



Respectful, Responsible, Safe & Prepared

POLICY COMMITTEE MEETING MINUTES
February 26, 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 11:02 a.m.

Roll Call:

All members of the Committee were present (Chairperson Patrick Phair and Mark Polebitski via Google Meet, and Sandra Robinson was present in the WHS Distance Learning Lab). Additionally, Board members Stephen Johnson and Dale Feldt were present in the WHS Distance Learning Lab, and Betty Manion and Steve Hackett were virtually present via Google Meet.

Also Present:

Present in the WHS Distance Learning Lab: Ron Saari, Mark Flaten, Sandy Lucas, and Steve Thomaschefsky. Virtually present via Google Meet: Carl Hayek, Laurie Schmidt, and Megan Sanders.

Approval of Agenda:

Committee member Mark Polebitski suggested that Item IV – Review of Board Meeting Norms be removed from the Committee’s agenda in the future. It was pointed out that this is something that will have to be brought to the full Board to decide. 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.

Adjournment into Closed Session:

A motion was made by Mark Polebitski and seconded by Sandra Robinson to adjourn into closed session pursuant to Wis. Stats. § 19.85(1)(f), Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Specifically to discuss a personnel issue. The motion carried unanimously on a roll call vote at 11:08 a.m.

Return to Open Session:

A motion was made by Sandra Robinson and seconded by Mark Polebitski to reconvene in open session. The motion carried unanimously on a roll call vote at 11:31 a.m.

Update on Strategic Planning Process:

Mr. Saari shared with the Board the status of the District's Strategic Planning process. He also reminded them of what was accomplished and where we previously left off before having to put the Strategic Plan on hold. He added that while the Strategic Plan is important, it was important to put it on hold to allow Administration to focus on the three learning modalities for the upcoming school year.

The purpose of a Strategic Plan is to provide a focus for the District – to be sure that we are all pointed in the same direction. The Strategic Planning Team was separated into five groups (or foundations) which worked on their group tasks. Mr. Saari also provided an overview of the process.

Now we are picking the Strategic Plan work back up and are in the middle of building scorecards. By April 13th, the scorecard and Strategic Plan presentation will be presented to the Board for their approval, with the goal to have it finalized before staff leave for the summer. Mr. Saari added that only the District level items will go before the Board.

Mr. Saari advised that nothing has changed with regard to our Vision and Mission statements – they remain the same. However, there are two additions: a Philosophy statement of Continuous Improvement, as well as a list of eight Values (which are taken from our “Committed to Excellence in Education Framework”).

The Strategic Plan consists of the following five Foundations of Excellence, which are how we operate as a School District:

- Future and Career Readiness
- Student and Staff Well-Being
- Staff Engagement and Effectiveness
- Family, Community, and Business Partnerships
- Finance, Facilities, Operations

The Scorecard's purpose is to assist the District in focusing on the Strategic Plan and includes the five Foundations of Excellence as well as the following which are listed under each Foundation:

- Annual Measures/Goals
- Strategic Actions (which we are already doing)
- Progress Monitoring Measures

Mr. Saari also presented an example of what a District building's scorecard may look like, which included: Objectives, Goals, and Monitoring Measures.

The Strategic Planning Team will prioritize and organize these goals and actions. It was pointed out that this is a five year plan which will be reviewed annually; it is a work in progress honing in on one or two items; and is a total team effort.

Reference Documents:

Mr. Saari reviewed the reference documents which were provided to aid the Committee in their review and approval process of the NEOLA policies.

Place 0000 NEOLA Policies on hold except for the following three policies previously discussed:

The Committee agreed to place the remaining 0000 NEOLA policies, which are in line with Policy Governance policies, on hold until towards the end of the approval process and, instead, focus on the 1,000's and higher.

Board Member Ethics (NEOLA 0144.2):

Board President Stephen Johnson presented a revised Code of Ethics NEOLA policy incorporating the additions from the Policy Governance policy as requested at the last Policy Committee meeting. He also slightly reworded and rearranged some paragraphs so that the entire policy reads consistently.

A motion was made by Sandra Robinson and seconded by Mark Polebitski to move NEOLA Policy 0144.2 – Board Member Ethics, as amended by Stephen Johnson, 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):

Mr. Saari presented an amended Consent Agenda NEOLA policy incorporating the items from the Policy Governance policy as requested at the last Policy Committee meeting and adding a new paragraph E.

A motion was made by Mark Polebitski and seconded by Sandra Robinson to move NEOLA Policy 0166.1 – Consent Agenda, as amended, 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): A motion was made by Sandra Robinson and seconded by Mark Polebitski to move NEOLA Policy 1220 – Employment of the District Administrator, as presented, to the full Board at the next regular Board meeting for approval and adoption. The motion carried unanimously on a voice vote.

Draft Timeline for Equity Policy Work:

Based on conversations with Committee Chairperson Patrick Phair and the Board wanting to do equity work, Mr. Saari reassured the Board that Administration hasn't forgotten about and won't forget about equity, they are continually working on it internally.

Board member Dale Feldt added that he attended an AGI equity seminar. There they pointed out that a district can incorporate equity into current policies by including equity wording or statements rather than writing new policies.

Mr. Flaten advised that the MLSS handbook has included equity. Mr. Saari added that equity isn't so much written policies but implementing it in current policies. We will continue to talk equity as we go through these policies. It is part of a day in and day out.

Administrative NEOLA Policies above the 0000's that were previously on the agenda:

New NEOLA Policies:

Committee Chairperson Patrick Phair suggested that the Committee review and approve Items 1-10 of the New NEOLA Policies as a group rather than going through them one by one. However, a couple of exceptions were requested.

Board-District Administrator Relationship (NEOLA 1210):

Committee member Sandra Robinson noted that this policy is within the Means section of the Policy Governance Manual, so she requested that this policy be put on hold and placed in the same group of the remaining 0000's; or in the alternative, compare the two and maybe incorporate them into one policy.

District Administrator Job Description (NEOLA 1400.01):

Committee member Sandra Robinson requested that this NEOLA policy be compared with the job description that is in the Policy Governance Manual. Board President Stephen Johnson offered to do the comparison and draft a proposed revision of the NEOLA policy incorporating both policies into one, and will bring it to the full Board at its March meeting for review.

A motion was made by Sandra Robinson and seconded by Mark Polebitski to move the following policies (Items 2-10) to the full Board at the next regular Board meeting for approval and adoption:

- Student Supervision and Welfare (NEOLA 1213)
- Development of Administrative Guidelines (NEOLA 1230.01)
- Non-Reemployment of the District Administrator (NEOLA 1241)
- Incapacity of the District Administrator (NEOLA 1260)
- Job Descriptions (NEOLA 1400)
- District Administrator Job Description (NEOLA 1400.01) (**as amended**)
- Nondiscrimination and Equal Employment Opportunity (NEOLA 1422)
- Nondiscrimination Based on Genetic Information of the Employee (NEOLA 1422.02)
- W523.1 Standard New-Employee and Interval-Based Health Examinations (NEOLA 1460)

The motion carried unanimously on a voice vote.

Because of time constraints, the remainder of the Agenda – New NEOLA Policies, Items X.A.11-16, and Waupaca/NEOLA Hybrid Policies, Items X.B.1-2, will be brought forth at the next Policy Committee meeting scheduled for Friday, March 19, 2021.

Adjournment:

A motion was made by Mark Polebitski and seconded by Sandra Robinson to adjourn the meeting at 12:36 p.m. The motion carried unanimously on a voice vote.