



Respectful, Responsible, Safe & Prepared

POLICY COMMITTEE MEETING MINUTES
February 12, 2021 – 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 10:59 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 Stephen Johnson, Dale Feldt, and Betty Manion were present in the WHS Distance Learning Lab, and Steve Hackett was virtually present via Google Meet.

Also Present:

Present in the WHS Distance Learning Lab: Ron Saari, Mark Flaten, and Sandy Lucas.

Virtually present via Google Meet: Carl Hayek, Steve Thomaschefsky, and Megan Sanders.

Approval of Agenda:

A motion was made by Mark Polebitski and seconded by Sandra Robinson 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.

Reference Documents:

Mr. Saari provided several reference documents and an explanation of each to aid the Committee in their review and approval process of the NEOLA policies.

It was noted that even though the Board adopts a NEOLA policy, because it is going to take some time to get through all of the NEOLA policies, the old policy will remain on the website. So we will have two sets of policies for the time being, with the understanding that we will follow the adopted NEOLA policies.

Policies for Review (Continue First Two Sections 0000 and 1,000):

Amendment to Policy Governance Manual Section I. Governance Process, J. Board Member Compensation and Expenses:

The Committee discussed revising this policy to include a timeline for review of the policy as well as when that timeline would start. A motion was made by Mark Polebitski and seconded by Sandra Robinson to make a recommendation to the full Board at the next regular Board meeting to amend the Policy Governance Manual under Section I. Governance Process, Paragraph J. Board Member Compensation and Expenses, to include an effective date of May 1, 2021, and that the entire policy will be reviewed on a biennial basis, with the first review beginning in January, 2023. The motion carried unanimously on a voice vote.

Board Member Ethics (NEOLA 0144.2):

Mr. Saari advised that this policy is similar to Policy Governance Manual Section I. Governance Process, K. Code of Ethic, but there is very little overlap. Committee Member Sandra Robinson felt that it is important to be consistent and requested that we have only one document. She proposed a hybrid of the two policies by replacing the first paragraph of the NEOLA policy with the language in the opening paragraph of the Policy Governance policy, retaining the remainder of the NEOLA policy, and incorporating paragraphs 1, 11, 12, and 13 of the Policy Governance policy into the NEOLA policy. The Committee can determine where this policy should be placed at a later date. The revised NEOLA policy incorporating these revisions will be reviewed at the next Policy Committee meeting.

Sexual and Other Forms of Harassment (NEOLA 0145):

Mr. Saari advised that NEOLA did approve the additional language requested. A motion was made by Mark Polebitski and seconded by Sandra Robinson to move NEOLA Policy 0145 – Sexual and Other Forms of Harassment to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Officers (NEOLA 0152) and Annual Board Reorganization Meeting (NEOLA 0151.1):

Mr. Saari proposed that the last paragraph of NEOLA Policy 0152 be removed and incorporated into the second paragraph of NEOLA Policy 0151.1, which would then read: “The Board of Education shall at the organizational meeting, in addition to other statutory requirements, set the day, time and place of the regular meetings for the year (which shall be held at least once every month), designate depositories for school funds, and shall make its annual appointments and designations.”

A motion was made by Mark Polebitski and seconded by Sandra Robinson to move NEOLA Policy 0152 – Officers, as amended, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

A motion was made by Sandra Robinson and seconded by Mark Polebitski to make a recommendation to the full Board at the next regular Board meeting to amend NEOLA Policy 0151.1 – Annual Board Reorganization Meeting to include the additional language as presented. The motion carried unanimously on a voice vote.

New NEOLA Policies:

Presiding Officer (NEOLA 0163): A motion was made by Mark Polebitski and seconded by Sandra Robinson to move NEOLA Policy 0163 – Presiding Officer, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Special Meetings (NEOLA 0164.2): The Committee agreed that the entire highlighted section under “Board Hearings” should be deleted. A motion was made by Mark Polebitski and seconded by Sandra Robinson to move NEOLA Policy 0164.2 – Special Meetings, as amended, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Notice of Regular Meetings (NEOLA 0165.1): The Committee noted that the last paragraph needed to be revised to indicate the appropriate newspaper -- the Waupaca County Post. A motion was made by Sandra Robinson and seconded by Mark Polebitski to move NEOLA Policy 0165.1 – Notice of Regular Meetings, as amended, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Change of Regular Meetings (NEOLA 0165.2): A motion was made by Mark Polebitski and seconded by Sandra Robinson to move NEOLA Policy 0165.2 – Change of Regular Meetings, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Consent Agenda (NEOLA 0166.1):

Committee Chairperson Patrick Phair commented that he believes the Consent Agenda should be at the beginning of the Board’s meeting agenda not at the end.

