with other school districts. They also noted that this increase is an adjustment now and the employees may again receive a cost of living increase in the spring, potentially giving them two raises this school year. Mr. Klismet added that his cooks make a similar wage to the current hourly rate and they do not receive tips or benefits.

Mr. Gerlach advised that this matter can be brought back with the comparable data for next Tuesday's regular Board meeting. The Committee agreed and tabled the matter for further discussion at the next meeting on November 12, 2024.

Change Athletic Secretary to Full Year Employee Status (260 days/year):

Mr. Moore advised that the scope of work of the Activities Secretary has changed over time and the duties have increased, so the job description was updated. In addition, CESA 5 recommended that the classification be changed from a "school-year" employee to a "year-round" employee. This change will impact the budget slightly in that there will be an increase of approximately \$3,000 in additional benefits.

The change would more accurately represent what the District is compensating her for and make it more equitable with other year-round secretarial support staff since she has similar expectations and duties.

A motion was made by Lori Verhalen and seconded by Bob Adams to make a recommendation to the full Board at the next regular Board meeting to change the classification of the Activities Secretary to year-round employee status (260 days/year) as presented. The motion carried unanimously on a voice vote.

Adjournment:

A motion was made by Bob Adams and seconded by Lori Verhalen to adjourn the meeting at 6:08 p.m. The motion carried unanimously on a voice vote.