



Respectful, Responsible, Safe & Prepared

POLICY COMMITTEE MEETING MINUTES
December 12, 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 Ron Brooks at 5:31 p.m. and he led the Committee in the Pledge of Allegiance.

Roll Call:

Present in the WHS Community Room: Chairperson Ron Brooks and Committee members Steve Klismet and Molly McDonald were present. Additionally, Board members Dale Feldt, Patrick Phair, and Betty Manion were present.

Also Present:

Present in the WHS Community Room: Ron Saari, Sandy Lucas, and two members of the community.

Approval of Agenda:

A motion was made by Molly McDonald and seconded by Steve Klismet to approve the agenda as presented.

Review of Board Meeting Norms:

The Board reviewed their collective commitments.

Deleted NEOLA Policies 3170 / 4170 Substance Abuse:

The Committee agreed with the deletion of these policies as they are included in Policies 3122.01 and 4122.01 Drug-Free Workplace and are, therefore, redundant.

A motion was made by Steve Klismet and seconded by Molly McDonald to recommend to the full Board to delete NEOLA Policies 3170 and 4170 Substance Abuse.

New NEOLA Policy 8740 Protection of District Funds:

Chairperson Brooks asked Mr. Saari to check with Director of Business Services Carl Hayek if we already have bonding and insurance in place and, therefore, this would be redundant.

A motion was made by Molly McDonald and seconded by Steve Klismet to move NEOLA Policy 8740 Protection of District Funds, as presented, to the full Board for approval and adoption.

Updated/Revised NEOLA Policies:

Policy 0161 Parliamentary Authority:

Discussion was had regarding paragraph B, "Motions need not be seconded," with some Board members suggesting that motions should always have a second. The Committee asked Mr. Saari to check with NEOLA as to the pros and cons of deleting this paragraph.

Policies 3120.04 / 4120.04 Employment of Substitutes:

The Committee asked Mr. Saari to check with NEOLA as to why the seventh paragraph (regarding the employment of relatives of Board members) was stricken.

Policy 5540 The Schools and Law Enforcement:

Mr. Saari advised that the purpose of the additional language is to ensure that the District has a Memorandum of Understanding with the SRO and municipality outlining the responsibilities and payments. He added that this is our current practice.

Policy 5880 Public Performances by Students:

Mr. Saari advised that he added a sentence in the policy to address the situation when students are involved in a particular activity, such as plays, and the costumes or dress don't comply with the school dress code.

Policy 9700.01 Advertising and Commercial Activities:

Discussion was had regarding the phrase "approval of the Board or its designee," which was stricken in the third paragraph under C. Indirect Advertising. Chairperson Brooks advised he didn't see a need for the Board's approval. However, Board member Phair advised that when private entities want to give something to the District in return for naming rights and/or advertising rights somewhere, the Board should be allowed to approve or deny such request. Mr. Saari advised that because we are a Policy Governance Board, there is no need to bring this before the Board. All of the Committee members advised they were OK with the language that was recommended by NEOLA and will bring this to the full Board as is.

The Committee had no questions or discussion on the remaining NEOLA policies that were updated/revised:

Policy 0100 Definitions

Policy 0144.3 Conflict of Interest

Policy 0167.3 Public Comment at Board Meetings

Policies 3425 / 4425 Benefits

Policy 4120.10 Job Sharing

Policy 4161 Unrequested Leaves of Absence/Fitness for Duty

Policy 5112 Entrance Age – Admission to Kindergarten and First Grade

Policy 6114 Cost Principles – Spending Federal Funds

Policy 6146 Post Issuance Tax-Exempt Bond Compliance

Policy 0176 School Visits By Board Members:

District Administrator Saari advised that this new policy was originally created in 2020, and based on those prior conversations as well as conversations with the administrative team, drafted this proposed policy. He added that school visits are important and this policy sets out some guidelines when scheduling those visits, which include communicating with building administrators and keeping in mind to balance their visits with the work of the staff. He added that should a Board member have a concern regarding a visit or desire more information regarding something observed, they should contact him for further discussion. In addition, if they should receive a complaint from a staff member, they should refer that person to the chain of command. Mr. Saari also advised of the implementation procedures, which will include an organized schedule to visit the buildings on a rotating basis as well as scheduling a time to meet with him to discuss their school visit.

Much discussion then ensued with the Committee members agreeing that this procedure would be more fair to the educators, however they don't want to hear about just the good things but of things that may not be working well. Other Board members expressed their concerns with the new policy in that it has too many rules and regulations and is too strict. They added that they don't want to schedule their visits as they enjoy seeing spontaneous things and feel it is valuable in gaining an understanding of what is going on in the building. It also aids them in making informed decisions. Several of the Board members commented that they have been welcomed by most of the Administration and staff in the past. They did agree though, especially for safety reasons, that the principal should be notified when they are in the building.

Another area of discussion centered around the last sentence under the "Philosophy of Board Member Visits to Schools" section relating to when a staff member turns a conversation with a Board member into a complaint session. Board members felt that this was not needed and should be stricken from the policy, as it is well known that staff should be directed to follow the chain of command.

Mr. Saari advised that the purpose of that language is to "listen" to staff and if it's involving school business, the Board member should refer them to the proper channels or chain of command. He added it's a culture that we are trying to attain here in the District; it's about trust and relationships. Is there trust in the Administration or not? He added that no one is saying that the Board member can't talk or listen to a staff member, but there is a chain of command rather than going through the "backdoor" – the Administration was hired to respond in those situations. However, a Committee member pointed out that a staff member may believe a Board member is more approachable than their boss.

Following the discussion, per consensus of the Committee and other Board members, Chairperson Brooks asked Mr. Saari to strike the last sentence of that section from the policy.

Then discussion ensued regarding whether it was necessary to meet with Mr. Saari following every school visit and if he was willing to make room in his schedule to do so. Mr. Saari advised that the intent is so that he can be made aware of something prior to it being brought up at a Board meeting – no surprises. In addition, this also provides an opportunity for him to hear of the good things going on in our buildings as well. It is important for the superintendent to hear these perceptions and to celebrate the positives.

Mr. Saari advised that after Board approval, he will work with the principals to draft a schedule for the Board members to visit the buildings on a rotating basis – thus it will be more organized instead of just dropping in; and more focused on specific teaching and learning strategies. He added a Board member can always have input on the schedule and if they want to see something in particular, let him know so it can be scheduled.

A motion was made by Molly McDonald and seconded by Steve Klismet to move the 16 updated/revised NEOLA policies and new Policy 0176 listed above, as presented, with the revisions and clarifications as requested, to the full Board for approval.

Adjournment:

A motion was made by Steve Klismet and seconded by Molly McDonald to adjourn the meeting at 6:41 p.m.