



Respectful, Responsible, Safe & Prepared

PERSONNEL COMMITTEE MEETING MINUTES
February 18, 2025 – 6:00 p.m.
(or immediately following the Instructional Committee Meeting)
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 5:42 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, Steve Klismet, and Molly McDonald were present.

Also Present:

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

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.

Revised Food Service Administrative Assistant Job Description:

Director of Business Services Austin Moore advised that Food Service Supervisor Dar Pflugardt recently reviewed the current job description for the Food Service Administrative Assistant position. Because the job description was generic, several revisions were made to accurately reflect the additional roles, responsibilities, and expectations required for the position, many of which are specific to the Food Service Department. In addition, because this is a Food Service employee, the position will be moved from the Administrative Assistant-Class 2 classification to the Food Service (Fund 50) staffing classification.

A motion was made by Bob Adams and seconded by Lori Verhalen to make a recommendation to the full Board at the next regular Board meeting to approve the new Food Service Administrative Assistant job description, including moving this position to the Food Service staffing classification as presented. The motion carried unanimously on a voice vote.

Addition of a 1.0 FTE Special Education Certified Teacher at WMS for the 2025-2026 School Year:

Director of Student Services Laurie Schmidt advised that special education student counts have increased at WMS and in trying to meet the unique needs of the students, some across four grade levels, the caseloads are beyond the needs of our current certified staff. The need remains high at the WLC as well, so it is not that students are moving on from the WLC to WMS. She pointed out that the DPI does not have a caseload management system for special education.

Therefore, in order to continue to meet the unique needs of the students and retain staff, Ms. Schmidt recommended that an additional 1.0 FTE special education certified teacher be added at WMS for the start of the 2025-2026 school year, and she will continue to monitor staffing levels. Ms. Schmidt has discussed the additional cost with Mr. Moore so it will be built into the budget, and she will continue to look at federal funds and grant dollars. She added that the current State Superintendent, Dr. Jill Underly, is proposing a 90% reimbursement rate for special education.

Once approved by the Board, the position will be posted in March and will require a cross categorical license.

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 approve the addition of a 1.0 FTE Special Education Certified Teacher at Waupaca Middle School for the 2025-2026 school 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 5:59 p.m. The motion carried unanimously on a voice vote.