



INSTRUCTIONAL COMMITTEE MEETING MINUTES
February 1, 2021 – 10:30 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 Dale Feldt at 10:30 a.m.

Roll Call:

All members of the Committee were present (Chairperson Dale Feldt was present in the WHS LMC Distance Learning Lab, and Betty Manion and Patrick Phair were virtually present via Google Meet). Additionally, Board member Stephen Johnson was present in the WHS LMC Distance Learning Lab, and Board members Steve Hackett, Sandra Robinson (joining at 10:38 a.m.), and Mark Polebitski (joining at 10:56 a.m.) were virtually present via Google Meet.

Also Present:

Present in the WHS LMC Distance Learning Lab: Ron Saari, Sandy Lucas, and Mark Flaten.
Virtually present via Google Meet: Laurie Schmidt, Michael Werbowsky, Laura Colbert, John Erspamer, Carrie Naparalla, and Megan Sanders.

Approval of Agenda:

A motion was made by Patrick Phair and seconded by Betty Manion 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.

2022-2023 School Calendar:

Director of Teaching and Learning Mark Flaten advised that school calendars will now be set out on a rolling two-year basis. There are two options for the 2022-2023 school year, in particular relating to the Martin Luther King, Jr. federal holiday (MLK Day). Option A provides that day off for both students and staff and, therefore, pushes the last day of school for students to June 7 and for staff to June 8. Option B keeps MLK Day as a regular school day resulting in the last day of school for students being June 6 and for staff June 7. For this year and next year, MLK Day falls on a staff work day (end of semester). Mr. Flaten also pointed out the yellow highlighted Note which has been added at the bottom of the proposed calendars relating to inclement weather days being converted to remote learning days.

Even though MLK Day falls on a week shortly after returning from the holiday break and right before the semester ends, in light of the equity we are striving for in the District, a motion was made by Patrick Phair and seconded by Betty Manion to make a recommendation to the full Board at the next regular Board meeting to approve the 2022-2023 school calendar-Option A as presented (students and staff off on MLK Day). The motion carried unanimously on a voice vote.

School Handbooks for the 2021-2022 School Year:

Revisions were made to each of the handbooks to be consistent in layout and content. Committee Chairperson Dale Feldt asked that the District's Mission and Vision Statements be added in the handbooks, as well as the chain of command contact information.

Principal Michael Werbowsky added that a major revision to the High School Handbook is that students will no longer be allowed to go to their vehicles or leave campus during the school day. In the case of an emergency, the student will need to go through the High School Administration in order to leave. Since this language isn't specifically included, Mr. Werbowsky will add an additional bullet point under Attendance Procedures instructing parents to call the WHS Attendance Office for all emergencies requesting students to leave in the middle of the school day.

Principal Carrie Naparalla added that revisions were made to the 4K Handbook particularly relating to immunizations.

There were some questions as to the procedural process and whether the handbooks needed to be brought before the full Board for approval or if they were just for the Board's information. In particular, the Chain Exploration Canter (CEC) Handbook should not be brought before the full Board for approval but rather is for their information. The CEC Governance Council approved this document on January 28, 2021.

A motion was made by Patrick Phair and seconded by Betty Manion that the Instructional Committee has reviewed the 2021-2022 Handbooks and makes a recommendation to the full Board at the next regular Board meeting to approve the Waupaca High School, Waupaca Middle School, Waupaca Learning Center, and Waupaca 4K School Handbooks for the 2021-2022 school year as presented, including the requested additions. The motion carried unanimously on a voice vote.

AGR Reports:

Mr. Flaten advised that these reports indicate where students have grown over the course of approximately a half a school year in reading and math. Although they show that struggling learners continue to struggle and the number has increased slightly (because of the pandemic), we are on track. Principal John Erspamer is planning on looking at individual student reports to compare those learning on demand, live remote, and in person. Historically, first graders struggle, but it is rectified by third grade.

I-Ready is an internal diagnostic tool and the comparisons are based off national numbers. This data is not reported out, but the Administration is always monitoring the data to ensure consistency as well as what's working and what's not.

Chain Exploration Center Mid Year Performance Measure Review:

Principal Naparalla advised that this report relating to performance measures is due to the DPI in regards to the CEC's grant cycle. The goals are written in the CEC's contract and they are required to report the mid year data. The CEC Governance Council approved this at their meeting on January 28, 2021.

Update on Open Enrollments:

Mr. Flaten advised that last June the District started sending out an email to families inquiring as to why their student(s) is leaving or not enrolled in the District, and he provided the results of those surveys.

Adjournment:

A motion was made by Patrick Phair and seconded by Betty Manion to adjourn the meeting at 11:16 a.m. The motion carried unanimously on a voice vote.