The Committee felt that the NEOLA policy language is better than the language in the Policy Governance Manual under Section I. Governance Process, I. Board Planning and Agenda. It was suggested that the first paragraph of the Policy Governance policy be incorporated into the NEOLA policy and a new paragraph “E. Approval of Minutes” be added. Committee Member Sandra Robinson suggested that the Committee take all of the NEOLA policy language and incorporate it into the Policy Governance policy language in order to remain consistent and to have one policy, and that the Committee can decide later where it belongs. There was discussion regarding whether the Committee should be going back and forth between the Policy Governance Manual and the NEOLA policies. It was suggested that the Committee move forward with the NEOLA policies for adoption and at a later date decide where it belongs or if a hybrid should be created. The Committee was reminded that since it wasn’t posted, we cannot review and/or make any suggested revisions to the Policy Governance policy at this meeting. This NEOLA policy was tabled for further discussion at the next Policy Committee meeting.

Closed Session (NEOLA 0167.2): A motion was made by Sandra Robinson and seconded by Mark Polebitski to move NEOLA Policy 0167.2 – Closed Session, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

President (NEOLA 0171.1): It was suggested that the language in this policy should be consistent with the language in the Policy Governance policy and that we have only one document. A motion was made by Mark Polebitski and seconded by Sandra Robinson to move NEOLA Policy 0171.1 - President, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Vice-President (NEOLA 0171.2): A motion was made by Sandra Robinson and seconded by Mark Polebitski to move NEOLA Policy 0171.2 – Vice President, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Clerk (NEOLA 0171.3): A motion was made by Sandra Robinson and seconded by Mark Polebitski to move NEOLA Policy 0171.3 - Clerk, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Treasurer (NEOLA 0171.4): A motion was made by Mark Polebitski and seconded by Sandra Robinson to move NEOLA Policy 0171.4 - Treasurer, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Legal Counsel (NEOLA 0172): A motion was made by Mark Polebitski and seconded by Sandra Robinson to move NEOLA Policy 0172 – Legal Counsel, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Independent Auditor (NEOLA 0173): A motion was made by Sandra Robinson and seconded by Mark Polebitski to move NEOLA Policy 0173 – Independent Auditor, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Annual Report (NEOLA 0174.1): It was requested that since this policy is in alignment with Wis. Stats. Sec. 120.18 that the statute be cited. A motion was made by Mark Polebitski and seconded by Sandra Robinson to move NEOLA Policy 0174.1 – Annual Report, as amended, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

School Performance Report (NEOLA 0174.2): A motion was made by Sandra Robinson and seconded by Mark Polebitski to move NEOLA Policy 0174.2 – School Performance Report, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Other Reports (NEOLA 0174.3): A motion was made by Mark Polebitski and seconded by Sandra Robinson to move NEOLA Policy 0174.3 – Other Reports, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Association Memberships (NEOLA 0175): A motion was made by Mark Polebitski and seconded by Sandra Robinson to move NEOLA Policy 0175 – Association Memberships, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Employment of the District Administrator (NEOLA 1220): The Committee tabled this policy until after the District Administrator evaluation process has been completed by the Board.

District Organization (NEOLA 1100): A motion was made by Mark Polebitski and seconded by Sandra Robinson to move NEOLA Policy 1100 – District Organization, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Conflict of Interest (NEOLA 1130): A motion was made by Mark Polebitski and seconded by Sandra Robinson to move NEOLA Policy 1130 – Conflict of Interest, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Because of time constraints, the remainder of the Agenda – New NEOLA Policies, Items VI.E.20-35, and Waupaca/NEOLA Hybrid Policies, Items VI.F.1-10, will be brought forth at the next Policy Committee meeting scheduled for Friday, February 26, 2021.

Adjournment:

A motion was made by Mark Polebitski and seconded by Sandra Robinson to adjourn the meeting at 12:34 p.m. The motion carried unanimously on a voice vote.